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ARCHBISHOP STEPINAC HIGH SCHOOL
SCHOOL COMMUNICATIONS PLAN

At Stepinac, we believe that clear and consistent communication is more than sharing information, it's a way to strengthen our shared commitment to faith, integrity, and community. Guided by our Catholic mission, we aim to keep every member of the Stepinac family—students, parents, faculty, staff, alumni, and supporters—informed, connected, and engaged as they walk their pathway through our school.

Our communication plan serves as a roadmap for how we share our mission, vision, and goals.

It outlines the pathways through which important news, updates, and events are communicated, ensuring that messages are timely, accurate, and easy to access. By fostering open and transparent communication, we build trust, unity, and a stronger sense of community, reflecting the values of respect and service that define a Stepinac education.

We've designed this plan with families in mind. By identifying the most effective ways to communicate and the channels that work best, we make sure information is easy to find, understand, and act on.

Together, through open communication and shared purpose, we continue to live out Stepinac's mission, guiding young men along a pathway of faith, character, and leadership.

Stepinac's communications reach a vibrant network of people, all connected by a shared pathway rooted in faith, learning, and community. Each audience brings its own perspective and plays an important role in the life of our school. By understanding who we're speaking to and what matters most to them, we can share messages that strengthen relationships, reflect our mission, and support our goals as a community.

By identifying our key audiences, we can build clear and intentional communication pathways that help information flow easily throughout the Stepinac community, strengthening engagement, alignment, and trust both within and beyond our school.

Internal and External Audiences

Internal Pathways

Internal communication keeps our students, faculty, staff, administration, and Board of Trustees informed and connected. These pathways focus on clarity, collaboration, and consistency, helping every member of the Stepinac community understand priorities, celebrate successes, and contribute to our shared mission.

External Pathways

External communication extends Stepinac's story beyond the school walls, reaching families, alumni, donors, community partners, and the media. These pathways share our achievements and values, build relationships, and strengthen the school's presence in the wider community.

Stepinac's Pathway to Communication

Stepinac's Pathway to Communication is designed to make it easy for families, students, and staff to stay connected. Here you'll find clear information about how we share news, updates, and important messages across our community.

INFORMATION TYPE	CONTACT	WEBPAGE	EMAIL	PHONE CALL	TEXT MESSAGE	SOCIAL MEDIA	NEWSLETTER
General School Info & Announcements	Principal	X	X			X	
Attendance	Main Office		X	X			
School Closing and Delays	Principal	X	X	X	X	X	
Academics	Asst. Principal	X	X			X	
Emergency & Crisis Information	Principal	X	X	X	X	X	
Staff Updates	Principal	X	X				
Admissions	Admissions Director	X	X	X		X	
Financial Aid	Director of Operations	X	X	X			
Fundraising	Advancement	X	X	X	X	X	
Athletics & Activities	Athletics	X	X			X	
Special Programs	Asst. Principal	X	X	X		X	
Technology	Technology	X	X	X			X



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General School Info, Announcements & Emergencies

Stepinac keeps the community informed on everything from daily updates and upcoming events to urgent notifications. These communications create a clear pathway for families, students, and staff to stay connected, engaged, and confident that they have the information they need.

General School Info/Announcements/Crisis: 914-946-4800 ext. 200

GENERAL SCHOOL INFO, ANNOUNCEMENTS & EMERGENCIES

“*Stepinac always keeps us informed.* Whether it’s a change in schedule or an important update, communication is clear and timely.”

✦ ANTHONY, CLASS OF 2026

TOPIC	CONTACT
<u>Emergency Notifications</u> <u>Closures, Delays, Early Dismissal,</u> <u>Lockdowns, Evacuations</u>	Mr. Joseph Cupertino Dean of Students 914-946-4800 ext. 2020 cupertin@stepinac.org
<u>School Crisis Plan</u>	Mr. Paul Carty Principal 914-946-4800 ext. 2005 pcarty@stepinac.org
<u>School Clubs and Activities</u>	Mr. Jordan Griffith Coordinator of Clubs and Activities 914-946-4800 ext. 2725 jgriffith@stepinac.org
<u>School Food Service</u>	Mr. Joseph Cupertino Dean of Students 914-946-4800 ext. 2020 cupertin@stepinac.org
<u>School Handbook and Medical Forms</u> <u>Including Attendance</u>	Mr. Paul Carty Principal 914-946-4800 ext. 2005 pcarty@stepinac.org
<u>School Transportation</u>	Ms. Sherry Collins Attendance Office 914-946-4800 ext. 1020 scollins@stepinac.org
<u>School Uniform Store</u>	Mr. Paul Carty Principal 914-946-4800 ext. 2005 pcarty@stepinac.org

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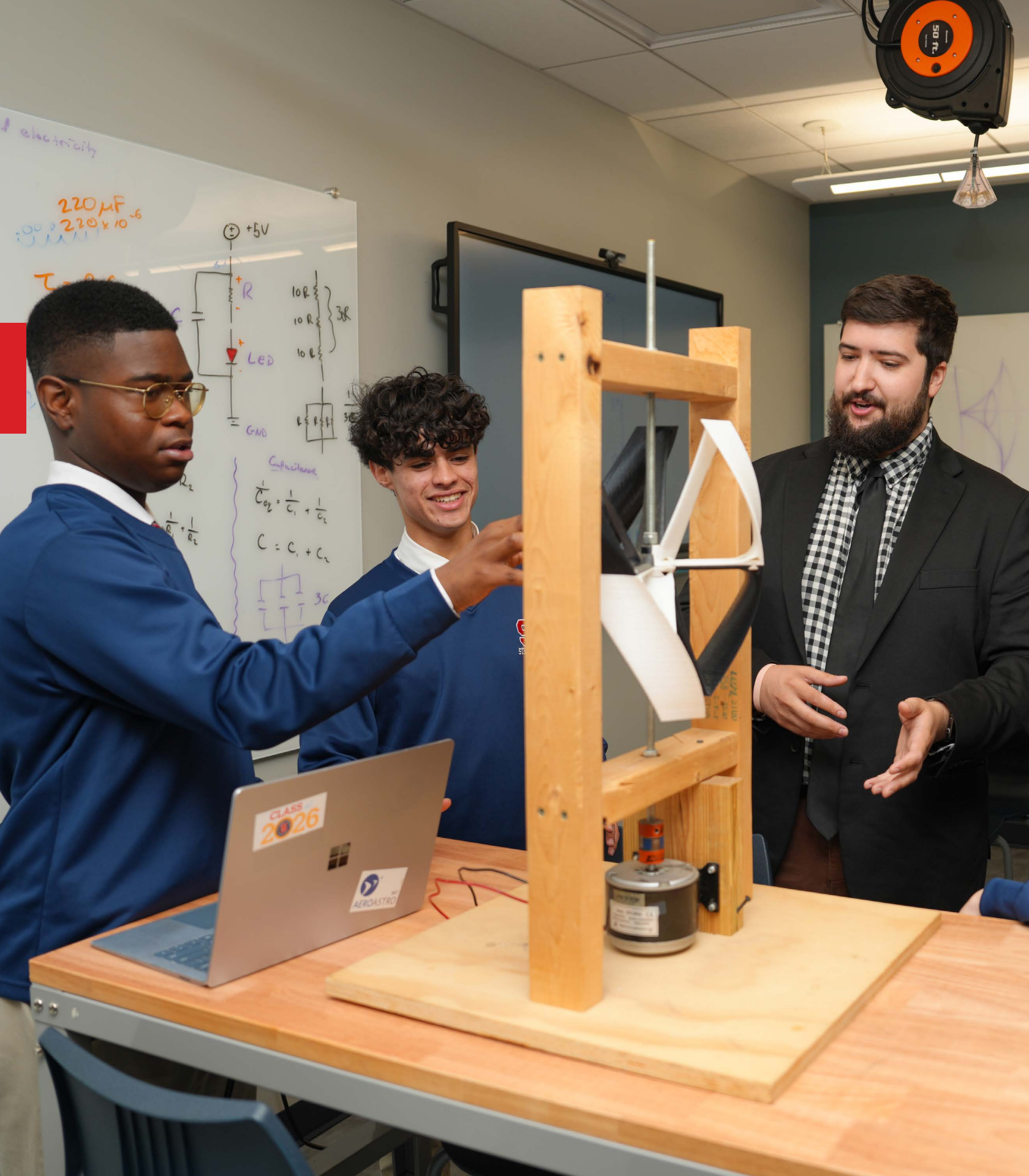
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Stepinac's Pathway Communication Framework

As part of Stepinac's Pathway to Communication, this section serves as the framework to the most effective ways to connect.

Here you'll find the direct topic website links and email links to reach the right departments and staff, making it easy to share updates, ask questions, and stay informed within the Stepinac community.

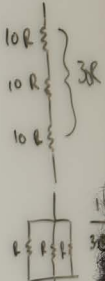


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Academic & Special Programs

Learning at Stepinac goes far beyond the classroom. From rigorous academics to arts, STEAM, and service initiatives, we provide pathways for students, families, and the community to engage with programs that challenge, inspire, and prepare young men for success.

ACADEMIC & SPECIAL PROGRAMS

“

Stepinac offers so many *opportunities to learn and grow*. Teachers communicate clearly and are always there to help.

∴ MALIK, CLASS OF 2026

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Course Guide	Mr. Frank Portanova Vice Principal 914-946-4800 ext. 2010 fportanova@stepinac.org	
Susan and Daniel P. Mahoney '67 Honors Academy Program	Mr. Frank Portanova Vice Principal 914-946-4800 ext. 2010 fportanova@stepinac.org	
Academic Overview	Mr. Frank Portanova Vice Principal 914-946-4800 ext. 2010 fportanova@stepinac.org	
The 21st Century Modern Classroom at Stepinac	Mr. Joe Lore Special Projects Coordinator 914-946-4800 ext. 2205 jlore@stepinac.org	
Stepinac High School College Profile	Ms. Maria Buda Director of College Counseling 914-946-4800 ext. 2505 mbuda@stepinac.org	
Professional Development	Mr. Frank Portanova Vice Principal 914-946-4800 ext. 2010 fportanova@stepinac.org	
College Acceptances	Ms. Maria Buda Director of College Counseling 914-946-4800 ext. 2505 mbuda@stepinac.org	
Research Databases	Mr. Frank Portanova Vice Principal 914-946-4800 ext. 2010 fportanova@stepinac.org	
School News	Mrs. Jennifer Berman Communications Coordinator 914-946-4800 ext. 2730 jberman@stepinac.org	
AI and Stepinac	Ms. Noelia Pozo Generative AI Leader 914-946-4800 ext. 1000 npozo@stepinac.org	



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Admissions

The Admissions team guides prospective families along every step of the pathway, from open houses and campus tours to the application process offering guidance, answers, and a true sense of what life at Stepinac is like.

These communications help families see why Stepinac is a place where students grow, thrive, and belong.

ADMISSIONS



When I applied to Stepinac, the admissions team *made the process simple* and welcoming. They answered every question with care.

:: RAFAEL, CLASS OF 2028

TOPIC	CONTACT
<u>Admissions Timeline</u>	Mr. Keith Sunderland Director of Admissions 914-946-4800 ext. 2605 sunderland@stepinac.org
<u>Admissions Application Process</u>	Ms. Debra Forte Ass't. Director of Admissions 914-946-4800 ext. 2610 dforte@stepinac.org
<u>Crusader for a Day</u>	Ms. Joanne Dallacco Admissions Associate 914-946-4800 ext. 2615 jdallacco@stepinac.org
<u>Campus Tours</u>	Ms. Debra Forte Ass't. Director of Admissions 914-946-4800 ext. 2610 dforte@stepinac.org
<u>Open House</u>	Mr. Keith Sunderland Director of Admissions 914-946-4800 ext. 2605 sunderland@stepinac.org
<u>Virtual Open House</u>	Mr. Keith Sunderland Director of Admissions 914-946-4800 ext. 2605 sunderland@stepinac.org
<u>Tuition Assistance</u>	Ms. Debra Forte Ass't. Director of Admissions 914-946-4800 ext. 2610 dforte@stepinac.org
<u>TACHS Prep Course</u>	Ms. Katie Galvin Mathematics Department 914-946-4800 ext. 1000 kgalvin@stepinac.org
<u>Summer Camps</u>	Mr. Frank Portanova Vice Principal 914-946-4800 ext. 2010 fportanova@stepinac.org

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Athletics

At Stepinac, our coaches and athletic staff provide a clear pathway for students, families, and the community to follow schedules, results, and highlights. By sharing achievements and celebrating victories, we cultivate pride, motivation, and connection across our school community.

ATHLETICS

“Communication is a big part of our success. Coaches keep us *focused and connected*—on and off the field.

:: COLIN, CLASS OF 2025

TOPIC	CONTACT
<u>School Scoreboard</u>	Mr. Michael O'Donnell Director of Athletics 914-946-4800 ext. 5010 modonnell@stepinac.org
<u>School Team Coaches, Rosters, and Schedules</u>	Mr. Michael O'Donnell Director of Athletics 914-946-4800 ext. 5010 modonnell@stepinac.org
<u>School Athlete Handbook</u>	Mr. Michael O'Donnell Director of Athletics 914-946-4800 ext. 5010 modonnell@stepinac.org
<u>Burke Rehabilitation Partnership</u>	Mr. Michael O'Donnell Director of Athletics 914-946-4800 ext. 5010 modonnell@stepinac.org
<u>Family ID Registration</u>	Ms. Bernadette O'Grady School Nurse 914-946-4800 ext. 5000 bogrady@stepinac.org
<u>School Athletic Camps</u>	Mr. Michael O'Donnell Director of Athletics 914-946-4800 ext. 5010 modonnell@stepinac.org
<u>School Concussion Protocol</u>	Ms. Bernadette O'Grady School Nurse 914-946-4800 ext. 5000 bogrady@stepinac.org
<u>NBC Sports Engine LIVE STREAM</u>	Mr. Michael O'Donnell Director of Athletics 914-946-4800 ext. 5010 modonnell@stepinac.org



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Fundraising & Advancement

Fundraising and advancement communications at Stepinac open pathways for the community to learn about events, campaigns, and initiatives, showing the real impact of contributions. Transparent, heartfelt messaging invites everyone to take part in Stepinac's ongoing story and growth.

FUNDRAISING & ADVANCEMENT

“

You can really see how alumni, families, and students work together to *support Stepinac's mission*. It creates a strong sense of community.

:: MATEO, CLASS OF 2026

TOPIC	CONTACT
<u>Fundraising at Stepinac</u>	Mr. Patrick Massaroni VP of Institutional Advancement 914-946-4800 ext. 5005 pmassaroni@stepinac.org
<u>Why Give?</u>	Mr. Patrick Massaroni VP of Institutional Advancement 914-946-4800 ext. 5005 pmassaroni@stepinac.org
<u>Ways to Give</u>	Mr. Patrick Massaroni VP of Institutional Advancement 914-946-4800 ext. 5005 pmassaroni@stepinac.org
<u>Planned Giving</u>	Mr. Dennis Buckley Senior Advancement Officer 914-946-4800 ext. 4015 dbuckley@stepinac.org
<u>Make a One Time or Recurring Donation</u>	Mr. Patrick Massaroni VP of Advancement & Athletic Operations 914-946-4800 ext. 5005 pmassaroni@stepinac.org
<u>Stewards for Stepinac</u>	Mr. Dennis Buckley Senior Advancement Officer 914-946-4800 ext. 4015 dbuckley@stepinac.org
<u>Stewardship Reports</u>	Mr. Patrick Massaroni VP of Institutional Advancement 914-946-4800 ext. 5005 pmassaroni@stepinac.org
<u>Advancement Staff</u>	Mr. Dennis Buckley Senior Advancement Officer 914-946-4800 ext. 4015 dbuckley@stepinac.org

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Staff & Administration

Our faculty and staff are the heart of Stepinac. Through regular updates, professional resources, and collaborative communication, we create pathways that keep staff informed, supported, and empowered to inspire students every day. Strong internal communication strengthens teamwork, fosters engagement, and builds a cohesive school community.

STAFF & ADMINISTRATION

“ Teachers and administrators genuinely listen.
It's easy to *feel supported and heard*
as a student here.”

:: CHRISTIAN, CLASS OF 2025

TOPIC	CONTACT
<u>Faculty and Staff Directory</u>	Mr. Paul Carty Principal 914-946-4800 ext. 2005 pcarty@stepinac.org
<u>Human Resources</u>	Ms. Ellie Lopez Coordinator of Human Resources 914-946-4800 ext. 3010 elopez@stepinac.org
<u>Clubs and Activities Moderators</u>	Mr. Jordan Griffith Coordinator of Clubs and Activities 914-946-4800 ext. 2725 jgriffith@stepinac.org
<u>Athletic Team Coaches</u>	Mr. Michael O'Donnell Director of Athletics 914-946-4800 ext. 5010 modonnell@stepinac.org
<u>Faculty Teaching Assignments</u>	Mr. Frank Portanova Vice Principal 914-946-4800 ext. 2010 fportanova@stepinac.org
<u>Staff Professional Development</u>	Mr. Frank Portanova Vice Principal 914-946-4800 ext. 2010 fportanova@stepinac.org

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Technology

Our Technology team provides guidance, updates, and support, ensuring everyone has the tools and knowledge to navigate the digital world confidently. From learning platforms to system updates, we create a clear pathway for students, staff, and families to stay informed, connected, and empowered.

TECHNOLOGY

“ The online tools make it easy to stay updated—
grades, assignments, announcements—
it's all in one place.

:: DANIEL, CLASS OF 2027

TOPIC	CONTACT
<u>PlusPortal Access - Parent/Student Portal</u>	Ms. Patricia Murphy Director of IT 914-946-4800 ext. 3505 pmurphy@stepinac.org
<u>Textbook Access</u>	Mr. Neil Ritchie Technology Office 914-946-4800 ext. 3515 techoffice@stepinac.org
<u>Google Education Workspace & Microsoft Partnership</u>	Ms. Patricia Murphy Director of IT 914-946-4800 ext. 3505 pmurphy@stepinac.org
<u>Parent and Student Right to Privacy and Protection of Student Data</u>	Dr. Richard Yapchanyk Cyber Security and Network Administrator 914-946-4800 ext. 3510 ryapchanyk@stepinac.org
<u>Parent/Student How to Resources</u>	Mr. Neil Ritchie Technology Office 914-946-4800 ext. 3515 techoffice@stepinac.org
<u>Teacher How To Resources</u>	Mr. Neil Ritchie Technology Office 914-946-4800 ext. 3515 techoffice@stepinac.org
<u>Support Requests for Community</u>	Mr. Neil Ritchie Technology Office 914-946-4800 ext. 3515 techoffice@stepinac.org
<u>Network Access and Acceptable Use of Internet Policy</u>	Dr. Richard Yapchanyk Cyber Security and Network Administrator 914-946-4800 ext. 3510 ryapchanyk@stepinac.org
<u>Cyber Security Policy</u>	Dr. Richard Yapchanyk Cyber Security and Network Administrator 914-946-4800 ext. 3510 ryapchanyk@stepinac.org
<u>Social Media Use Policy</u>	Ms. Patricia Murphy Director of IT 914-946-4800 ext. 3505 pmurphy@stepinac.org

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Tuition & Financial Aid

Stepinac's finance team provides clear and straightforward updates, helping families navigate billing, payments, and support options. These communications create a reliable pathway for families to stay informed and supported, so they can focus on their student's learning and growth.

TUITION & FINANCIAL AID

“

My family appreciated how *transparent and supportive* the financial aid office was. They helped us understand every step.

:: LUCA, CLASS OF 2027

TOPIC	CONTACT
<u>Tuition</u>	Dr. Todd Maguire Director of Operations 914-946-4800 ext. 2515 tmaguire@stepinac.org
<u>Tuition Assistance and Financial Aid</u>	Ms. Ellie Lopez Coordinator of Human Resources 914-946-4800 ext. 3010 elopez@stepinac.org
<u>Tuition and Fees</u>	Ms. Ellie Lopez Coordinator of Human Resources 914-946-4800 ext. 3010 elopez@stepinac.org
<u>Financial Policy</u>	Ms. Kelly Risi CPA Controller 914-946-4800 ext. 3005 krisi@stepinac.org
<u>Financial Aid Enrollment Instructions Current Students</u>	Ms. Ellie Lopez Coordinator of Human Resources 914-946-4800 ext. 3010 elopez@stepinac.org
<u>Financial Aid Enrollment Instructions Incoming Students</u>	Ms. Ellie Lopez Coordinator of Human Resources 914-946-4800 ext. 3010 elopez@stepinac.org
<u>Blackbaud Tuition Management System Contact Information</u>	Ms. Ellie Lopez Coordinator of Human Resources 914-946-4800 ext. 3010 elopez@stepinac.org

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