

*This handbook belongs to \_\_\_\_\_*



## **Moore Catholic High School**

### **Mission Statement**

*Moore Catholic High School is a college preparatory, co-educational, Catholic secondary school. We are dedicated to the education of young people according to Catholic tradition and values. We strive for excellence in all areas, seeking to insure that all students develop their full potential to become mature, responsible adults.*

*Our hope is to develop in students their physical, moral, and intellectual talents; that they acquire a more perfect sense of responsibility and a correct use of freedom, and that they be educated for active participation in social life.*

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## **Introduction**

Moore Catholic High School was founded in 1962 by the late Francis Cardinal Spellman and the Presentation Sisters of Staten Island. Originally an all-girls school, Moore was named after Countess Mary Young Moore, an extraordinary benefactress of the Archdiocese of New York. In September 1969, Moore became co-ed, and in the course of time, our name was officially changed from Countess Moore High School to Moore Catholic High School. In 1966, Moore received its official registration from the Board of Regents as an extension of the University of the State of New York.

Presently, Moore Catholic High School is under the educational direction of committed laypersons, the Daughters of Our Lady of the Garden and the Sisters of St. John the Baptist.

As a Roman Catholic co-ed school, Moore Catholic bases not only its educational purposes, but all its activities on the Christian teaching of the essential equality of all men and women as rooted in the fatherhood of God, Christ's love, and man's supernatural destiny.

Thus, with discrimination so repugnant to our nature and mission, Moore Catholic has not and shall not discriminate on the basis of race, color, national and ethnic origin in the administration of any of its policies or programs.

Moore offers an education that is deeply rooted in Gospel values, and that places great emphasis on our community experience and service to one another.

Our goal is a spiritual, intellectual, and aesthetic preparation for life.

## **Philosophy and Objectives**

Moore Catholic High School is a college preparatory, co-educational, Catholic secondary school, under the educational jurisdiction of the Archdiocese of New York, and a Board of Trustees. We are dedicated to the education of young people according to Catholic tradition and values. We strive for excellence in all areas, seeking to insure that all students develop their full potential to become mature, responsible adults.

The purpose of this Handbook is to inform students and parents of the rules and regulations of Moore Catholic High School. These rules and regulations are set forth in order to foster the efficient running of our school by creating an environment which focuses on respect for others and respect for self.

The code of the Catholic Church Canon Law (#795), revised in 1983:

*Since a true education must strive for the integral formation of the human person, a formation which looks toward the person's final end, and at the same time toward the common good of societies, children and young people are to be so reared that they can develop harmoniously their physical, moral and intellectual talents that they acquire a more perfect sense of responsibility and a correct use of freedom, and that they be educated for active participation in social life.*

The Moore Catholic High School Community wholeheartedly concurs with the above guideline. In light of this, we strive to:

1. Provide students with knowledge of our religious beliefs, which are based on the Sacred Scriptures, and the teachings of the Catholic Church.
2. Instill a respect and understanding of diverse cultures, races, and religions.
3. Foster a school spirit which encourages mutual respect among students, teachers, and administration.
4. Promote a nurturing and affirming atmosphere so that students may experience a feeling of self-worth.
5. Develop communication and analytical skills, as part of a solid academic foundation for further education, thereby enabling students to make intelligent, informed decisions.
6. Provide knowledge and appreciation of our American heritage and the rights, duties and responsibilities of American citizenship.
7. Encourage our students to volunteer, participate in and support community service and school activities.
8. Encourage good health and physical fitness throughout life.
9. Prepare our students for the 21<sup>st</sup> century by encouraging a re-examination of the changing roles and responsibilities of men and women in our society.

In order to meet these expectations, we provide:

1. Thorough, organized, and challenging academic programs, which meet the particular needs and abilities of our student population.
2. Encouragement for our students to reach their full potential.
3. Diverse opportunities to participate in extra-curricular and co-curricular activities.
4. A dedicated faculty with a common goal whose teaching is excellent in method and personal in style.
5. Opportunities for family cooperation and support.

The Moore Catholic community is working together to create the future for our Church and our country. In faith and hope, we accept this responsibility.

***PARENTS & STUDENTS***  
***“RIGHTS” AND RESPONSIBILITIES***

Once students have met the necessary admission requirements and have been accepted into Moore Catholic High School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at Moore Catholic High School is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside of the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, Moore Catholic High School reserves the right, and students and parents or guardians concede to the school the right, to require the withdrawal of any student at any time, for any reason deemed sufficient at the sole discretion of the school and its administrators. With the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending Moore Catholic High School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at Moore Catholic High School surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at Moore Catholic High School, agree to and accept the school’s rule and policy that students, parents

and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered in this handbook which may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision related to a student's enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that students and parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

**“STUDENTS AND PARENTS MUST BE AWARE THAT ENROLLMENT AT MOORE CATHOLIC HIGH SCHOOL AND PARTICIPATION IN ANY CLUB, SCHOOL RELATED EVENT BOTH IN AND OUTSIDE OF THE SCHOOL PREMISES AND MEMBERSHIP ON ANY SCHOOL TEAM, INCLUDES THE STUDENTS’ AND PARENTS’ AGREEMENT AND CONSENT TO BE VIDEOTAPED AND BROADCAST. THIS IS A REQUIREMENT FOR MEMBERSHIP ON A TEAM.”**

**IF YOU DO NOT WANT YOUR CHILD PHOTOGRAPHED, VIDEOTAPED OR HAVE YOUR CHILD’S IMAGE INCLUDED ON THE SCHOOL WEBSITE, FACEBOOK OR ANY PUBLICATIONS RELATED TO MOORE CATHOLIC HIGH SCHOOL, PLEASE SEND A LETTER TO THE DEAN’S OFFICE.**

**PLEASE NOTE: IF YOU DO NOT WANT YOUR CHILD TO BE PHOTOGRAPHED AND YOU HAVE A FORM ON FILE INDICATING THE SAME, IT IS THE RESPONSIBILITY OF THE CHILD TO REMOVE HIM/HERSELF FROM PHOTOS AND TO INFORM THE PHOTOGRAPHER THAT THEY ARE NOT PERMITTED TO BE PHOTOGRAPHED.**

There are several grounds for disciplinary action or expulsion set forth in the “Discipline Codes” section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

### **Computer and Internet Use**

The school has an Internet Acceptable Use Policy which each student, along with a parent or guardian, must sign before a student can access the Internet at school. The Internet Acceptable Use Policy governs the conduct and responsibilities of each student while they are at school and/or utilizing school computer facilities, network accounts, or sites. This policy, along with the contract can be found on the school website.

Moore Catholic High School recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its

school. To this end, the school encourages the responsible use of computers; computer networks, including the Internet, mobile devices, and other electronic resources in support of the mission and goals of Moore Catholic High School. It is the expectation of this school, however, that student behavior when using the Internet will be exemplary both on and off school grounds. A Catholic school student always represents his or her school and the school community. Accordingly, students will be subject to disciplinary action by the school for acts such as, but not limited to, harassment or any other type of threatening, sexual or otherwise inappropriate communication that is conveyed via the Internet (or other technological medium or device) regardless of the time of day or the student's location. Such misconduct could result in any number of punishments, including the possibility of suspension or expulsion. Additionally, any student who is found to have authored or contributed to a website or blog that is of a nature which is threatening, profane, obscene, sexual, illegal or contrary to the Catholic mission of the school, will be subject to disciplinary action by the school.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, Moore Catholic High School adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Moore Catholic High School owned equipment or through Moore Catholic High School.

### **Academic Policies and Requirements** **Admissions Requirements**

Ordinarily, admission to Moore Catholic is at the Ninth Year Grade level. A prospective Moore student must be in the eighth grade at the time of the administration of the Test for Admission to Catholic High School (TACHS). All candidates are required to take this examination, which is a standardized test measuring academic aptitude and achievement in reading, spelling, language arts and mathematics. Selection is based on scores obtained on the Exam, as well as the order of choice as indicated by each student. Candidates must also successfully complete all eighth grade graduation requirements.

Transfer applications are considered for grades 10, 11 and 12. A transfer application should be secured in the Main Office at Moore Catholic several months in advance of the desired transfer. The application and all other information must be completed before a candidate will be considered. Decisions are ordinarily made over the summer for a September candidate. Acceptance is based on many factors, such as recommendations, class average, specific grades, programs of studies, availability of space, etc.

### **The Program of Studies**

The Program of Studies offered by Moore Catholic is college preparatory. Registered by the New York State Board of Regents, our Program of Studies not only meets but also

indeed exceeds the minimum requirements of the State. Where applicable, the courses of instruction are based on the prescribed syllabi provided by the New York State Department of Education. Supplementing these Guides are Curriculum Outlines prepared by the staff of Moore Catholic High School.

The outlines complement our philosophy and objectives. It is our intention that the Program of Studies meets not only the general needs, but also, when we are able, the specialized needs related to the unique abilities, interests and expectations of each individual student.

Accordingly, we have, in the broadest sense, three student groupings: Scholars, Honors and Regents. Students must meet all Regents requirements of Moore Catholic High School. For those students who qualify academically, we offer the Presentation Scholars Academy.

### *Program of Studies*

***Freshman Year...*** Foundations in the Faith  
Introduction to the Elements of Literature and Composition  
Global Studies I  
Algebra Common Core or Geometry Common Core  
Living Environment (Biology)  
Performing Arts I  
Spanish I or Italian I  
Introduction to Art  
Introduction to Music  
Guidance  
Physical Education

***Sophomore Year...*** Paschal Mystery: The Mission of Jesus Christ  
Survey of British Literature and Composition  
Global Studies II  
Geometry Common Core or Algebra 2 Common Core  
Chemistry or Earth Science  
Spanish II or Italian II  
Drawing and Painting 1  
Introduction to Computer Science  
Guidance  
Physical Education  
Performing Arts II

**Junior Year...** The Sacraments and Catholic Morality  
Elective: Teaching the Christian Message I  
Survey of American Literature and Composition  
U. S. History and Government  
Algebra 2 Common Core or Advanced Math  
Chemistry, Earth Science, or Physics  
Performing Arts III  
Spanish III or Italian III  
Drawing and Painting 2  
Guidance  
Physical Education  
SAT/ACT Preparation

**Senior Year...** **Required:**  
Social Justice and Christian Lifestyles  
Elective: Teaching the Christian Message II  
American Government (1 semester)  
Economics (1 semester)  
Survey of World Literature and Composition  
Guidance  
Physical Education  
Mathematics  
Health Education

**Senior Year...Electives: (2 must be chosen)**

*Example:* Criminal Justice, Emergency Preparedness, Psychology, Anatomy of Forensics, Sociology, AP Computers, AP/SJU Biology, SJU Probability and Statistics, Studio Art. Many of these courses are St. John's University extension courses for which students can earn college credit.

**Note:** Students who qualify may request accelerated programming in Science and Mathematics. Evaluation of Regents examinations will occur on a case by case basis in accordance with state regulation.

Music requirements may be met by participating in two years of chorus.

### **Advanced Placement/College Extension Program**

Advanced Placement courses which are administered through the College Board are offered to seniors and possibly juniors who have shown the highest averages in certain subject areas. Advanced Placement courses are offered in English Language & Composition, English Literature & Composition, American History, World History, Government and Politics, Biology, Computers, Calculus AB and Calculus BC. Seniors and juniors who register for Advanced Placement courses are required to take the AP examinations and are eligible for college credit based on the results of each exam.

Qualified students may take advanced courses at Moore for both high school and college credit. Credit is granted by St. John's University and reciprocity of these credits is allowed by many colleges and universities. High school extension courses in English Literature, English Composition, College Algebra and Trigonometry, Calculus, Probability and Statistics, Biology, Psychology, Criminal Justice and Emergency Preparedness are available and taught by Moore faculty members who have adjunct status with St. John's University.

### **Structure of Moore Catholic High School Academic Program**

#### **I. The Presentation Scholars' Academy:**

Students are invited to enter this program after having achieved the highest scores on the TACHS and also based on 7<sup>th</sup> and 8<sup>th</sup> grade report cards. The level of instruction and teaching strategies focus on using the talents of gifted students. The teachers in the program work closely together in order to discuss their goals and methods of interconnecting and enriching the curriculum areas.

#### **II. Honors Program:**

All classes are taught on a level that will challenge each student and meet the individual needs of students as much as possible. Assignments, tests, mid-year and final exams will keep students in regular classes to achieve their highest performance levels and to find a sound foundation in all curriculum areas. Students in these classes are also mandated to pass the Regents examination in the appropriate courses.

#### **III. Regents Program:**

During Freshman year students may qualify for our Regents Program which provides additional academic assistance for the Common Core Standards in Math and English.

Moore Catholic High School offers an array of educational support services in order to assist students in their endeavor to succeed in all subjects. Teachers continually hold review sessions before school begins and after school. Also, there are peer tutors so that students can utilize the strengths of their own classmates in order to further understand various concepts.

### *Requirements for Graduation*

Every Moore Catholic student will qualify for a New York State Regents Diploma or a New York State Advanced Regents Diploma. In order to do so, the requirements specified in section 100.5 of the Commissioner's Regulations must be met. In addition to State requirements, there are Moore Catholic High School Diploma requirements. In general these requirements include appropriate units in Religious Education, English, Social Studies, Mathematics, Science, Languages Other Than English, Health Education, Physical Education, Art and Music, Computer Science and Guidance.

### *New York State Regents Endorsed Diploma*

Moore Catholic High School is chartered by the **New York State Board of Regents** and accredited by the **Middle States Association of Secondary Schools**. The following requirements are in accord with the current regulations of the New York State Board of Regents.

All Moore Catholic High School students are required to sit for all Regents exams at least twice, in the event of a failure, at the next administration of said Regents exam.

#### **Required Minimum School Credits**

- 4 credits – Religion
- 3 credits – Second Language
- 4 credits – English
- ½ credit – Art
- 4 credits – Social Studies
- ½ credit – Music
- 4 credits – Mathematics
- ½ credit – Health
- 3 credits – Science
- ½ credit – Computer Science
- 2 credits – Physical Education
- ½ credit – SAT/ACT Preparation
- 2 credits – Electives
- Total = 28 1/2 credits**

**Requirements for a Regents Diploma**

**AS OF SEPTEMBER 2016 STUDENTS ENTERING FRESHMEN YEAR ARE REQUIRED TO COMPLETE THE FOLLOWING REGENTS EXAMINATIONS WITH A GRADE OF 65 OR BETTER TO EARN A REGENTS DIPLOMA.**

- English Language Arts (Common Core English)
- 1 Math (Common Core Algebra I, Geometry or Algebra II)
- 1 Social Studies (Global History and Geography OR United States History and Government)
- 1 Science (Living Environment, Chemistry, Earth Science or Physics)
- One additional Regents exam

**Requirements for a Regents Diploma  
with Advanced Designation**

**AS OF SEPTEMBER 2016, STUDENTS ENTERING FRESHMEN YEAR ARE REQUIRED TO COMPLETE THE FOLLOWING REGENTS EXAMINATIONS WITH A GRADE OF 65 OR BETTER TO EARN A REGENTS DIPLOMA WITH ADVANCED DESIGNATION.**

- English Language Arts (Common Core English)
- 3 Math (Common Core Algebra I, Geometry AND Algebra II)
- 1 Social Studies (Global History and Geography OR United States History and Government)
- 2 Science (Living Environment AND Chemistry, Earth Science or Physics)
- Successful completion of a Comprehensive Exam following 3 years of study in A Language Other Than English
- One additional Regents exam

**Transcripts**

Each student may request that a transcript of his/her permanent record card be sent to the college or other organization of his/her choice. The first requested transcript is free and a fee of \$5 is required for each additional.

Requests for transcripts after graduation are to be addressed to the Guidance Office of our school and a remittance of \$5 enclosed for each copy.

### Grading System

**Report Cards** are distributed four (4) times a year. The passing grade is 65%. No student will be recommended for college unless he/she maintains an average of 75% or better throughout his/her high school years. When a student is in danger of failing a subject, the teacher may send to the student's parents a notice indicating the reasons for the poor performance. Parent-Teacher Meetings are held after each of the first three marking periods. Parents of failing students are expected to attend Parent-Teacher Conference evenings.

**Please note:** Each of the four (4) marking periods is worth 20% of the final average. The mid-year exam is worth 10%. The final exam is worth 10%. No mark below 50 will be given without approval of the Principal, BUT the mark given on a Regents exam will be the mark that is earned, and this can be anywhere from 0 to 100.

### Academic Probation Policy

When a student manifests poor academic achievement by failing three or more subjects in the first quarter, the student will be placed on Academic Probation. If a student fails one or two subjects in the first quarter, the student **will be given a warning**. The parents will be notified of this warning in a letter which will be sent to them. If the student continues to fail two or more subjects after the second quarter, he or she will be placed on Academic Probation, and again, parents will be notified of this action in a letter sent to them. The following actions are taken when a student is placed on Academic Probation:

1. The student will meet with his or her guidance counselor on a regular basis.
2. A parent conference will be arranged with the Principal and a member of the Guidance Department to determine the status of the student at Moore.
3. The student will be required to participate in a program of study sessions which will occur after school hours. They are mandatory for students who wish to remain at Moore Catholic High School, and therefore, they take precedence over **ALL** other commitments, including extracurricular activities. **The student will be expected to attend one session each week for two failures and two sessions each week for three or more failures.**
4. **Students receiving three or more failures will be suspended from participating in ALL extracurricular activities, including sport teams, clubs and school plays immediately, pending grade remediation.**

### *Mid-Year and Final Exams*

**Absence** - Parents must notify the school on the day of a student's absence. Absence from a mid-year or final exam requires presentation of a Doctor's note upon return to school.

### *Passing of Subjects, Failures and Summer School*

If a student – Freshmen, Sophomore, Junior or Senior – fails on the final average (64.4 or lower) in any subject or subjects, he/she must attend Moore Catholic Summer School. In the event that a subject is not offered in Summer School (e.g., some of the elective courses), appropriate arrangements must be made with the Principal and/or Vice Principal. Non-participation in Summer School or in the above-mentioned “arrangements” means, in effect, that a student has resigned from Moore Catholic High School.

Freshman mid-year (**January**) grades will be carefully reviewed. Freshmen with three or more failures may not be allowed to continue at Moore. Each case will be decided by the Principal and/or Assistant Principal of Academics.

If a student has failed any three academic subjects on the final average, the student may not be allowed to return to Moore Catholic High School.

Seniors must pass **ALL** their subjects (required and elective) in order to graduate.

Any student with two final failures in June will be placed on Academic Probation for the following year. The student may be dismissed from the school at the end of the first semester if that student acquires three or more semester failures in January.

### *Physical Education*

It is mandated by New York State that each student participates in Physical Education classes. Publication of the regulations regarding the conduct and requirements of Physical Education classes will be the province and duty of the Departmental Coordinator.

### *Guidance Services*

Guidance services are regarded as an integral part of the educational process. Counselors provide educational and personal-social guidance. The counselor assists the student as an individual to make appropriate and satisfying educational choices and adjustments to the school environment. This process includes the development of self-

understanding and self-acceptance, the appraisals of the realities of the student's present and probably future socio-economic environment, and the integration of these two variables.

The counselor works closely with parents and the school staff and will assist the student where any personal problem seems to be impeding school potential. Students and parents are urged to contact the counselor at any time during the school day.

### **Testing Accommodations**

At Moore Catholic High School, the following types of plans are honored:

- Individualized Education Student Plan – IESP
- Services Plan – SP
- Archdiocese Student Assistance Plan – SAP

The only accommodation we honor at Moore Catholic High School is extended time testing on exams longer than 45 minutes in length. There is no picking and choosing for which exams a student can receive extended time. If a parent/guardian decides that a child no longer needs extended time on his/her exams, then a formal written letter must be submitted to the guidance department. Students may opt out of extended time for individual exam periods.

IEP's must be converted to IESP's and 504 plans must be converted to SAP's for implementation at Moore Catholic. IEP conversion occurs at the Committee on Special Education, (718) 420 – 5790. Conversion of 504 plans occurs at the Archdiocese of New York, (212) 371 – 1000. If a student no longer needs his or her IESP, a formal letter must be written to the Committee on Special Education and a copy of the letter must be sent to the guidance department.

Students who are allowed SETSS services on their IEP's may take advantage of the provider on site.

### **Parent-Teacher Meetings**

1. (a) Freshman parents are asked to be present at a meeting in the early fall. A General Assembly is held after which parents follow their son's/daughter's daily schedule. Parents will meet each teacher to learn the general format of the class, method of teaching, grading, assignments, means of communicating with each teacher, etc.

(b) Sophomore, Junior and Senior parents meet with administration, guidance and faculty in the fall to review objectives and policies for the year concerning each grade level.

(c) Junior and Senior parents will also meet with the Guidance Department to discuss the college application process and financial aid.

2. Parent-Teacher meetings are also held during the school year after the first, mid-year and third report cards. Parents are invited to attend these meetings; however, parents of those students who fail any subjects during these marking periods must attend the meetings and speak to their son's/daughter's teachers.

## **Regulations on Student Life and Conduct**

### **1. Introduction**

In becoming a student of Moore Catholic, in effect, you have entered into a contract with the school where you agree to cooperate with all school regulations and to be the best representative of the values and beliefs of your school on all occasions, either in school or out of school.

Complete supervision of each student in all school situations is neither possible nor desirable. The primary discipline is self-discipline. Since there are also many situations for which there are no detailed regulations, good order, seriousness of purpose, and concern for others are the guidelines to be used in judging the appropriateness of any action.

Should the administration of Moore Catholic High School deem that it does not have appropriate placement and/or resources to appropriately educate a student, he/she will be dismissed.

### **2. Disciplinary Policy**

Since discipline develops acceptable standards and habits of conduct, it is one of the most important characteristics of our school program. The student grows in character as he/she comes to understand more fully the consequence of his/her decisions.

In order to insure the smooth running of the school, all students are requested to follow the rules and regulations. The Office of the Dean of Students is responsible for the overall discipline and good order of the students.

Students who disobey the rules of the school demonstrate poor judgment and a lack of self-discipline. These students will be given an appropriate detention. A record of detention for all students is kept on file by the Dean. Parents will be informed by means of a phone call or e-mail of any serious infraction of school rules by their son/daughter.

The school reserves the right to dismiss, at any time, a student whose conduct is not in keeping with Moore's philosophy and objectives. Among the offenses which may involve dismissal are serious or habitual disobedience and/or disrespect to school authorities or other students, continued lack of serious study, stealing, destruction or vandalism of school property, the possession of weapons or objects which in the Principal's judgment are determined to be potentially harmful or life-threatening, the possession and/or use of alcohol or drugs, repeated misconduct on public transportation, inappropriate use of all forms of the Internet and social networks, and sexual harassment.

When such serious offenses occur, all decisions and/or penalties will be imposed only after one or more administrative/parental conference(s) have been held. Each student and family will be extended every courtesy and right required by Christian charity and justice. When such decisions are made by the Principal and appropriate administrative personnel, such decisions will be based on the well-being of the individual student, as well as the common good. Collaboration and consultation are our guiding principles.

It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents his or her parents and the entire school community whether wearing the school uniform or not. Therefore, the school reserves the right to discipline students for acts such as, but not necessarily limited to, stealing, fighting, vandalism, harassment, bullying or any other type of threatening or inappropriate misconduct (in person, via the telephone, the Internet and all forms of social media) and prohibited use of personal electronic devices, including but not limited to cell phones, cameras, camera-phones, and the like.

Such misconduct could result in any number of punishments, including the possibility of suspension and/or expulsion.

Lastly, a child's arrest for a crime on or off school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

### **3. Attendance**

Regular and punctual daily attendance is essential for the academic success of any student. Lateness/tardiness disturbs the good order of the school and is detrimental to the student's achievement of personal responsibility.

Students are to arrive in full uniform and must congregate in the cafeteria. The Academic areas are off limits until 8:10 A.M.

Homeroom starts each day at 8:25 A.M. If a student is not in Homeroom at 8:25 A.M., he/she is considered late for school and must report to the Dean's Office for a late pass. Late students will not be allowed in homeroom without a late pass.

***PLEASE NOTE: Absences and lateness become a part of the student's permanent record.***

In order to maintain an orderly academic atmosphere, for the safety of our students and to maintain our standards, the following processes have been established:

**I. Absences:**

a. On any day a student is to be absent:

A phone call by a parent or guardian to the school (718-761-9200 ext. 116) before 9:00 A.M. is required.

**NOTE: This applies to each day a student will be absent.** It is the responsibility of the parent to notify the school of the student's absence.

b. Upon the student's return to school:

A note, signed by a parent or guardian only, stating the dates and reason for absence is required. The student should give the absence note to the Homeroom Teacher. Students who do not bring in a note within 3 days from his/her return to school will be given detention by the Homeroom teacher.

c. Absences of 3 or more consecutive days require a doctor's note prior to student's return to school.

d. If a returning student requires crutches, cane or any assisting devices, a doctor's note indicating that the student may return to school is required to be submitted to the Dean's Office.

e. Any medical problem requiring special consideration must be brought to the attention of the Main Office. A letter from the Doctor must be brought to the Dean's Office and kept in the student's file.

f. **Students who are absent from school on a given day MAY NOT participate in any afternoon or evening activity sponsored by the school on that day including Driver's Education. Violation of this rule will result in disciplinary action.**

g. **Excessive Absences** - A cumulative absence record of more than 20 days for any school year is considered excessive.

- h. **The only legal reason for absence is illness.** The school calendar is provided to each family in August, prior to the beginning of the school year, and **we ask that family plans, vacations be scheduled as not to incur unlawful absences.** Seniors should avoid scheduling college visits when school is in session. **Unlawful absences occur when a pupil is absent with the knowledge of his/her parent for other than a legal reason.** Such excuses as the following come under this heading: vacation, needed at home, caring for sibling, overslept, etc. A student who is expected to be but who does not attend for other than lawful reasons is truant.
- i. **Students who are absent for 5 or more days in a marking period,** without serious medical condition, **(DOCUMENTED AND APPROVED BY THE ADMINISTRATION)** will:
  - 1. **Incur academic consequences, including failing for the marking period.**
  - 2. **Be required to have a parental conference regarding absenteeism.**
  - 3. **NOT PARTICIPATE IN ANY school related activity for the remainder of the marking period.**
- j. **Explanation of Excused and Unexcused Absence, Tardiness, and Early Dismissal:** The school administration makes the final determination as to whether an absence or tardiness is excused or unexcused. The following reasons for absence or tardiness may be considered as excused: sickness, sickness or death in family, court appearances, and/or suspension.
- k. It is the responsibility of the student to obtain from each of his/her teachers whatever assignments or tests must be made up. Students should check Plus Portal when they are absent.

## II. **Lateness:**

- a. If a student is late for school, he/she should report to the Dean's Office for an Admit to Class Slip. Any lateness without official documentation will not be considered "excused" by the Dean's Office. Notes or phone calls from parents are not considered official documentation.
- b. **If Parent/Guardian is aware that a student will be late:**  
A phone call to the school (718-761-9200 ext. 116) by Parent /Guardian is required, and the student must present a note of explanation to the Dean's Office immediately upon returning to school.

- c. Students who miss any classes due to unexcused lateness (excused lateness will be decided by the Dean of Students) will be considered cutting class. This includes classes that are scheduled for period A.
- d. Students who are late for Homeroom and/or classes will be subject to disciplinary action.

### ***III. Early Dismissal:***

Parents/Guardians are urged to have their son/daughter remain in school for the entire day. Doctor and other appointments should be scheduled after school whenever possible.

In the event a student must be dismissed early:

- a. A parent/guardian must personally sign a student out in the Dean's Office. If a parent/guardian is unable to sign the student out, only those people designated as emergency contacts that are on file with the school may sign the student out.
- b. If an early dismissal is known in advance (court appearance, doctor's appointment, and college visit), the Attendance Office should be notified before 9:00 a.m. on the date of dismissal.
- c. **Under no circumstances will any student leave school (Early Dismissal), without being signed out as stated in "a" above. Failure to leave school without following proper procedure will be considered truancy.**
- d. **If a student leaves school early due to illness, he/she may not participate in any after school activity or school sponsored activity for the remainder of the day.**
- e. **Classes missed due to early dismissal are considered absences for that class and may incur academic consequences, including failing for the marking period.**
- f. **Whenever possible, students are expected to take any scheduled exams before being dismissed early from school. It is the responsibility of the student to inform the attendance office of any scheduled exams and sit for those exams before leaving. Failure to do so may result in a "0" for any missed exams.**

4. **Illness**

Any student who becomes ill during class should be sent to the Dean's Office and should be accompanied by another student if necessary. A parent or guardian must sign out the student – no fax will be accepted.

5. **Cutting Class/Truancy**

If a student cuts any class, he/she will be given 3 days of detention. If a student is truant, he/she will be given indefinite detention and possibly be suspended as determined by the Dean of Students. Parents will be notified in both cases. In addition, the student who cuts class or is truant will receive a "0" on missed tests, quizzes, etc. with no opportunity for make-up. Any subsequent cut or truancy could result in the student being denied credit for the course and /or further disciplinary action.

6. **Basic School Attire and Appearance**

It is expected that all students reflect in their external appearance the characteristics of true ladies and gentlemen. The following regulations are made to encourage habits of neatness, order and good taste.

The classroom situation calls for suitable appearance. As a private school, we reserve the right to set the dress and hair policy which conforms to our philosophy and objectives. We urge parents to monitor the condition of their children's clothing and cooperate with us in implementing and enforcing the dress code.

7. **DRESS CODE**

The following regulations regarding good grooming and proper dress are effective from the time a student leaves home for school in the morning until he/she returns home.

**GIRLS:**

- a) **UNIFORM** Black pants.
- b) White Oxford shirt (not the golf shirt).
- c) **UNIFORM** Long Sleeve Black Sweater or Black Sweater Vest.
- d) Plain, black, flat closed leather or leather-like shoes. No sneakers, sandals or slippers.

- e) Make-up – not to be excessive, extreme or radical.
- f) Jewelry – not to be excessive. Earrings can only be worn in the ear lobes. Large dangling earrings, nose studs, ear gauges, eyebrow rings, pierced lips, tongues or chins are **NOT PERMITTED**. In general, facial piercings are not allowed. Band-aid coverings or ring hole retainers are also **NOT PERMITTED**. Unauthorized jewelry will be confiscated. Parents will be contacted should a student not be able to remove an item.
- g) Socks must be all black or white – no other colors.
- h) No unconventional or unnatural hair color. Students in violation will be detained in the Dean’s Office until a parent/guardian can sign the student out. That student will not be allowed to return to school until the hair color is corrected.
- i) No unconventional hair styles. Mohawks, faux-hawks, and shaved designs are not permitted, nor are any styles which the Dean’s Office deems “exceedingly high” in length. Questionable hair designs or styles should be cleared with the Dean of Students to avoid an irreversible dress code violation. The decision regarding what is an acceptable hair style is the sole decision of the Dean’s Office and is final.
- j) No tattoos.
- k) From May 1 to September 30, ***UNIFORM*** golf shirt (white or red with school emblem) and ***UNIFORM*** khaki pants must be worn. ***UNIFORM*** khaki pants are mandatory for freshmen, sophomores, and juniors and optional for seniors. A **solid** red, white or black T-shirt may be worn under the golf shirt.
- l) **SENIORS ONLY:** May wear the ***UNIFORM*** Senior sweater.
- m) Students may also wear the uniform MC fleece (black or red).

**BOYS:**

- a) **UNIFORM GRAY SLACKS**
- b) Solid white Oxford shirt (not the golf shirt).
- c) Traditional tie will be worn. Freshmen, sophomores and juniors must wear the uniform tie.

- d) **UNIFORM** Black Long Sleeve Sweater, or Black Sweater Vest
  - e) Plain, black, flat closed leather or leather-like shoes. No sneakers, sandals or slippers
  - f) Hair must be neat, clean, cut to collar and of moderate length. Bangs are not to cover entire forehead and should be neat and clean-cut. No unconventional hair styles. Mohawks, faux-hawks, pony tails, dreaded hair, braided hair, and shaved designs are not permitted, nor are any styles which the Dean's Office deems "exceedingly high" in length. Questionable hair designs should be cleared with the Dean of Students to avoid an irreversible dress code violation. The decision regarding what is an acceptable hair style is the sole decision of the Dean's Office and is final.
  - g) ALL BOYS MUST BE CLEAN SHAVEN. No facial hair is allowed including but not limited to mustaches, beards and goatees.
  - h) One earring may be worn. Eyebrow rings, ear gauges, nose studs, pierced lips, tongues or chins are **NOT PERMITTED**. Unauthorized jewelry will be confiscated. Parents will be contacted should a student not be able to remove an item. Band-aid coverings or ring hole retainers are also **NOT PERMITTED**.
  - i) Socks must be all black or white – no other colors.
  - k) Black belt
  - l) No unconventional hair color. Hair color must be natural. Students in violation will be detained in the Dean's Office until a parent/guardian can sign the student out. That student will not be allowed to return to school until the hair color is corrected.
  - m) No tattoos
  - n) From May 1 to September 30, boys do not have to wear ties and may wear the **UNIFORM** white golf shirt (white or red with school emblem). **UNIFORM** khaki pants are mandatory for freshmen, sophomores, and juniors and optional for seniors. A **solid** red, white or black T-shirt may be worn under the golf shirt.
  - o) **SENIORS ONLY** : May wear the **UNIFORM** Senior sweater.
  - p) Students may also wear the uniform MC fleece (black or red).
8. Any clothing or jewelry that is contrary to the values and beliefs of Moore Catholic High School is strictly prohibited.

9. Students who have a medical condition that requires altering the dress code must obtain permission from the Dean's Office. This will require a doctor's note which must include the expected duration that the student will be out of dress code.

10. **Dress Down Days**

The following guidelines are to be followed on dress down days:

NO ripped or torn jeans

NO strapless tops, tank top, crop tops or low cut blouses

NO leggings, yoga pants, shorts or pajama pants

NO dresses or skirts

NO sandals including flip flops and slides

NO slippers or moccasins (This includes indoor, outdoor, or UGGs)

NO hats or head coverings of any kind

NO clothing with text that may be considered offensive or otherwise inappropriate

Other dress code limitations apply, including but not limited to: piercings, tattoos, and facial hair.

"Moore" dress down days will require students to wear one piece of Moore attire.

This includes sweat pants, a Moore t-shirt or sweat shirt.

Failure to adhere to these guidelines will result in detention.

**11. Detention (OFFICE OF THE DEAN OF STUDENTS)**

Detention will be assigned by the Dean of Students based on violation of school rules and teacher referrals. Detention will be held Monday through Friday from 2:45 pm to 3:45 pm.

**INFRACTION**

**CONSEQUENCES**

Inappropriate behavior, use of inappropriate language, disrespect to any teacher or staff member, cutting class, etc.

Teacher or staff member assigns detention. Length of detention to be determined by the Office of the Dean of Students.

Disruptive Student - Fighting in school or on the grounds (also at stations, bus stops, on public transportation)

Removal from class for disruptive behavior which prevents instruction. Appropriate disciplinary action will be taken – not limited to detention and/or suspension. Students who fight will be suspended and/or expelled.

Vandalism of school property, graffiti, etc.

Detention, possible suspension or possible dismissal. Parental conference with Dean of Students must take place. Further incidents will result in expulsion. Student repairs, removes or pays for property.

**NB:** We remind students that suspensions/expulsions are the consequence for any of the following offenses:

1. Theft or Forcible Entry
2. Fraud
3. Possession and/or under the influence of an alcoholic beverage or illicit drugs on school grounds or while under school supervision.
4. Selling or giving any forms of alcohol or drugs to other students on school premises or in transit to or from school.
5. Possession and/or use of fireworks, smoke or stink bombs, etc. while under school supervision.
6. Possession of weapons.
7. Damage to school property, including graffiti in any form.

### **“NO SHOWS” FOR DETENTION**

Any student who does not report for detention is exhibiting total disregard for the disciplinary policies of Moore Catholic High School. The Dean of Students will take appropriate action which may include additional days of detention and/or suspension.

### **12. DISCIPLINARY PROBATION**

A. Students placed on disciplinary probation during the school year by the principal, as a result of an infraction of the school’s rules and/or regulations that the Administration deems is not consistent with the school’s philosophy and objectives will:

- 1) be placed on indefinite detention. The length of the detention time will be determined by the Administration.
- 2) be ineligible to participate in all extra-curricular activities, including sport teams, clubs and school plays. The ineligibility will last from the first day of probation up to the last day of the school year.

B. Students placed on disciplinary probation at the beginning of a school year due to infractions incurred during the previous school year will be suspended or dismissed if 5 disciplinary infractions are accrued during a marking period.

### **13. Plagiarism/Cheating**

Plagiarism is defined as to steal and use the idea or writing of another as one’s own without credit or reference to the source.

The following are a few examples of plagiarism:

1. Presenting whole paragraphs or essays as one’s own.
2. Offering another’s theory or conclusion as one’s own.
3. Using single sentences or phrases from a source other than one’s own.
4. Copying homework or other assignments from another student’s work.

All work in all subjects is assumed to be the student’s own work. Students are responsible for making the proper acknowledgement in standardized format when using another’s ideas or writings.

Any student found guilty of plagiarism may receive a zero. Also, cheating is defined as obtaining something by dishonest or deceptive means. Any student found to be cheating on a test or examination will automatically receive a failing grade for that test. Final determination in all cases of plagiarism and cheating will be made by the Administration.

#### **14. Phone Calls**

##### **I. MESSAGES FOR STUDENTS**

Except for EMERGENCIES, the school will not excuse students from class to receive or make phone calls. Messages are not taken to be given to students.

II. Students who need to contact parents may use a phone in the Dean's Office.

#### **15. Cell Phones**

**All cell phones are to be off and stored in backpacks, bags or lockers. Cell phones should not be carried in pockets.**

**Cell phones may not be used to call home for any reason.**

Phones may be used in school only at dismissal. Students who are permitted to leave before 2:45 are not permitted to use their cell phones until they have exited the building.

All students have the option of leaving their cell phones in the Dean's Office on a daily basis.

If a student is found in possession of a cell phone, it will be confiscated and result in a \$25.00 fine and detention.

If a student has his/her cell phone confiscated a second time, the same penalties will apply, but in addition, for the remainder of the school year, he/she must submit his/her cell phone to the Dean's Office every morning before homeroom. If a parent chooses to have the student keep the phone at home or the phone is broken, a note will be required by the Dean's Office.

Any student who has a cell phone confiscated a third time is in serious violation of school rules and is subject to suspension and/or expulsion.

**16. Electronic Equipment, etc.**

Students are NOT permitted to use any form of electronics in the school building. These items are not necessary to the educational process and will be confiscated. A parent/guardian MUST pick up these items in the Dean's Office. Items will not be returned to the student.

Items such as iPODS, MP3 players, iWatches, electronic games, head phones – electronics of any kind may not be used in the school building *during school hours*, including lunchtime.

Items that interfere with any portion of the school day, such as fidget spinners, are prohibited.

**17. Gambling**

The possession and/or use of playing cards, dice, betting sheets etc. is forbidden. The school reserves the right to take the appropriate action in cases regarding gambling and/or possession of gambling materials. Appropriate action may include detention, suspension, probation or expulsion.

**18. Smoking, Alcohol and Drugs**

Students are not allowed to **smoke** anywhere, at any time, on or around school property. Any student who violates this rule will be given detention. By New York City law, all high schools are Smoke Free Zones.

**Alcohol** may not be brought, bought, sold or consumed at Moore Catholic High School or at any school functions by any member of the student body.

**Drugs** are always and everywhere prohibited, unless a student is taking a medication under a doctor's orders which requires written notification to the Dean of Students. Any student breaking this rule is liable to immediate suspension/expulsion.

## **19. General Regulations**

- A. If a teacher does not report to class five minutes after the start of the period, a class officer should notify the Main Office of this, so that a substitute teacher can be assigned to the room.
- B. Any student dismissed from class is to immediately report to the Dean's Office.
- C. No student may leave a classroom to go to the Dean's Office, Main Office, the Cafeteria or the lavatory without permission from the teacher.
- D. If a student damages school property, he/she should report the damage or breakage to the Dean of Students.
- E. A student who loses his/her transportation pass may obtain a new pass from the Dean's Office. The cost of a replacement metro card is \$ 5.00.
- F. Those unable to take part in the Physical Education Program for reasons of health must bring to the school office a statement from the family doctor giving the reason.
- G. Any student wishing a transfer from Moore Catholic High School must present a written request from his/her parent/guardian to the Principal's Office. Such a request should be made only after a parental conference has been held with the Guidance Counselor.
- H. Tuition is to be mailed or given (check or money order) directly to the Finance Office.
- I. In matters of discipline, parents must bear an equal responsibility in the resolution of individual disciplinary problems when called upon to do so.
- J. In general, matters of discipline will be resolved by the Dean of Students and the student(s) involved on a one-to-one basis.
- K. When in doubt about procedures or policy, it is the responsibility of the student to check with the Dean.
- L. Please report any changes in family status, address or telephone number to the Finance Dept. immediately.
- M. Gum is NOT allowed at any time. There will be a \$20.00 fee plus detention for anyone caught.

## **20. Fire Drill Regulations/Lockdown Procedures/Evacuation Procedures**

Fire drills are required by law in all schools in New York State. Although speed is important in vacating the building, we are more interested in a safe, calm, quiet and orderly evacuation.

All students are to follow strictly the fire drill instructions posted in each classroom. Strict silence and order must be maintained during the drill, both leaving and re-entering the building. Follow your teacher's instructions.

Procedures for Lockdown and Evacuation will be reviewed with students at the beginning of the school year and practiced throughout the school year.

## **21. Lockers**

Each incoming Freshman is required to purchase a pair of school locks. One lock is to be used on the locker and the other on the gym locker. The locks are to be used for the four years in school.

1. The Dean's Office will assign student lockers. If a student should experience a problem with a locker, he/she should report the problem to the Dean's Office.
2. Students are to keep noise to an absolute minimum when using the lockers.
3. Students are advised to keep their lockers **LOCKED** at all times. The school is not responsible for lost articles.
4. Students are not allowed to go to their gym lockers during the day unless they have gym class.
5. During dances, basketball games or other evening events, students are not permitted to go to their lockers.
6. Lockers are the property of Moore Catholic High School, and the school reserves the right to inspect lockers at any time.
7. All lockers are to be cleaned out before summer vacation.

## **22. Parking and Parking Lots**

Priority for parking on School Property is reserved for Administration, Faculty and Staff. There are limited spaces available on the school property for student parking on a first-come, first-served reserved basis. The price for yearly rental is \$500. Vehicles that are not registered with the finance department will be towed at the owner's expense.

## **23. Procedures to be Followed in the Event of a Local, City, State or National Emergency**

School is one of the safest places for your child during most crisis situations. If possible, students will remain at Moore until the crisis is over.

Students will be released to parents or guardian who comes to get them. You will need identification, photo I.D., social security number or an informational fact listed on your child's registration form.

When you arrive at school, you will be directed to the area where you will meet your child to sign him/her out. (You will only be able to sign a student out at the end of the class period). **Please be sure to know your child's homeroom (e.g. 9-1, 9-2, etc.)**

Your child will not be released to any adult, other than yourself, if that person has not been listed as an emergency contact on the registration form. This adult must have identification and will also have to sign your child out.

In the event of a crisis on a bus, the SIRT, or any other mode of transportation, you can call the school attendance line at (718) 761-9200 EXT. 116. The attendance for the day will be listed as quickly as possible.

The school will follow the directives of the city, state, federal and/or Archdiocesan authorities.

In the event that we need to leave, evacuate, or dismiss the school, all students will have access to a school phone. No student will be released until we have made contact with a parent or guardian.

## **24. Plus Portal**

Plus Portal serves as a tool for students and parents. Every student and every parent should have a Plus Portal account. Parents and students can check homework, reading and study assignments and academic progress.

25. **Grading Procedure**

Each of the four marking periods is worth 20% of the final grade. The mid-year exam is worth 10%, and the final exam is worth 10%.

26. **Progress Reports**

Progress Reports are sent to parents **via Plus Portal** approximately every two weeks. Dates for progress reports are published on the school calendar.

27. **Textbook Policy**

- Textbooks are assigned to each student at the beginning of the school year and second semester as needed.
- Each student must return the same books that they were given in the beginning of the year.
- If a student returns another student's textbook, it does not count as returned.
- Books must be returned in the same condition as when they were distributed.
- Students must write their names on the inside of each textbook and cover each textbook. No contact paper.

Upon return of books:

If a student loses a textbook that was signed out to them, the student will be responsible to pay the full price for a new replacement book. Parents may not replace the book themselves; the school will order the book.

28. **Identification Cards**

Official school identification cards are issued to all students in September. For security and safety reasons, students must carry ID cards with them at all times and present them upon the request of an authorized school official. An ID card will serve as admittance to school and admittance to class. Students who need to replace an ID card will go to the Main Office. The cost to replace an ID card is \$10.

**29. Tutorial Assistance**

*PEER TUTORING* – members of the National Honor Society are involved in Peer-Tutoring. Tutoring takes place after school.

*DEPARTMENT TUTORING* – Students should inquire from the Department Coordinator as to the policies of each department regarding tutoring policies.

**30. Missed and Incomplete Homework Policy**

Each department sets its own homework policy. Teachers will distribute to each student a copy of their departmental policy during the first week of classes.

**31. Financial Statement**

When a student enrolls in Moore Catholic High School, the parent(s) or guardian(s) assumes the responsibility of the timely payment of all tuition and fees.

## TUITION & FEES 2017-2018

All payments are to be made directly to Moore Catholic High School.

### **I. FEES**

Each year, the school assesses an annual General Fee of \$800.00. General fees include but are not limited to gym uniforms, science lab fees, religion retreats, computer supplies, art supplies, one set of locks and miscellaneous classroom supplies. For incoming freshmen, this fee is payable at registration in March. For returning students, this fee is due July 1, preceding the new school year. Students will **not** receive schedules if this payment is not received, and **this fee is non-refundable**.

There is also a re-registration/scheduling fee of \$125 for rising sophomores and juniors and \$300 for rising seniors. For seniors this fee includes graduation and yearbook fees.

### **II. TUITION**

Moore Catholic High School tuition is \$7,250 and is due on the 1<sup>st</sup> of every month. This begins on August 1<sup>st</sup> preceding the new school year and ends on May 1<sup>st</sup>.

Options also exist to pay in full or semi-annually at a minimal discount. The school accepts checks, cash or money order.

While the school strongly urges all payments to be made in a timely manner (received by the school and in the system), monthly tuition payments must be received **within 7 days** of the due date.

### **TUITION AND FEES DELINQUENCY POLICY**

Payments not received within 7 calendar days will require the student and his/her parent or guardian to come to the Main Office on the 8<sup>th</sup> day. The student will be required to come to the Main Office with a parent/guardian until all financial obligations are satisfied. During this time, the student may not participate in any extracurricular activities, including sports teams, performing arts, and all other before or after school activities, until all financial obligations are satisfied.

- *If you anticipate a payment being late, you must contact the Tuition Department **prior** to the 1<sup>st</sup> of the month. The Tuition Department will work with any family in need of a scheduling adjustment.*

**The parent/guardian does not need to accompany the student to school once the financial obligation has been satisfied.**

*Note: Please also be advised that failure to comply with the above Tuition and Fees payment policy will result in the following (including but not limited to):*

*Inability to receive report cards*

*Inability to receive exam passes and take mid-year and final exams*

*Inability to participate in school activities (proms, trips, games, performances etc.)*

*Inability to be promoted, graduate or receive school records including transcripts and diploma.*

**Delinquent check policy**

Remediating bounced personal checks will result in a \$25 processing fee and may result in the school's refusal to continue to accept personal checks in satisfaction of tuition, mandating either bank check, money order or cash tuition payments.

**Other Payments, (Re-Registration Fees, Retreat Fees, etc.)**

1. AP Exam, Graduation Fees, etc. are due at different times throughout the year, and the parent(s), guardian(s) will be notified by the Main Office in the form of a letter. Students who have agreed to take AP classes must make payments for AP exams in September.
2. Fees for the prom, sports, ring payments, or school-sponsored trips and field trips, etc. are due on the date stated in the notice sent to those participants.

***Telecommunications Policy  
Student Expectations in Use of the Internet***

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

- 1) Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school. Internet access is for educational and research purposes ONLY in accordance with the educational and religious objectives of the school and the Archdiocese of New York.
- 2) Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
- 3) Student access is limited to normal school and after school hours. Use outside these hours by students or volunteers must be approved and supervised by an authorized school employee.
- 4) Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of the Acceptable Use Policy which can be found on the school website. Permission to use the Internet at Moore Catholic High School can be revoked at any time.
- 5) All material created and/or stored on the school's network becomes the property of the school.
- 6) The school's technology personnel will review the system to ensure proper use.
- 7) Employees, volunteers, and students should expect that any data stored or transmitted through the school network will be viewed or monitored by authorized personnel.
- 8) Network users must keep their passwords private. Accounts and/or passwords may not be shared. Each user will be held accountable for the actions of their user ID on the network.
- 9) Students of Moore Catholic High School are expected to use the internet, including all social media sites, with the utmost respect for the student body, faculty and staff. Any student posting or distributing vulgar, threatening or abusive language in e-mails, text messages or through social media sites will be subject to consequences ranging from detention to expulsion.
- 10) Students must abide by the generally accepted rules of network etiquette. After school and home access requires students to follow the same standards of behavior. These include but are not limited to the following:

## **STANDARDS OF BEHAVIOR**

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of any other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Email accounts must be used responsibly and appropriately. Inappropriate use of school e-mail will result in disciplinary action.
- Proofread your message before you send it.
- Never agree to get together with a stranger whom you have “met” on-line.
- Copyright laws must be respected. Do not make unauthorized copies of software, and do not give, lend, or sell copies of software to others.
- Software applications, games, or CD/DVD from home may not be used on school equipment without proof of licensures and prior approval of appropriate school personnel.
- Do not share personal passwords or your school log-in password with anyone. Every student is responsible to learn his/her own log-in and password. Do not copy, change, read or use files from another user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards or “list servers.” Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean, and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.,) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures including expulsion will be considered depending on the nature of the camera, camera phone, or personal electronic device use.

- Technology Use (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, chat lines, bulletin boards, etc.), outside normal academic hours and/or off school grounds are subject to the same expectations according to these guidelines. Derogatory or defamatory use of the name Moore Catholic High School, MCHS, or Moore may not be used in personal posts or on social media sites such as Facebook, Instagram, You Tube, Snapchat, Twitter or any other media site. Such actions will result in disciplinary actions.
- Personal use of social media sites such as, but not limited to Facebook, Instagram, You Tube, Snapchat, Twitter, Google +, and any emerging social media applications by teachers staff, and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- ***Transmission of any material in violation of any U.S. or state regulations is prohibited.*** This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

### **Moore Catholic High School Rights and Responsibilities**

It is the policy of Moore Catholic High School to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. Within this general policy, Moore Catholic High School recognizes its legal and ethical obligation to protect the well-being of students in its charge. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network.



**ACKNOWLEDGEMENT**

**I am knowledgeable of the Moore Catholic High School Handbook's contents since they constitute the contractual agreement between the student and her/his parents/guardians and Moore Catholic High School. I further acknowledge that changes to the handbook can be made at any time at the discretion of the principal and that those changes are part of the above mentioned contractual agreement.**

**Student's Name (print)**

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**Student's Signature**

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**Homerom\_\_\_\_\_**

**Parent's/Guardian's Signature**

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**Please sign and return to the homeroom teacher by  
October 2, 2017**