ARCHBISHOP STEPINAC HIGH SCHOOL

ACCREDITED BY THE MIDDLE STATES
ASSOCIATION of COLLEGES and UNIVERSITIES

2026-2027

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Fax: (914) 684-2591
www.stepinac.org

Enrollment at Archbishop Stepinac implies that students and parents/guardians have read and will comply with the rules set forth in this handbook.

Attendance at Archbishop Stepinac High School is an honor and a privilege.

Dear Stepinac Students and Parents,

Welcome to a new school year at Archbishop Stepinac High School!

This Student Handbook is more than a set of guidelines—it is a reflection of who we are as a community. Within its pages, you will find the expectations, responsibilities, and resources that help shape life at Stepinac. It serves as a compass for how we live, learn, and grow together—academically, spiritually, and personally.

We kindly ask that both students and parents take time to read the handbook thoughtfully. By joining the Stepinac community, each student and family embraces a shared commitment to uphold the values and traditions that define our school and support the formation of young men of faith, character, and purpose.

Please know that our faculty, staff, and administration are here to accompany your son throughout his journey. We are deeply grateful that you have chosen to be part of the Stepinac family and look forward to partnering with you in the year ahead.

Best,
Mr. Paul Carty
Principal

History of the School

Archbishop Stepinac High School opened in 1948. It was named after Cardinal Aloysius Stepinac who was one of the most famous Croatian patriots of the 20th century. The school was established, thanks to the generosity of Catholics in Westchester County and the fundraising efforts of Catholic parishes in the area under the leadership of the Archbishop of New York, Francis Cardinal Spellman, and the educational officials of the Archdiocese.

The initial purpose of the school was to establish a full educational program with a diversity of subject choices leading to a well-rounded student. The Administration of the school was in the hands of Diocesan priests, assisted by religious Brothers and an occasional layman in those early years. In 2009, Stepinac entered a new era as an independent high school within the Archdiocese of New York, governed by its own Board of Trustees.

Stepinac is a Roman Catholic secondary school committed to developing students with a sense of Christian values which will refine their character, their personality, and their devotion to God, to the Church, and to the community in which they live.

Stepinac's academic program is committed to helping the individual student fulfill his own intellectual potential. Parents, students, faculty, and administrators are expected to share, foster, and develop these goals. The joys and sorrows of every member as they work, play, study, and celebrate should reflect this community.

Cardinal Aloysius Stepinac

Born on May 8, 1898 to a peasant family near Krasic, Croatia, Aloysius Stepinac was the eighth out of twelve children. In 1916, Stepinac was conscripted into the Austro-Hungarian army and fought on the Italian front until he was taken prisoner. In 1919 he returned to civilian life and entered the University of Zagreb to study agriculture. Stepinac decided to become a priest in 1924 and was sent to Rome to prepare. He was ordained six years later on October 26, 1930.

He returned to Zagreb in July 1931 with the degrees of Doctor of Theology and Philosophy. Soon afterwards, Stepinac was chosen to become secretary to Archbishop Antun Bauer. On June 24, 1934, he was nominated as coadjutor to the Archbishop of Zagreb. After this nomination, Stepinac stated: "I love my Croatian people and for their benefit I am ready to give everything, as well as I am ready to give everything for the Catholic Church." After Bauer's death on December 7, 1937 Stepinac became the Archbishop of Zagreb.

During World War II, Stepinac never turned his back on refugees, or the persecuted. His door was always open not only for Croatians, but also Jews, Serbs and Slovenes who needed his help. Stepinac always stood for political freedom and fundamental rights and advocated the rights of the Croatian people. Stepinac wanted Croatia to be a country of God.

In May of 1943, he openly criticized the Nazis, and as a result, the Germans and Italians demanded that he be removed from office. Pope Pius XII refused and warned Stepinac that his life was in danger. In July of 1943, the BBC and the Voice of America began to broadcast Stepinac's sermons to occupied Europe, and the BBC commented on Stepinac's criticism of the Ustasha regime.

At the end of the war, Stepinac was found guilty of Nazi collaboration at a trial, and was convicted and sentenced to 17 years of hard labor on October 11, 1946. At his trial when his life was on the line, Stepinac asked his communist prosecutors: "...every nation has the right to independence, then why should it be denied to the Croatians?" He spent five years in the prison of Lepoglava, and in 1951, Tito's government released him and confined him to the village of Krasic.

Even though the government forbade him to resume his duties, Pope Pius XII named Stepinac Cardinal on January 12, 1953. Due to pain caused by the many illnesses he contracted while imprisoned, Cardinal Stepinac died in Krasic on February 10, 1960. On February 13th, he was buried behind the main altar in the cathedral in Zagreb. Pope Pius XII stated, "This Croatian Cardinal is the most important priest of the Catholic Church."

In 1985, his trial prosecutor Jakov Blazevic admitted that Cardinal Stepinac's trial was entirely framed, and that Stepinac was tried only because he refused to sever thousand-year old ties between Croatians and the Roman Catholic Church. Cardinal Spellman commented on Stepinac by stating: "The only thing Cardinal Stepinac is guilty of was his love for God and his homeland." On October 3, 1998 in Maria Beatrice, Pope John Paul II beatified Cardinal Stepinac, and referred to him as one of the outstanding figures of the Catholic Church. Even though Serbs seriously opposed the beatification of Cardinal Stepinac, Ljubomir Rankovic, Deacon of the Serbian Orthodox Church, supported the beatification: "...I, as a person and a priest, wish to express my admiration for this move." There were also prominent members of the Jewish community who testified to the generosity of aid Stepinac provided during the war.

Blessed Cardinal Aloysius Stepinac spent his entire life serving God and the Croatian people, demonstrating the importance of faith, charity and virtue. The high school proudly perpetuates his name and legacy into the 21st century.

School Seal



The seal of Archbishop Stepinac High School is rich in Catholic symbolism and tradition, reflecting the school's identity, mission, and values. Here's a breakdown of the elements commonly found in the seal:

Outer Ring:

- Text: "Archbishop Stepinac High School" encircles the top, while "White Plains, N.Y." is at the bottom.
- Established Date: "1948" appears prominently on either side of the seal, marking the year the school was founded.

Shield (Centerpiece):

This shield is divided into symbolic quadrants and framed with a red border, likely symbolizing the courage and sacrifice of the Christian life.

Cross:

- A central red cross dominates the upper section of the shield, a universal symbol of Christianity and Christ’s sacrifice.
- It reflects the school's Catholic identity and mission to educate in the faith.

α and Ω (Alpha and Omega):

- The Greek letters Alpha (A) and Omega (Ω) appear beneath the cross.
- These are titles for Christ from the Book of Revelation, meaning "the beginning and the end"—reminding students that Christ is present throughout all aspects of life and learning.

Chalice and Host:

- A chalice with a host above it is shown on the right side of the shield.
- This represents the Eucharist, central to Catholic worship, and a symbol of Christ's presence in the school community.

Eagle (above the shield):

- The eagle is traditionally associated with St. John the Evangelist.
- Positioned above the shield, it can be seen as a symbol of striving upward—spiritually and academically.

Latin Motto (on the banner):

- The seal includes the Latin phrase: "Lumen Scientiae, Religio Sapientiae":
    - "The Light of Knowledge, The Religion of Wisdom".
    - This motto emphasizes the school's dedication to intellectual development (*scientiae*) and spiritual formation (*sapientiae*).

Colors:

- Red: Often signifies courage, sacrifice, and the love of Christ.
- Blue and White: Traditionally associated with purity and the Blessed Virgin Mary.

Together, the seal reflects Archbishop Stepinac High School's mission to form young men of faith, intellect, and integrity, rooted in Catholic tradition and guided by the example of its namesake, Blessed Aloysius Stepinac.

SCHOOL ADMINISTRATION

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ACADEMIC SUPPORT SERVICES

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IMPORTANT CONTACT INFORMATION

To report an absence, please call (914) 946-4800 ext. 344 or fax a signed note to (914) 684-2591 between 6:30 and 7:30 am.

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	JV	Zikoma Richards	zrichards@stepinac.org
	Frosh		
Golf			
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		Casey Helber	chelber@stepinac.org
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Rugby			
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Track			
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Wrestling			
	Varsity	Mr. Devin Baker	dbaker@stepinac.org

FOREWORD

Archbishop Stepinac High School is a Roman Catholic secondary school committed to developing in young men a sense of Christian values which will refine their character, their personality, their devotion to God and to the community in which they live. As a Catholic private secondary school, it is our duty and responsibility to establish regulations, which ensure good order within the school community and assist in fulfilling the philosophy and objectives of Archbishop Stepinac High School.

Once students have met the necessary admission requirements and have been accepted in Stepinac High School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spirit and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at Stepinac 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 the classroom and school; students are expected to conduct themselves in such a manner as to be a credit to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, Stepinac High School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any students at any time, for any reason deemed sufficient at the sole discretion of the school and its administrators. By the student's attendance at the school, a student and his 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 Stepinac 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 Stepinac 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, students 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 desk or lockers.

Another important right that a student and his parents or guardians give up when they decide to have a student attend this school is the right to sue the school, 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 parents or guardians, by their acceptance of enrollment at Stepinac High School agree to and accept the school's rule and policy that student, 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 within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.

While any student and his parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a students, 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.

There are several grounds for disciplinary action or expulsion set forth in the sanctions section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only 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.

The basic premise which is at the heart of the disciplinary code of Stepinac is this: Students who study at Stepinac have the right to expect that they can come to this school and be educated in an atmosphere that is safe, non-violent, respectful and conducive to academic growth.

At Stepinac, any actions or words that obstruct or harm the positive learning environment will result in a disciplinary response. Here, all students are treated fairly and equally. Therefore, discrimination, prejudice, racism, sexism, harassment or <u>any forms of disrespect to a fellow student, teacher, staff member, athletes from opposing teams - for that matter, any person who is on the Stepinac property - will never be tolerated.</u>

Actions that violate this basic premise will result in severe disciplinary penalties. Stepinac sees itself as a Christian community. If any student consistently displays behavior that is contrary to the Christian values of justice, non-violence, equality, integrity, and respect for persons and property, he will be asked to transfer to another school.

You have made a free will decision to study at Stepinac High School. We appreciate the trust you have put in this school to educate you well. These rules are printed here in a clear manner, and

every student must know them and observe them. Attendance at Stepinac presumes parental knowledge and approval of these regulations as well as the student's willingness to comply with them.

The administration of the school reserves the right to institute, amend, or change the policies herein to meet specific needs. If there is such an amendment, students will be notified by announcement.

LET IT BE KNOWN TO ALL THAT CHRIST IS THE REASON FOR THIS SCHOOL: THE UNSEEN, BUT EVER-PRESENT TEACHER IN ITS CLASSES, THE MODEL OF ITS FACULTY AND THE INSPIRATION OF ITS STUDENTS!

Our Mission

As a standard bearer in curriculum innovation, Archbishop Stepinac High School provides young men with a highly competitive academic program that leverages our blended learning platforms and project based learning pedagogy to equip students with skills to become globally competitive. Students are provided a diverse range of extra-curricular programs that foster diversity, as well as social, emotional and spiritual growth based on solid Roman Catholic, societal and moral values inspired by Blessed Aloysius Stepinac. It is our goal that Stepinac students will become responsible and ethical leaders in society. To this end, the faculty and staff provide them with tools needed for post-secondary success as well as instill in them the lifelong desire to lead through service. Students are challenged to realize their full potential, in an ever-changing world, through a supportive and inspiring atmosphere which imbues a strong sense of camaraderie that is unique to the Stepinac experience.

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We Believe:

- Education is the shared responsibility of the school, the administration, student, family, and community.
- Effective education develops the whole person – spiritually, intellectually, emotionally, socially, and physically.
- Developing self-discipline encourages students to take responsibility for their own learning.
- Students should develop a sense of belonging to the Stepinac community by understanding our history and traditions, and our role in the future.
- Each student is an individual with unique learning styles and rates of learning..
- Interaction with individuals of diverse backgrounds and character teaches tolerance and appreciation for others.
- All students should have a safe learning environment to foster personal growth.
- A healthy life-style provides the necessary framework for success throughout the students' academic and professional lives.

Profile of the Archbishop Stepinac Graduate

A graduate of Archbishop Stepinac High School is a young man of integrity and compassion who understands the value of respect for others and authority. He stands up for what is right and advocates courageously for those whose voices are unheard. With a strong educational foundation, he can analyze information, solve problems, consider diverse perspectives, and think critically about global and local issues—seeking truth and forming thoughtful, independent opinions. Our ideal graduate embodies three core attributes: *Intellectually Competent*, *Religious*, and *Committed to Personal Development*. Each of these attributes reflects the values we seek to instill in our students.

Intellectually Competent

Upon graduation, an Archbishop Stepinac student demonstrates mastery in the essential academic skills needed for higher education. Beyond excelling within individual academic disciplines, he has developed interdisciplinary insights and skills that extend beyond college preparation. He values intellectual integrity and understands how to integrate the spiritual values of his education into all aspects of life. By graduation, the student:

- Is a critical thinker and communicator who applies the knowledge gained at Stepinac to make responsible choices and navigate life after high school.
- Possesses a solid foundation in all major academic disciplines.
- Has discerned a pathway for college and career.
- Can evaluate diverse viewpoints, solve complex problems, and think creatively and independently.
- Is skilled in using digital tools and technology to access, analyze, and communicate information effectively.
- Is prepared to meet the challenges of a rigorous academic environment in post-secondary education.
- Can express his ideas and opinions effectively, both orally and in writing.
- Has developed a strong work ethic, demonstrated both in and outside the classroom.

Religious

By graduation, a Stepinac student has a foundational understanding of the major doctrines and practices of the Catholic Church and has embarked on a journey toward a personal relationship with God within a religious tradition and/or faith community. Specifically, the graduate:

- Has embraced the teachings of Jesus Christ and strives to live as His disciple.

- Has begun to form a well-developed conscience, learning to make moral decisions and accept accountability for his choices.
- Engages actively in his faith and seeks to challenge and deepen his beliefs within his community.
- Is a self-disciplined, lifelong learner in his faith, responding to God's call through acts of charity, compassion, and selflessness.
- Demonstrates the qualities of a true disciple of Christ through service and commitment to others.
- Is dedicated to upholding the principles of social justice.

- Has demonstrated leadership through acts of service to the community and school.

Committed to Personal Development

By graduation, a Stepinac student is on a journey of personal growth, moving beyond self-interest toward intentional responsibility for his own development across emotional, intellectual, physical, social, and spiritual dimensions. Though still evolving, the graduate:

- Respects his mind, body, and spirit.
- Demonstrates self-control and integrity consistent with his ethical beliefs.
- Values collaboration and learns from the insights and experiences of others.
- Shows respect, acceptance, and appreciation of the rich diversity of our school and world.
- Is a well-rounded individual, prepared to face emotional, spiritual, intellectual, social, and physical challenges.
- Recognizes the importance of making positive contributions to his community.
- Has developed a creative spirit and an appreciation for the arts.
- Possesses self-awareness and an understanding of the importance of his relationships with family, friends, teachers, and classmates.

This profile captures the essential qualities we aim to foster in each Archbishop Stepinac graduate, preparing him to live a life of faith, service, and purpose.

PART I – ACADEMICS

ACADEMIC PROGRAM

Each student at Archbishop Stepinac participates in a four-year college preparatory program aimed at rewarding academic excellence and encouraging increased academic effort and goal setting. It is the goal of Archbishop Stepinac High School to challenge students of all ability levels to reach their full academic potential. Therefore, the academic policies set forth are designed to reflect the high standards of excellence expected from each Stepinac student.

A. CURRICULUM

The courses offered at Archbishop Stepinac High School are listed in this handbook. In the second school semester, the Counseling Department, in consultation with classroom teachers, determines student placement in appropriate courses for the following school year.

B. PROGRAM CHANGES

A student who wishes to add or drop a course must have a serious academic reason. The student must obtain approval from his guidance counselor and the subject teacher. This request is then submitted to the Assistant Principal for final approval.

C. GRADUATION REQUIREMENTS

Each student must earn a minimum of 26 credits.

A senior who has not satisfied all academic requirements will not be allowed to graduate. This includes the successful completion of all coursework.

D. COMMUNITY SERVICE REQUIREMENTS

Community service is an essential part of the formation of young men of character, compassion, and leadership. We believe that service is not simply about completing a requirement or accumulating hours, but about learning to recognize the dignity of every person and understanding our responsibility to care for others. Through service, students grow in empathy, gratitude, and faith while making a meaningful difference in the lives of those around them. We encourage every student to approach service not as something to "get done," but as an opportunity to live out the values of generosity, respect, and Christian discipleship.

Community service is required for every student each year. Please read the following information carefully.

- All students must complete 30 hours of community service.

- Service hours may be completed at any time between July 1, 2026 and May 1, 2027.
- Students are encouraged to complete service hours during the summer months.
- All service hours must be uploaded and verified through the Voluntr website.

Students wishing to begin or complete service hours during the summer must email the principal in advance in order to receive approval for those hours.

Freshmen

Freshmen will be registered on the Voluntr website in September. Any service completed during the summer should be carefully documented and then uploaded once students receive access to the platform.

Service Approval and Guidance

Students should speak with their Guidance Counselor regarding appropriate service opportunities. All service activities must be approved by the student's counselor.

Religion Class Reflection

Religion teachers will work with students throughout the school year on the meaning and value of service. Students will also complete reflection assignments connected to their service experiences, which will be submitted and graded in Religion classes.

Consequently, all students are required to accumulate 30 hours of service each year. This is a graduation requirement.

It is preferred that service hours be aimed at persons and/or groups who are recognized as having real needs: the poor, elderly, or homeless. Students are also strongly encouraged to seek service opportunities through their Church and local communities. Service to the elderly must occur within a nursing home or an assisted living facility.

Any service work done for an institution or business MUST be a "non-profit" enterprise/business. No work--paid or unpaid--done for a "for-profit" business will be accepted.

No monies shall be earned for service hours.

No hours will be accepted for service done for a family member or relative.

E. Grading Policy

Major Summative Assignments including essays, projects, team projects, labs, trimester projects: Assignments will have a specific due date. Students will be allowed to submit late

assignments within ONE cycle from the original due date for a maximum credit loss of one letter grade. Instead of beginning with an A, they begin with a B (88%). If they submit during the second cycle following the due date, they begin with a C (75%). At the end of the two cycles, if the assignment has not been handed in, it will receive a ZERO. Please note that each day of the cycle, 1 through 6, counts in this grading system. Therefore, it is the student's responsibility to hand in a late assignment even if his class does not meet on the day after the assignment is due. The make-up cycle is not extended if the student is absent on any given day(s) during this make-up time.

Classwork: If the student is in class and chooses not to do the classwork, he will receive a zero for not participating in the class activity. The teacher may offer late or partial credit for the assignment if it is submitted by the next class.

Tests/Quizzes: All missed tests and quizzes must be made up by the end of ONE cycle following the original administration of the exam. It is the student's responsibility to be present for the make-up exam date set by the teacher. If there is a conflict with the make-up date, it is the student's responsibility to set a new date amenable with the teacher. Students will receive a ZERO if the test/quiz is not made up within the ONE cycle from the original exam. For example: Exam held on Day 5 must be made up by dismissal time of the next day 5. Please note that each day of the cycle, 1 through 6, counts in this grading system. Therefore, the student may sit for the make-up exam on a day when the class does not meet. The cycle is not extended if the student is absent on any given day(s) during this make-up period. There will also be no test corrections.

** Please note – If a student is absent due to a field trip, they must make up the exam per the teacher's instructions on a mandated date. Students do not receive a full cycle to make up the exam.

Daily Homework: Daily homework will be graded for completion and effort. The determination of proper completion and effort will be at the teacher's discretion. Students will be allowed to submit late daily homework within ONE cycle from original due date for half credit. For example: Homework due on Day 3 must be made up by dismissal time of the next day 3. Please note that each day of the cycle, 1 through 6, counts in this grading system. Therefore, the student may submit homework on a day when the class does not meet. After one complete cycle the student will receive a ZERO for the missing homework. The cycle is not extended if the student is absent on any given day(s) during this make-up period.
(Students may be given an alternative assignment for partial credit at the teacher's discretion if answers to homework are given in class prior to completion of assignment.)

Extra Credit: All students in a class, regardless of academic standing, will have the opportunity to add bonus points to tests or assignments to benefit their overall grade during the trimester. These points will be given at the individual teacher's discretion through different means. There will be no extra credit assignments given on an individual basis.

Extended Absences: Make-up policy for assessments and assignments missed due to extended multiple absences (5 school days or more), generated by illnesses documented by a medical professional, will be individually determined by the Assistant Principal. If you are absent without a note from a medical professional, the above policies hold true. No exception will be made.

Reports cards are distributed three times (December, March, June) a year on a trimester basis.

F. HOMEWORK

Homework, which consists of the study of new material, review of the day's lessons, preparation of assignments and papers, critical reading, and advanced study for exams, is vital for academic success.

G. EXAMINATIONS

If a student is absent for an exam, it is his responsibility to take a make-up exam after school or per the teacher's availability.

If a student is absent from a trimester examination, appropriate documentation (doctor's note, court summons, etc.) is necessary to schedule a make-up exam. If a student is truant on an exam day, he will receive a grade of zero.

H. ACADEMIC FAILURE POLICIES

A course failure may occur for many reasons. Failure primarily indicates a lack of comprehension. For a student to successfully complete his course of studies, he must demonstrate a satisfactory level of mastery at each level of instruction.

If a student fails any course taken, he must repeat the course in summer school (online or in person) to earn school credit. Vacation plans and student's employment responsibilities will **NOT** be accepted as excuses for inability to attend summer school. If the course is not offered in any area summer school, alternative plans will be made with the Office of Academic Affairs.

If a student passes the summer school course, his transcript grade is raised proportionately based on his summer school grade performance.

For lab failures: If a student passes his science course but fails the lab component, he must attend a full week of summer laboratory sessions at Stepinac to pass the course.

A student will not be re-admitted to Stepinac the following year unless he has successfully passed all summer school courses to rectify final failures in each subject.

If a student has four final failures at the end of the school year, he must withdraw from Stepinac.

I. ACADEMIC PROBATION

Students who are failing more than two classes at any given period are placed on academic probation. Students on academic probation must take corrective action to ensure an improvement in grades. Such action involves attending after school study sessions with the class teacher, participating in National Honor Society tutoring programs, and meeting with a school guidance counselor.

Students who are failing more than two courses for two consecutive quarters are encouraged, along with their parents/guardians, to meet with their guidance counselor to discuss the appropriate course of action.

J. EXTRACURRICULAR ACTIVITIES and SPORTS ACADEMIC ELIGIBILITY

Students who participate in an athletic program or extracurricular activity must be in good academic standing. If the student is failing two subjects, he will be placed on academic probation. The student may continue to participate in extracurricular and athletic activities if he is participating in the corrective action plan developed by his guidance counselor. Failure to participate in the corrective action plan will result in suspension from athletic and extracurricular activities until the student's academic status is satisfactory. Progress reports will be completed every two weeks by course teachers and guidance counselors and returned to the Director of Athletics indicating the student's academic status. If following the two-week period, there is no improvement the student remains on academic probation and is suspended from all sports and club activities.

K. HONORS PROGRAM

Participating in the school honors program is a rewarding academic challenge. A student must be truly motivated to succeed in this course of study. It requires an extraordinary amount of independent personal study. However, if the student is showing a consistent failing or below average work ethic, he will be transferred into an alternative course of study.

Students who excel academically are provided with the opportunity to enroll in Advanced Placement courses. Taking an AP class requires the student to sit for the AP exam in May. Payment for the exam is due in the first trimester.

Finally, students with high cumulative grade point averages may register for college link courses and earn college credit while at Stepinac.

If a student shows consistent excellence in his course of study, he may (with guidance counselor and department chairperson approval) be transferred into the honors program. A student is not fixed in one program for the entire four years. There is flexibility based on each individual student's transcript.
There are pathway program opportunities for those who excel academically. This includes: The Susan and Daniel P. Mahoney '67 Honors Academy Program, Joyce and Frank Colangelo Entrepreneurship Program, Global Scholars Program, and Engineering and Technology Program.

L. GRADE WEIGHT POLICY

Students enrolled in honors courses or advanced placement courses have weighted grades. The grade weight is reflected in the student's cumulative average - NOT their individual course grade. The individual course grade reflects the student's raw score.

M. HONOR ROLL

Honor rolls recognize both academic success and good conduct. They reflect the student's standing at the end of each trimester.

First Honors

Cumulative Average of 90% or better
No individual grade lower than 85%

Second Honors

Cumulative Average between 85-89%
No individual grade lower than 80%

Also, students who exhibit a marked improvement in their course of studies will also be recognized.

N. HONOR SOCIETIES

Juniors and seniors are eligible for membership in the Archbishop Stepinac St. Thomas Moore Chapter of the National Honor Society. To be eligible for membership in the society, students must meet requirements in academics, service to school and community, leadership, and character.

Additionally, students (Grades 10-12) may apply for discipline specific honors societies in the following:
English
Social Studies (Rho Kappa)
Mathematics (Mu Alpha Theta)

Science
Computer Science
Spanish
Italian
Latin

O. FIELD TRIPS/SCHOOL SPONSORED ACTIVITES

Plans for extra-curricular activities such as field trips and class trips must be submitted to the Principal for proper approval and authorization. The sponsor of the activity shall include in the plan a provision for an adequate number of chaperones and an alphabetical list of students attending the field trip. Permission slips for all students attending the trip must be filed with the Attendance Office at least 24 hours before the trip occurs.

If there is a cost associated with the event, all financial and academic obligations to the school must be fulfilled before a student is permitted to attend.

The student must secure the approval of all his teachers to attend the trip. The administration reserves the right to deny a student permission to attend school-sponsored events. Any student with excessive absences will not be permitted to attend field trips, especially those that are held during school hours. The rules of the school apply for all participating in the activity. Dress code for all field trips is regular school uniform.

P. PHYSICAL EDUCATION

Physical Education, as a course of study, is required in each year of high school. This is a mandate of the Board of Education of the State of New York. Any student who cannot participate in Physical Education classes for medical reasons must have a doctor's note presented to the school nurse at the beginning of the school year. The doctor's note must state very clearly the **reason** the student must be excused from gym classes or which gym activities the student may not participate.

If a student cannot take Physical Education class for just a certain time (i.e. after illness or injury), the doctor's note must state the exact date when the student may resume gym classes.

Students must always be prepared for gym when their schedule requires. "Prepared for gym" means the student must bring with him the following:

a. sneakers
b. sweat socks
c. the Stepinac gym uniform*
d. all jewelry must be removed before gym class for safety reasons

e. all valuables must be locked in a locker secured by a school - issued lock

Procedure for Grading Students in Physical Education Classes:

The Athletic Director will provide students with detailed information regarding the grading system in Physical Education. The grading is based on a Pass (P) or Fail (F) system. Factors for grading include attendance, participation, and dress code (see previous section). If a student is unprepared four or more times in a trimester, he will fail the physical education course for the quarter. If a student fails two trimesters, he must complete additional assignments to pass the course for the year. If a student fails three trimesters, he **will fail** the physical education course for the year.

Q. WALTER P. MAHONEY LEARNING COMMONS

The Learning Commons opens at 7:45 A.M and closes at 3:30 P.M.

R. COUNSELING SERVICES

The services of the Counseling Office of Archbishop Stepinac High School Community revolve around the development of the Stepinac student. This development involves the well-being and understanding of each student in social, spiritual, educational, vocational, and personal aspects. Students are contacted by their counselor for counseling. In addition, students may make an appointment for a conference with their counselor by obtaining a pass from the Counseling Office.

The counseling department is also responsible for the review of each student's transcript. It is the policy of the department to report all scores for courses on a student's transcript. Parents must contact College Board to report SAT scores. Students make use of Naviance Program for exploring college and career choices. The Counseling Department also sponsors class nights, college nights, SAT and PSAT Days.

The school identification number for college and SAT/PSAT applications is **335940**.

S. TRANSFER PROCEDURE/RELEASE of RECORDS

A student who wishes to transfer from Archbishop Stepinac will observe the following procedures:

1. A letter from the parent of the transferring student must be presented to the Registrar indicating: (a) date of expected transfer; (b) school to which student is transferring; and (c) reason for transfer.
2. A notice from the new school requesting the student's records must be secured.
3. Prior to release of records, the student must be in good financial standing.

T. CHANGE IN STUDENT INFORMATION

All changes or additions in student information (i.e., address, phone number, emergency contact, parent/guardian employment, death of parent/guardian, parent/guardian marital status) must be sent directly to Mrs. Toni Amato (tamato@stepinac.org). Please do not convey this information to any other school official (i.e., attendance officer or nurse). This will allow for a consistency in record keeping.

U. STUDENT IDENTIFICATION CARDS

A student identification card will be distributed to every student. This card must be always carried on his person. A student is responsible for his own card and must present it whenever a member of the faculty or the administration requests it. Losses are to be reported to the Dean of Students. A fee will be assessed for any duplication of an identification card. Defacement or giving of this card to another person will result in the owner being subject to detention or suspension. A student's I.D. card must be returned if the student transfers.

V. SCHOOL WEBSITE

Information about Archbishop Stepinac High School can be obtained by visiting our web site. The address is http://www.stepinac.org. Plus Portals can be accessed directly from the school website.

W. SCHOOL CLOSING PROCEDURES

When the school is closed or delayed due to inclement weather other emergency, we will post that information on Facebook, Instagram, and Twitter. It will be announced on Cablevision News 12 - Westchester. Also, an announcement regarding Stepinac's decision will be emailed, texted, and displayed on Plus Portals main page.

If inclement weather develops during the day:

1. Students who come by bus will be dismissed when their district sends the bus.
2. Students who drive may leave at the discretion of administration or with parental notification.
3. Only students who are registered with the Dean of Students as drivers or regular passengers may leave without adult supervision.

X. ACADEMIC POLICY

Students who engage in acts that violate academic integrity will be subject to the following consequences:

1. 5 days of detention.
2. A zero (0%) on the exam or assignment.
3. Academic Conference.
4. A note of apology to the instructor of the class.

If a student engages in multiple acts, he will be subject to suspension and then expulsion. This also includes any act of plagiarism.

Y. AI Use Guidelines for Students

Purpose of AI in Education
AI tools can be powerful resources for learning, creativity, and problem-solving. These guidelines ensure students use AI responsibly and ethically to enhance their education rather than replace genuine learning.

Acceptable Uses of AI

- Research Support:
  Use AI to generate ideas, summaries, or explanations as a starting point for your work, not the final product.
  a. For example: Prompt AI platforms by giving it a role and asking questions to help develop ideas.

- Skill Practice:
  Use AI for language learning, math practice, or help with concepts to support your understanding.
  a. For example: Prompt AI platforms to create a step-by-step study guide, quiz/ assessment questions with feedback from answers given by the student. Students need to verify the answers.

- Brainstorming and Creativity:
  Use AI to brainstorm ideas for essays, projects, or presentations while ensuring your final work is original.
  a. For example: Prompt AI platforms by giving it a role and to ask questions to help develop ideas, thoughts, and find a point of interest.

- Editing and Feedback:
  Use AI to proofread or suggest improvements but always review and revise before submitting.
  a. For example: Prompting AI platforms to check for grammar, improve better vocabulary usage, and review proper citing and works cited pages.
  Students still need to verify final work.

Unacceptable Uses of AI

- Submitting AI-Generated Work as Your Own:
  Copying and pasting AI responses without contributing your own thinking is plagiarism.
- Bypassing Learning:
  Using AI to complete assignments, tests, or projects without understanding the content is academic dishonesty.
- Generating Harmful or Inappropriate Content:
  Using AI to create offensive, misleading, or inappropriate content is strictly prohibited.

Student Responsibilities

- Transparency:
  If you use AI, you must clearly state how it was used (e.g., for brainstorming, proofreading, or research support).
- Critical Thinking:
  AI is not always accurate. Review all AI responses carefully and verify information with reliable sources. This means that you must review your output and not take the first output as the final answer. Do deeper dives and question what is being given to you by the AI platform, as it may provide misinformation or inaccuracies.
- Learning First:
  You are expected to try your best before turning to AI. The goal is for you to understand the content, not just complete the task. The AI platform should be your last resort. You should know the context of your work and be able to demonstrate your knowledge and learning.

Teacher Check-ins

- Teachers have the right to ask you questions about your work at any time. This may include:

* Asking you to explain your thought process
  Asking how you arrived at an answer
  Having to describe or revise your work on the spot

- These conversations are designed to help determine whether you fully understand your assignment, and whether AI was used responsibly.

AI Use Examples

- Art / Music / Theater
  - Good Use: You ask AI to help generate creative prompts or artist bios as part of your prep, then create original artwork or performance.
    Bad Use: You ask AI to compose lyrics, scripts, or critiques and claim the content as your own without attribution or creativity.
- Business / Economics
  Good Use: You ask AI to define “opportunity cost” and give examples, then apply the concept to a case study you have been assigned.
  Bad Use: You ask AI to answer all questions on a market trends worksheet and submit them without evaluating the accuracy.
- Computer Science
  Good Use: You ask AI to help you debug a section of code and explain the logic behind the correction before rewriting the code yourself.
  Bad Use: You ask AI to write an entire program from scratch and submit it without understanding how it works.

- Engineering / Robotics

  Good Use: You ask AI to explain how a particular type of gear works and use that information to modify your design.
  Bad Use: You ask AI to design your entire project or write all of your documentation and submit it without testing or building the model.
- English / ELA
  Good Use: You ask AI to help you brainstorm literary themes in Romeo and Juliet, then use your favorite theme to write a personal analysis.
  Bad Use: You copy a full literary analysis from AI and change a few words before submitting it as your own essay.
- Foreign Languages & Latin
  Good Use (Spanish/French/Italian): You ask AI to give you 5 example sentences using the verb ser in the present tense, then write your own with similar structure.
  Good Use (Latin): You ask AI to explain the grammatical structure of a Latin sentence (e.g., subject-verb-object), then apply that to a translation exercise.
  Bad Use (Spanish/French/Italian): You paste your Spanish writing assignment into AI and ask it to translate it from English, then submit it without editing or learning the vocabulary.
  Bad Use (Latin): You use AI to translate an entire Latin passage without attempting any part of it yourself.
- Health
  Good Use: You use AI to generate pros and cons of a health topic (e.g., benefits of sleep), then incorporate the ideas into your own speech or project.
  Bad Use: You copy and paste AI-generated content into a wellness journal or reflection about your personal health habits.
- History / Social Studies
  Good Use: You ask AI to list major causes of World War I and then research those causes further to write your own analysis.
  Bad Use: You copy a full AI-generated essay response to a document-based question (DBQ) and turn it in as your own.
- Law / Criminal Justice
  Good Use: You ask AI to explain what “due process” means and use that to help you write your own case summary for class discussion.
  Bad Use: You ask AI to write a full case analysis and submit it as your own legal opinion without review or citations.
- Math
  Good Use: You ask AI to walk you through a step-by-step example of solving a quadratic equation, then solve a different problem on your own.
  Bad Use: You enter every problem from your homework into AI, copy the answers, and turn them in without learning the method.
- Physical Education / Sports Science
  Good Use: You ask AI to describe the benefits of dynamic stretching and then

write a short summary in your own words.
Bad Use: You copy an AI-generated fitness plan and submit it as your personalized training program without modification.

- Psychology
  Good Use: You ask AI to explain the stages of Piaget's cognitive development theory and then connect each stage to real-life examples in your paper.
  Bad Use: You ask AI to write your entire research paper on cognitive disorders and submit it without doing your own research.
- Religion / Theology
  Good Use: You ask AI for interpretations of a biblical passage or world religion teaching, then reflect on it and write your own personal response.
  Bad Use: You ask AI to write a reflection on a moral issue or theological question and submit it without adding your own thoughts or beliefs.
- Science
  Good Use: You ask AI for a summary of how photosynthesis works and use it to help build an infographic or presentation in your own words.
  Bad Use: You ask AI to complete your entire lab report, including the hypothesis and conclusion, and submit it without doing the experiment.

If AI is Used Incorrectly

- First Offense:
  Teacher warning and verbal assessment to assess student knowledge, discussion about proper AI use, and resubmission of the assignment. (DECIDE POINT DEDUCTION)
- Second Offense:
  Zero on the assignment until resubmitted with original work; parents/guardians will be informed.
- Third Offense:
  Referred to administration; academic integrity violation may go on record.

Student Pledge

"I will use AI responsibly, as a tool for learning rather than a shortcut. I will ensure that the work I submit reflects my own understanding and effort."

PART II – ATTENDANCE

Educators and parents are certainly well aware that there is a direct correlation between absenteeism and poor performance in school. Students should only be absent for serious reasons. Absence is never considered a justifiable excuse for missing assignments and test preparation.

TEACHERS DO NOT HAVE THE OBLIGATION TO MAKE UP TESTS OR TO COVER THE MISSED WORK. If a student is absent from class, for any reason, including one with an excuse, the student himself has the responsibility to obtain assignments and missed work. Special arrangements may be made in cases of prolonged illness by contacting the Guidance Office. Make-up tests occur after or before school or during lunch if the teacher is free.

A. ABSENCE PROCEDURE

When a student is absent, even for just one day, his parents or guardian **must telephone or email the attendance office.** All such telephone calls should be made between 6:30 AM and 7:30 AM, or as soon as possible. The reason for the absence must be presented at that time.

The school telephone number is (914) 946-4800. The extension for the Attendance Office is #244. It is a good rule for parents to always keep in contact with the school about any matter regarding the continued absence of their son.

Upon the student's return to school, an adequate written explanation of absence, signed by the parent or guardian, must be submitted, faxed (914-684-2591), or e-mailed (attendance@stepinac.org) to the Attendance Office before a student can be admitted to class. Any student who fails to observe this rule will be given detention.

An absence of 3 or more days must be explained by a **physician's note** in which a diagnosis is included. These notes are always kept confidential.

B. EXCESSIVE ABSENCES

1. In order for a student to be successful not only in school but in one's future career, regular attendance at school and at work is most critical. Therefore, Stepinac adopts the following policy with regards to excessive absences: If a student exceeds ***twenty*** absences (excused or unexcused) in a full year course or **ten** absences in a half year course the passing grade for that course will be raised to above a 65%. The new passing grade will be determined in proportion to the number of absences. This is to ensure that the student does the proper and necessary additional work in his courses in order to make up for the lost time.

2. If a student is to be absent for an extended period of time due to a serious illness, a doctor's note, including the diagnosis, is required. During the prolonged absence, parents should be in

contact with both the nurse and the guidance counselor who will arrange for academic assignments.

3. After five consecutive days of absences, a student may apply for home study. Parents should first call their son's Guidance Counselor who will direct them to their local school district.

C. REASONS FOR ABSENCE FROM SCHOOL

The only acceptable reason for absence from school should be a serious illness. However, the school understands that emergencies do arise. In such case, a parent or guardian must call the school and explain such to the Attendance office**. Doctor's appointments, job interviews, college visits, driver's test, etc. should be arranged after school hours, on weekends, or on school holidays.**

If it is known in advance that a student must be absent for a serious reason, **a written explanation** must be presented to the Dean's Office at least one day **BEFORE** the scheduled absence.

D. ABSENCES OF STUDENTS ENGAGING IN EXTRACURRICULAR ACTIVITIES

Students who are absent from school for any reason cannot participate in any after school activity, sporting event, practice, etc. on the day that classes have been missed. If a student is absent from school on Friday or the day prior to vacation, he may not participate in any school activity, sport event or practice until school resumes.

If there is a special reason that the student or his parents would like to see this rule suspended in a particular case (i.e. funeral), then the Dean of Students Office must be informed before the actual date of absence so that a judgment can be made.

If a student arrives **later than** the 2nd period to the school, the Dean of Students will decide as to whether that student can participate in an after school activity. The Dean of Student's decision is **final**.

E. TRUANCY

Unauthorized absence from school, especially without knowledge of parents, is not only a serious infraction of school rules but also is against the law. If a student is truant, his parents will be contacted and the student will have a disciplinary meeting with the Dean of Students. Truancy will result in a suitable punishment that will include at least five days detention and possible suspension depending on the student's past history of unauthorized absences. Students who are consistently truant will have to transfer from Stepinac.

F. CLASS ATTENDANCE

Students must attend all their scheduled classes on every school day. An unauthorized absence from a class period is a serious matter and will result in disciplinary action. **If the student leaves the building at a time without permission from an administrator, he will be truant. No student is permitted to leave a classroom during class time without permission from the teacher.**

Failure on the part of a student to attend a designated class without permission of an administrator or faculty member will be considered truant behavior. **Cutting class is when a student's whereabouts are unknown by the teacher responsible for him.** The first offense will result in five day detention. For a second offense the parent/guardian must attend a meeting with the Dean of Students. The consequences for a second offense will be decided at the parent conference. Any subsequent class truancy will result in further disciplinary action and possible expulsion.

G. PUNCTUALITY

Punctuality in arriving at school for each class is essential to good order. Every student must be in the building at the scheduled time. A student is considered late for school or for an assigned class if he is not at his desk prepared to work when the school bell rings. A student who fails to arrive at school or to a class on time must report to the Attendance Office where he will explain the reason for his lateness and be issued a late slip. A determination regarding detention will be made at that time. Unexcused lateness to school or to a class will result in disciplinary consequences. The Assistant Dean of Students will inform the student as to when and for how long they will serve late detention which will be held after regular school hours. If a student is late to school or to a class more than four times in a month, a parent will be notified.

Each student must be in full dress code and seated in his homeroom classroom by 8:15 AM.

H. EARLY DISMISSAL REQUESTS

In the event that a student is to leave school before the scheduled dismissal he MUST submit written notification from a parent to the Attendance Office BEFORE the beginning of homeroom. He will receive a green early dismissal card which then must be signed by a parent and returned to the Attendance Office upon his return to school.

A parent who wishes to pick up their son before the end of the scheduled school day must call the Attendance Office before arriving and explain the request. Please notify the school as soon as possible in order to give the Attendance Office time to inform the student's teachers. In the event that a student is to leave early via public transportation or driving himself, parental permission MUST be faxed to the Attendance Office before he is dismissed. **Legally, no student is permitted to leave school grounds without the Attendance Office having received written notification from a parent**. Verbal requests will not be processed. If a student is leaving school

early on his own with parental and school permission, he is not permitted to take other students with him unless this has been approved by the Attendance Office and confirmed with all parents/guardians.

I. EXCESSIVE LATENESS

A letter will be sent home to any parent of a student who is late for school FIVE times in one quarter. If the student is late THREE times after the letter is sent home, the Office of the Dean of Students will request an immediate conference with the parent or guardian to determine a solution to the problem. Failure to attend an appointment arranged by the school will result in disciplinary actions.

J. INCLEMENT WEATHER

Inclement weather can create havoc in so many ways for schools, parents and students. This can result in traffic delays, travel concerns, delayed openings, early dismissals and even school closings. I would like to take this opportunity to address our weather related protocols. Please know that your son's safety always comes first. To that end, please use your own good judgment regarding your son's travel. Conditions in your area may be poor but conditions in other areas where other students live may be better.

Our goal is to have school open every scheduled school day but we understand that some students may not be able to come in even if we are open. We also appreciate the fact that some students may arrive later than normal. Please remember that any school closings or delayed opening will be announced through the School notification text message and email system, on social media and on News12, Westchester.

In the event of an early closing, we will send an alert through the School notification text message and email system to all parents and students will be instructed to call parents to inform them of the earlier closing time. Since we post an announcement on social media I suggest that you go on to the school's official accounts and "follow" us. This way you will receive our notifications.

Also, as always, please make sure that we have your correct e-mail address. If it ever changes, please contact Ms. Toni Amato at tamato@stepinac.org to update the record.

DELAYED OPENING

This refers to a one hour or two hour delay. The decision is made by 6:30am at the latest based on the weather conditions at the time as well as the predicted weather conditions for the morning commute. We know this is not an exact science so we try to make the best decision with the information we have. When this decision is made, everything moves one or two hours depending on the announced delay. This includes the bus services provided by Stepinac.

Example: (Stepinac bus pick-up times vary; the examples below use one fixed example)

- Normal Day:
  - School Offices open-8am
  - 1st Period -8:15am
  - Stepinac Bus Pick up-7:15am (Example)
- 1hr. Delay:
  - School Offices open-9am
  - 1st Period-9:15am
  - Stepinac Bus Pick up-8:15am
- 2 hr. Delay:
  - School Offices open-10am
  - 1st Period-10:15am
  - Stepinac Bus Pick up-9:15am

SCHOOL CLOSING

The decision will be made by 6:30am at the latest based on the weather conditions at the time as well as the predicted weather conditions for the day. All school offices are closed for the day. No-one will be answering telephones or returning e-mails. We will send an alert through the School notification text message and email system announcing the decision

EARLY DISMISSAL

There are various situations that result in an early dismissal due to weather.

- If the school decides to close early because of unforeseen changes to the weather we will send an alert through the school notification text message and email system announcing the decision and the dismissal time.
- If your local school district provides bus service to your son and contacts us regarding an early pick-up, your son will be informed and told to contact you with the details.
- If we have not announced an early closing but you decide that you want your son to leave early you must contact the attendance office.
- If your son carpools with a student who drives I must have your permission for him to leave with the student driver. The parent of the student driver cannot give permission for other students to leave school. I cannot legally allow a student to leave unless I have the permission of his parent.
- If your son regularly drives with another student please contact Mr. Joseph Cupertino, Dean of Students, at cupertin@stepinac.org and give him permission for your son to leave in an early dismissal event. Include the name of the student driver in the e-mail. You may do this now and he will keep the names on file for future reference.

PART III - HEALTH SERVICES

ILLNESS IN SCHOOL

- If a student becomes ill during school hours, he must notify the teacher, obtain a pass and report to the nurse for evaluation. If the situation warrants, the nurse will inform the parents and discharge home will be discussed.
- Any student who drove to school will not be dismissed until it is determined if the student is well enough to drive and situation discussed with parent by the nurse.

INJURY

- During school hours the nurse will evaluate any injuries and notify the parent if warranted and/or further evaluation or treatment is necessary.
- Parent should notify the school nurse of any injury or illness that would prevent the student's performance in school work.

MEDICATIONS IN SCHOOL
PER NYS LAW

- No medications will be administered without a doctor's order. This includes any over the counter medications such as Tylenol or Advil. If you anticipate the need for these to be given, please have the doctor write a prescription and send in a small bottle.
- If a medication is to be administered routinely, the medication must be brought to school in the original bottle with the student's name on it.
- The only medication the student is allowed to carry is medication for life threatening allergies and rescue inhalers.
- All medication must be renewed by MD annually

New York State Education Law REQUIRES

- **IMMUNIZATION RECORD** to be provided by parent or guardian when the student enters the school before they can begin.
- The nurse will notify the parents if the student is lacking any required immunizations.
- **A current physical is not required for school entry but must be submitted within 30 days of the start <u>except</u> if the student will be playing a sport.*** see below for sports eligibility.
- **NYS mandated grades for physical exams are: all new entrants and 11th grade**

ATHLETIC PARTICIPATION

Athletic registration is totally digital.
All parents of student athletes MUST create a profile in order to play sports on the FamilyID link below.
A physical exam performed within 12 months of the start of the sport is necessary and it **MUST** be documented on the **'REQUIRED NYS SCHOOL HEALTH EXAMINATION FORM"** included in this packet, or on the FamilyID Stepinac registration page. Per NYS law, if it expires during the sport season the athlete may continue to play through the season.
NO OTHER FORM IS ACCEPTED FOR SPORT PARTICIPATION.
Completed forms may be uploaded to FamilyID or sent to the school nurse.
Final athletic clearance to participate is upon approval of the school nurse.

https://www.familyid.com/archbishop-stepinac-high-school

WORKING PAPERS

Work permits can be obtained in the nurse's office.
The student must have a physical done within the 12 months prior to the application and on file in the nurse's office.
The parent must sign the application before the permit can be given.

PART IV - PERSONAL APPEARANCE

A.REGULAR DRESS CODE

As is our tradition, students should be neat, clean and well-groomed at all times when in the building and on school property. The following dress code and rules are in effect on all school days and at any school related functions:

- School sweater must be worn at all times. Seniors may wear the Stepinac sweatshirt in place of the school sweater. Students are not permitted to wear blazers, short jackets, suits, hoodies, fleeces, sweaters.
- Only white or light blue oxford dress shirts that button from the neck to the waistline and have a collar are to be worn. Multi colored shirts or shirts with designs are not permitted.
- Uniform dress pants are to be properly worn around the waist with a proper fitting belt. Wearing pants below the waist is not permitted**. (Jeans, cargo, carpenter pants, elastic waist or ankle pants, Dickies, Levis, work pants, shorts, etc. are not permitted).**
- A conservative tie must be worn at all times. Novelty ties or bow ties cannot be worn.

- School jerseys are only permitted on game days or the Friday before a weekend game. Jerseys must be worn over relaxed dress code or in place of blue ¼ zip school pullover during regular dress code.
- The only jewelry permitted is a watch and the Stepinac School ring. No bracelets, gold chains, earrings, body piercing, chain wallets, etc. are ever permitted including on dress down days.
- Hats or head coverings of any kind are not to be worn inside the building.
- Students may not wear or use headphones or ear buds.
- Students are not permitted to wear any earrings inside the building. A plug/filler may not be used. Band-Aids may not be worn to cover the earring. Students will not be permitted to attend class if they have an earring, plug/filler or Band-Aid on or in their ear.

Students should take special care to pay attention to these rules since such items, if worn, will be confiscated by the Dean of Students and returned to a parent at a later date and may result in a detention. In addition, any student who fails to adhere to the rules will not be permitted to stay in the building. A parent or guardian will be contacted and required to remove the student from the building.

B. RELAXED DRESS CODE

At certain times of the year and at the discretion of the Dean of Students, students will be in relaxed dress code. However, the dress shirt and tie or the official Stepinac golf shirt is to be worn. A sport or club polo shirt is only permitted if it is the same navy blue color as the official Stepinac polo shirt. NO LONG SLEEVE SHIRTS MAY BE WORN UNDERNEATH THE STEPINAC GOLF SHIRT. The Stepinac dress code, formal or relaxed, is in effect from the first day of school to the last. Whenever the student is on school property, in the building on official school days, or representing our school off campus, the school uniform MUST be worn. This includes orientation, field trips, and examination periods.

On designated days, students may be allowed to 'dress down.' On these days, students may not wear earrings, slippers or moccasins, or pajama style pants. Any part of the student's attire that is deemed offensive or inappropriate by the Administration will not be permitted

C. HAIR

1. Hair must be neatly cut, trimmed, groomed and combed at all times.
2. All hairstyles cannot extend beyond the collar of the shirt nor below mid-ear.
3. Students will not be permitted to attend class with facial hair.
4. Sideburns should be neatly trimmed and not extend beyond the ear.
5. Frizzed or blown out hair hairstyles cannot exceed two inches in length.
6. Students may not have hair styled or groomed with pony tails, "puffs" or Mohawks.

D. SHOES

As is our tradition, students should be neat, clean and well-presented at all times when in the building and on school property. The following rules regarding footwear are in effect on all school days and are part of the regular and relaxed dress codes.

1. **The approved shoes should be black or dark brown in color. No other color is acceptable!**
2. **The preferred shoes are ones that can be shined.**
3. **However, Hush Puppy style shoes, suede shoes and boat style shoes are also permitted.**
4. **Boots of any kind, canvas, slippers, moccasins, sneakers, or sneakers-type shoes are not permitted.**
5. **Footwear that goes above the ankle is considered to be boots and is not permitted.**
6. **Socks must always be worn.**

At any time, the Dean of Students may determine if the student's footwear is acceptable or not. If a parent or student is unsure of whether particular footwear is acceptable they are advised to conference with the Dean of Students prior to wearing any questionable footwear to school. It is recommended that parents and students use the following guide when purchasing or determining if footwear is approved as part of the dress code at Stepinac.

The recommended footwear can be purchased online or in stores at such places as:

www.zappos.com www.shoebuy.com www.payless.com
www.amazon.com www.kolhs.com www.walmart.com



Bostonian Wenham



Ecco Seattle Apron Toe-Tie



Dockers Trustee



Dockers Endow



Traditional Boat Shoes



Clarks Sherwin Limit



Dexter Brut Plain-Toe Oxford



Hush Puppies Glen



Clarks Wallabee

PART V - BUILDING AND GROUNDS

Every student is expected to cooperate in maintaining the cleanliness of the school and grounds. Each student should be aware that he holds the school in trust for those who will come after him. **Vandalism of property will not be tolerated at Stepinac**. To deliberately deface or damage in any way the building, equipment, furnishings or grounds will jeopardize a student's standing in the school.

Students will have to pay for damage of any kind that is perpetrated against Stepinac property. Accidental breakage must be reported to the Dean of Students immediately.

Every student is responsible to keep his desk and classroom clean. The excuse that a previous occupant of the desk was responsible for the damage will not be accepted. A class will be held accountable for the room it occupies. **All garbage must be deposited in the proper receptacles and never thrown on the floor or grounds of the property. Chewing gum is not permitted on school grounds.**

Students are not permitted in classrooms, library, gymnasium, auditorium, cafeteria or in any other facility unless supervised by a teacher or a member of the staff. Students should not loiter or gather in any room or area of building. Students should only be in the room for which they are scheduled either for class or lunch. Students must email faculty and staff before they attempt to gain access to rooms or offices to ensure they have permission.

Every student is responsible for his own books, clothing and personal property. The school does not accept responsibility for personal losses, which occur in the building, on the school grounds, or on any form of transportation. Students are encouraged to leave all valuables at home, or lock them in the Dean's office during the day for safe keeping.

A. GRAFFITI

The defacing of school property, however small the mark, is a serious offense. Graffiti is never permitted and will result not only in detention or suspension but possible expulsion.

B. SCHOOL BUILDING

- **During school hours a student may never leave the building or grounds without the permission of the Principal, Vice Principal, or Dean of Students.**
- Once a student arrives at Stepinac by bus or vehicle they are not permitted to leave the school grounds without permission of the Principal, Vice Principal, or Dean of Students.
- A student is not permitted in the bleachers or any part of The sports complex without the permission of an administrator or athletic coach.

- The elevator may never be used without permission of the Dean of Students or the school nurse. In such case, a special elevator pass will be issued.
- Running, sliding or pushing is never allowed.

C. SMOKING

Smoking anywhere in the building, on school grounds, or in the vicinity of the school is never permitted at any time and at any function. Violation of the rule against smoking will result in detention or suspension. Students in possession of tobacco products, matches, lighters or supplies will have those items confiscated and not returned.

Given the ever-stronger statements of the Surgeon General indicating the dangers of smoking, the school administration and faculty strongly urge that Stepinac students do not smoke at all. Those who have become addicted to nicotine state that giving up this habit is very difficult and such addiction often begins in the teen-age years.

D. CAFETERIA

During their assigned lunch period, **students must go to the school cafeteria. Students may also use the cafeteria in the morning to purchase breakfast meals.**

Students may not enter the cafeteria before their assigned lunch period begins. They must remain in the cafeteria for their entire lunch period. They may leave the cafeteria only with permission of an administrator or a faculty member. Students will treat the cafeteria staff with respect. A lack of respect is not acceptable and will be treated as a violation of the student code of conduct and will result in disciplinary consequences. Students must clean up after themselves. Garbage is to be placed in the garbage cans.

FOOD OR DRINK IS NEVER TO BE TAKEN FROM THE CAFETERIA. At the end of the meal, students must clean their place at the table and deposit refuse in receptacles. Students may not solicit money from other students. **Vending machines may only be used before or after school and during a student's lunch period.** No student may arrange for food to be delivered to them. No student is permitted to leave campus for lunch.

All students will be expected to clean up after themselves by discarding any food items in their proper waste or recycling bins.

Faculty members assigned to supervise the cafeteria will ensure that the students keep the cafeteria clean and orderly. Students must follow the faculty instructions in the cafeteria at all times.

E. GYMNASIUM

A student is not permitted to use the gym facilities or any of the equipment, including the fitness center, unless he is properly supervised. Sneakers should be worn on the gym floor. **The changing of clothes for gym class, gym activities, athletic events and team practices must be done in the gym locker room only. It is not permitted for students to change clothes in school locker sections, bathrooms, corridors or any other part of the building.**

Students are not permitted to leave gym equipment overnight. **The same strict rules that pertain to the care of school property that are presented in this section of the handbook also pertain to the care of the gym locker room.**

G. FIRE DRILLS

State law mandates that fire drills be held during the school year. Each student is required to familiarize himself with the fire drill regulations posted in every classroom. During these drills, silence must be maintained. Students will remain with their teacher and classmates until the all-clear signal sounds. Faculty members will have roll books with them to check attendance. Students should do their best to ensure that they are remaining 6ft apart from each other while exiting the building quietly.

H . OUTSIDE BUILDING

- Hitchhiking is a violation of the White Plains City Code. It is strongly discouraged by the school and is a source of danger to the student.
- It is a strict rule of the school never to run aboard a bus. Walk on sidewalks.
- Cross streets cautiously, especially Mamaroneck Avenue, and do so only in the designated crosswalks.
- Proper conduct on board all modes of transportation, especially special or private buses is of the utmost importance. **Improper behavior of any sort on a bus or train or at the transit center will be reported to the parents and will be punishable by school authorities. Students may be suspended or expelled from bus services if the inappropriate behavior continues.**
- Stepinac's campus encompasses 17 acres, which includes athletic fields, tennis courts, track, and spectator stands. The proper care of these facilities is the responsibility of the students. Damage to school property is a most serious offense and will result in serious consequences, even expulsion.

PART VI - PROCEDURE AFTER SCHOOL

A. AFTER SCHOOL

Students should always take home any books and materials necessary to complete that evening's assignments. Loitering in the building is never permitted.

Students involved in athletic teams and after school activities are to report immediately to those activities. (Remember - the changing of clothing is only permitted in the gym locker room.)

C. PHONES

A cell phone is an expensive investment. Experience has taught us that many of our students have not achieved the level of responsibility in order to properly care for their cell phones. Therefore, to avoid loss or theft, students should not carry cell phones in the school building. The school is not responsible for any loss or damage to any electronic device. **However, if a student carries a cell phone, he cannot use it, activate it, or have it visible during school hours (8am-2:30pm) without the permission of an administrator.**

At no point during the day are students permitted to use their phone for class work (i.e. note-taking, research, web browsing, etc.) If a student does not have an approved electronic device for class work he should be prepared with pen and paper.

While the school understands the need for cell phones so that parents can get in touch with their son, the phone simply has no purpose while the student is in school. Parents who need to get in touch with their son should call the school and a member of the staff will get the urgent message to the student.

Cell phones will be confiscated from an individual if that student is using the phone or if the phone is visible during above mentioned school hours. Be advised that the phone WILL NOT be returned the day it is confiscated. In addition to being confiscated, the student may receive a detention for the violation. If a student refuses to turn over the cell phone when requested by a teacher or administrator it may result in additional disciplinary consequences such as detention or suspension. The phone will be returned at the conclusion of the next school day. If a cell phone is confiscated for a second time, the Dean of Students will determine the penalties, which will include confiscation of the phone for a longer time period.

D. FOOD

The chewing of gum is not permitted. No drink, candy, ice cream, or food is to be taken from the vending machine area of the ground floor or from the cafeteria.

E. MISCELLANEOUS

Portable video games, radios, disc players, MP3 players, IPODS, beepers and laser pens are not permitted in the building at any time. Upon entering the building, students must remove all headphones/ear buds. **At no time during the day is a student permitted to have listening devices visible.** If any of these items are confiscated, the same strict consequences that apply to cell phones will be enforced. Students are strongly advised to refrain from bringing anything into the building that is extremely expensive (i.e. costly types of clothing, large sums of money, etc.).

Any games of chance, e.g. card playing, dice, or any form of gambling is never permitted in the building or on school property.

PART VII - TRANSPORTATION

The Office of the Principal handles all matters in reference to transportation. Questions on commutation tickets, bus and train passes, etc., should be directed to his office. His office is also responsible for coordinating any special transportation needs, disseminating information concerning local rules and regulations regarding school transportation issues, the eligibility of students to ride school district buses, etc.

A. CARS

Safety and good order require regulations regarding the use of cars. Failure to observe these regulations will result in the loss of permission to bring one's car to school.

- Observe all traffic and parking regulations on school grounds.
- Entrance to the school grounds is by way of the north driveway only; exit from the grounds is by way of the south driveway only.
- Especially dangerous is disembarking or entering from a vehicle in front of school on Mamaroneck Avenue itself.
- The school is **not** responsible for loss or damage to any vehicle at any time while on school property.
- Students are expected to drive cautiously and SLOWLY on school grounds.
- Students may not play loud music while on school property.

- If a student is assigned a parking spot on campus, his assigned spot is the only space he is authorized to park his vehicle. Multiple failures to comply with rule #7 may result in the revocation of parking privileges.
- No student is permitted or authorized to park on Gedney Circle.

B. PARKING

- Parking in the school lot outside the building is restricted to those students who have registered their cars with the Dean of Students. Failure to register a vehicle may result in detention.
- Reckless driving will cause not only revocation of the parking permit but disciplinary action as well.
- All students must park in their assigned parking space. In the event that another person's vehicle is parked in the student's assigned space, he should park in the dirt lot and inform the dean's office. (Student's should not park in another assigned space.)
- At no time is a student permitted to park along the north driveway, in the loading dock area, in the garage area, or in the first three rows closest to the back of the building. Loitering or parking at *Our Lady of Sorrows Church* is strictly prohibited.
- Any behavior in the parking lot that is considered distracting or disruptive to the school day will result in disciplinary consequences.

PART VIII - SANCTIONS

A. DETENTION

Detention will be served Monday through Friday from 2:40 – 3:30 on the day on which the detention is issued. Students who receive a detention will be expected to complete writing assignments of varying lengths that will then be submitted to the Dean of Students. Failure to complete a writing assignment will result in additional assignments and a possible suspension.

Detention refers to the disciplinary action of having to remain after school for a period of time in a designated classroom under the supervision of the Dean of Students. Any member of the faculty may give a student a detention for a violation of school rules and misbehavior in a classroom or in any other part of the building. If a student refuses to take a detention slip from a teacher it will be deemed as being disrespectful and may result in additional consequences. **A student who has been given a detention must report to the detention room immediately after school on the day that the detention is issued. A student will be permitted to serve his detention on the day after it is issued if he has a medical appointment and a parent confirms this.**

If a student does not report to detention on the day assigned, he will receive additional detentions. Repeated detention cuts will result in suspension from classes until a parent conference is held with the Dean of Students.

In the event of a serious violation or if a student receives numerous detentions, the Dean of Students reserves the right to mandate the student serve all detentions on consecutive days without forewarning.

If a student should receive more than one detention on any given day, he will serve **one detention period per detention slip**. Students who accumulate multiple detentions in any marking period are subject to suspension or possible expulsion.

Lateness to detention is not tolerated. **Detention begins at 2:35pm for all students**. Students who arrive to detention ten minutes late will receive an additional day. All students must be in proper dress code and electronic devices, food, beverages, outer coats and hats are not allowed in the detention room. All students must sit in assigned places; talking is prohibited and students must work on an assignment issued by the Dean of Students.

B. PROBATION

Students who have accumulated multiple detentions, even for lateness, or who have displayed serious discipline problems will be placed on probation. Probation means that the student's behavior will be monitored and that his parents must have a conference with the Dean of Students where the terms of the probation are presented. A student who continues to be a discipline problem while on probation is subject to expulsion.

C. SUSPENSION

Students who receive multiple detentions, and who fail to complete detention writing assignments, may be suspended from in person instruction for a specific time period.
Suspension is imposed for a student who has violated any of the school rules in a most serious manner. The suspended student cannot attend class. The suspension can only be lifted when the student's parents attend a conference with the Dean of Students. A suspended student is responsible for all material covered in class during the time of his suspension. A student who is suspended may not represent Archbishop Stepinac in any extra-curricular activity, and may not attend home or away sports events or other activities such as plays during the suspension.

D. EXPULSION

Expulsion will be considered when the behavior of the student concerned threatens the welfare of the school community, when the student has demonstrated consistent or serious violation of school policy, or when the reputation of the school is jeopardized. In some cases, a student who has refused to conform to the standards of good moral and social conduct set by the school may choose to withdraw from the school. If the parents and Principal agree, this withdrawal is an

option available to the student and his family. Examples of actions that may lead to expulsion are the following:

1. Disrespect shown to a member of the faculty/staff or to another student.
2. Three or more academic failures per school year.
3. Use/possession of alcohol, drugs, or sale of drugs or paraphernalia on school property whether before, during, or after school or at a school activity, whether or not the activity takes place at the school.
4. Truancy, stealing, cheating, fighting, bullying or damage to the school property.
5. Possession of weapons or harmful materials.
6. Known involvement with cults, hate or racist groups, or public displays that might indicate involvement with these groups.
7. Behavior that the school believes is inappropriate for an Archbishop Stepinac student.
8. Slander of staff, faculty, or another student's good name.
9. Sexual harassment of staff, faculty, or other students.
10. Continued disregard for rules on dress, smoking, drinking, drugs, or rebellious or negative attitudes toward school authorities and regulations.
11. Setting a false alarm, making a bomb threat, or making written, oral, or electronic threats against individuals or groups in the Archbishop Stepinac community.
12. Behavior which brings disgrace on the school.

In grave circumstances, immediate dismissal may take place. Continued enrollment at Archbishop Stepinac High School may be forfeited at any time due to failure to cooperate with the Student/Parent Handbook rules and regulations, failure to meet financial obligations, multiple academic failures, excessive absences, lateness, and/or continued conduct unbefitting a student at Archbishop Stepinac High School.

PART IX - SCHOOL POLICY ON SUBSTANCE ABUSE

The drug and alcohol problems in recent years have spread to all segments of society and to all age groups. They are particularly harmful on a high school level. Experimentation with drugs, narcotics and alcohol is extremely dangerous and, therefore, cannot be tolerated in this school. The policy of Archbishop Stepinac High School in dealing with substance and alcohol abuse is a serious but constructive one. It keeps in mind our responsibility to help a student face problems in his own individual life without jeopardizing the common good of the school community.

1. Anyone providing, distributing, selling or "pushing" illegal substances or alcohol in any form will be expelled from school immediately and will be subject to arrest by the White Plains Police Department.
2. Anyone found with illegal substances or alcohol on his person, in his locker, or in his car will be subject to expulsion.

3. Anyone found to be using illegal substances or alcohol in school, on school grounds or at school related functions will be subject to expulsion.

<u>IMPORTANT</u>: All guidance counselors are equipped to provide information to a student seeking help with a drug or alcohol problem. A student, who feels he may have such a problem, may voluntarily seek the help of his own guidance counselor with the full knowledge that all information will be kept confidential. If school personnel become aware that a student might have a substance abuse problem, the administration will ask that the student be professionally evaluated.

Archbishop Stepinac High School understands its responsibility to provide adequate services to those students who might be suffering from substance abuse.

PART X - CAUSING INJURY TO ANOTHER PERSON

Any act of physical harm to another person is totally unacceptable in all places and for any reason. By "actions that cause injury" we refer to:

1. fighting
2. physically striking another person
3. hitting another person with a foreign object

These actions result in immediate suspension and five days detention. If the action in question causes serious injury or the action is considered to have been provoked by only one of the parties involved, then the individual student who is responsible is subject for dismissal. Obviously, all weapons or objects that could cause bodily injury or damage to the property, however small, are never permitted. Any student found to have such objects in his possession would be subject to **<u>dismissal</u>** and even legal action. Stepinac sees itself as a Christian school committed to non-violence. Hence any kind of harassment, such as bullying or verbal abuse against another person, will never be tolerated.

Stepinac accepts the fact that the decision by parents to send their sons to this school has been made with the clear understanding that all students should be able to study here free from harm and fear. The administration of this school will do all it can to protect our students from any person or persons that might inflict verbal, emotional or physical abuse upon them. Any student whose presence in this school is seen as detrimental to this atmosphere of non-violence or engages in an action or actions that bring disgrace to the reputation of Stepinac will be asked to transfer.

PART XI – CONDUCT

The behavior of a Stepinac student must always demonstrate maturity, courtesy, responsibility and respect for others. He must **never** engage in actions that will in any way damage the reputation of his school. This is especially true at activities and events related to the school. We are specifically referring to all sporting events, both home and away, dances, especially those held at girls' schools, plays, proms, parades, etc.

Flagrant disrespect of any individual will not be tolerated. Challenging the authority of a teacher or staff member using language, which by school standards is considered vulgar, obscene, sarcastic, demeaning, threatening or intimidating is unacceptable. Any form of disrespect will result in immediate disciplinary action.

Students must also be concerned about their use of social media. Behavior, posts and content could be considered actionable by the administration.

Theft of any item, no matter the value, is considered a most serious offense. Students who steal from others will be immediately suspended. Any stolen items, MUST be returned or paid in full. The student who steals at Stepinac is subject to expulsion.

PART XII-ACCEPTABLE USE OF TECHNOLOGY

ACCEPTABLE USE POLICY FOR INTERNET AND ELECTRONIC DEVICES

Introduction

The culture of Archbishop Stepinac High School (hereinafter "Stepinac") relies on computer technology and electronic devices as an important resource tool for the students' education. Technology includes, but is not limited to, computers, tablets, cell phones, computer networks, the Internet and electronic mail. The Acceptable Use Policy is designed to set a framework for responsible and ethical use of technology, protecting the privacy and ensuring the safety of our students and teachers. The Acceptable Use Policy applies to all technology resources brought onto campus. <u>It is each student's responsibility to follow the guidelines for appropriate and acceptable use.</u>

Philosophy

Access to Stepinac's computer network and Internet enables students to access their digital textbooks; explore libraries, databases, web pages, and other online resources; and exchange information / communicate with people around the world. Stepinac expects its instructional staff to blend thoughtful use of educational technologies and the Internet throughout the curriculum to improve instruction and learning, and to provide exemplary guidance to students about responsible digital citizenship.

Educational Purposes

Stepinac provides access to its network and computer technologies to its students specifically for educational purposes. Students are expected to use Stepinac's network and computer technologies to support classroom activities, perform educational research and/or gather college and career information. Misuse of Stepinac's network and computer technologies may lead to discipline of the offending student. Stepinac reserves the right to restrict access to its network or computer technologies for educational or safety reasons.

Content, Filtering and Protection

In accordance with the The **Child** Online **Protection Act** (COPA), Stepinac educates its staff and students regarding appropriate online behavior, including use of email and other online resources, to ensure Internet safety. Stepinac has also deployed firewalls, filtering technology and other protection measures to restrict access to inappropriate content such as those that are illegal, obscene or harmful to minors. While every effort is made to provide the most secure and optimal learning environment, it is not possible to absolutely prevent access (accidental or otherwise) to inappropriate content. If you come across any inappropriate content or communication notify an administrator and/or the Technology Office immediately. Students may make written requests to the Technology Office if they believe the content filter is blocking access to appropriate sites.

Consequences of Violation of These Terms

If reasonable belief exists that the student has violated the terms of this agreement, or other school policy, the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may also extend to restricted access to Stepinac's network, loss of technology privileges and/or further disciplinary action as determined by the school.

Guidelines For Appropriate and Acceptable Use of Technology

1. Students may ONLY use Stepinac's filtered wireless network to access the Internet while on school grounds. Use of hotspots or other wireless networks (e.g., optimum-wifi, xfinity-wifi, cellular data) is strictly prohibited.

2. Students must only use their own electronic device and must only open, view, modify, and delete their own computer files. Use of another student's device, no matter how short, is prohibited.

3. Students will be assigned individual email and network accounts and must use only those accounts and passwords that they have been granted permission to use. All account activity should be for educational purposes only.

4. Students MUST only use their stepinac.org email address when communicating with all Stepinac faculty and staff members.

5. Internet use in the classroom must be directly related to school assignments and projects.

6. Use of electronic devices during class is solely at the teacher's discretion. Students must keep devices turned off and put away when not directed to use them.

7. Students must immediately report threatening messages or discomforting Internet files/sites to a teacher, counselor, administrator or the Technology Office.

8. Students are responsible at all times for their use of Stepinac's electronic communications system, including email, wireless network access, and digital tools/resources, and must assume personal responsibility to behave ethically and responsibly.

9. Students will not vandalize, damage, disable or hack into any electronic technology or system used by Stepinac.

Summary of Acceptable Use

- Stepinac defines acceptable educational use as activities that directly or indirectly support the educational activities of students' classes.
- Stepinac defines acceptable personal use during lunch or study as reasonable and limited personal communication or recreation, such as reading or game playing.
- Students may use their device to access the following resources: email, calendars, contacts, educational documents, sanctioned books and sanctioned educational sites.

- Students are blocked from accessing certain websites while connected to the Stepinac network in accordance with The **Child** Online **Protection Act** (COPA)
- Devices' camera and/or video capabilities are not disabled while on-site. Devices may not be used at any time to:
  - Store or transmit illicit materials
  - Store or transmit proprietary information belonging to another student or teacher
  - Harass others
  - Engage in outside business activities
  - Share homework, exam questions/answers, labs or assignments that are assessed for class academic standing (i.e. group chats, photos, messages boards, etc.)
  - Use or download websites or apps that provide answers to Pearson texts and other assessments.

§ Apps/websites not conducive to the students' learning experience are blocked at the discretion of the administration of Archbishop Stepinac and are not permitted, including but not limited to:

- Social media (ie Facebook, twitter, Instagram, snapchat)
- Any containing illicit or inappropriate material
- Itunes
- Google Play
- Group chats and websites that promote sharing of answers, plagiarism, etc.

Inappropriate Uses

The following uses of technology and actions are prohibited on Stepinac's networks and on school grounds:

1. Using Stepinac's networks and/or communications system for any illegal purposes including, but not limited to: cyberbullying, gambling, pornography, and computer hacking.

2. Disabling or attempting to disable or bypass any system monitoring or filtering/security measures, including the use of VPNs, proxy servers, and wireless networks/hotspots not provided by Stepinac.

3. Tampering with, modifying or changing any system software, hardware or wiring or taking any action to violate Stepinac's security system.

4. Deliberately attempting to degrade or disrupt equipment, software or system performance by spreading computer viruses, engaging in "spamming" or by any other means.

5. Using Stepinac's network in such a way as to disrupt the use of the system by other users. This includes, but is not limited to, using an excessive amount of the network's bandwidth (*e.g.* by streaming videos, playing online games, etc.).

6. Using the camera feature to capture, record, or transmit audio, video or still photos of other students, faculty, or staff without explicit permission given by a teacher AND all subjects of the photo or video

7. Attempting to access any pornographic, obscene or sexually explicit material.

8. Attempting to log in through another person's account, or use computer accounts, access codes or network identification accounts other than those assigned to the user.

9. Sharing user names and passwords with others.

10. Purposefully opening, viewing, using or deleting files belonging to another system user without permission.

11. Downloading or plagiarizing copyrighted information.

12. Accessing answers to assessments or assignments.

13. Electronically posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

14. Attempting to gain unauthorized access to restricted information or network resources.

15. Posting, using and/or storing personal and confidential information about another person (including but not limited to: home address, phone number, etc.) in any electronic communication form including, but not limited to: emails, text messages, public websites and/or social media sites.

Privacy & Security

Users should have no expectation of privacy when using Stepinac's network and/or equipment. Stepinac reserves the right to periodically and routinely monitor and/or record all communications which use its network for the purposes of network security and student safety. These communications include, but are not limited to: all Internet traffic to and from a student's device while using Stepinac's wireless network; all e-mail communications sent or received through the student's stepinac.org account (whether sent/received on school grounds or elsewhere); and all files stored on the student's stepinac.org cloud drive.

Bring Your Own Device Policy

Students must bring their own personal electronic device to school to access their textbooks and other educational, online resources. Students may use these devices in the classroom when the teacher deems them appropriate for educational purposes. All devices must remain silent or be put away unless being used within a lesson during class time.

Personal devices are brought to school at the students' and parents' own risk. Students are responsible for ensuring the safety of their own personal devices. Stepinac assumes no responsibility for student devices and is not responsible for any loss/damage/theft of a student's personal device.

Students are responsible for servicing their personal electronic devices. Stepinac will not service, repair or maintain any non-Stepinac owned technology brought to and used at school by students. Personal devices should be charged and recharged outside of class, unless specific permission is granted.

Only 1 device per student will be allowed to connect to the network and must be registered with the IT office.
Exceptions to this will be reviewed by the IT office on a case by case basis to allow for special accommodations as needed.

Cyber-Bullying

Cyber-bullying is the use of electronic information and communication devices to willfully harm either a person or persons through the medium of electronic text, photos, or videos.

Online activities and technologies often used by students engaged in Cyber-bullying include but are not limited to social networking sites, chat rooms and discussion groups, instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras, and web cams. As new technologies emerge, they too may be included with the above forms of electronic communication.

You are not permitted to create, post or transfer any discriminatory, confidential, threatening, libelous, obscene or slanderous comments about Stepinac, its employees, students, parents, or community members.

Cyber-bullying creates a hostile, disruptive environment on the school campus and is a violation of a student's right to be safe and secure.

Disclaimers

1. Stepinac cannot be held accountable for the information that is retrieved via the network.

2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

3. Stepinac will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.

4. Stepinac makes no warranties (expressed or implied) with respect to:

   a. the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and

   b. Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.

5. Stepinac reserves the right to change its policies and rules at any time.

6. Stepinac reserves the right to publish school photographs of students or samples of student's work stored on the network on its website unless express permission is denied in writing by a student's parent or guardian.

PART XIII - FINANCES

When a student enrolls in Archbishop Stepinac High School, the parent(s) or guardian(s) assumes the responsibility of committing to timely payment of all tuition and fees. Parents/Guardians are expected to keep their payments of tuition/fees up to date so that the school may operate in a financially sound manner. Any questions about financial matters are always directed to Ms. Kelly Risi, the Controller at krisi@stepinac.org.

1. TUITION / BILLED FEES – DUE UPON BILLING - are paid directly to Blackbaud Tuition. Payments are due on the 1st of each month, beginning in July and concluding in April. Penalties and late fees are applied after the 15th of the month on any outstanding balance. Please follow the directions as printed on your monthly statements. No cash

or checks are accepted at the school. Payments MUST CLEAR BLACKBAUD Tuition by the 15th . AUTOMATIC DEBIT IS STRONGLY URGED.

2. BILLED FEES – ARE NONREFUNDABLE and will appear on your monthly bill as separate items.

3. ANNUAL SCHOOL RAFFLE: Each student must participate with a MINIMUM of $100 in the Raffle fundraiser. A detailed e-mail will be sent explaining the raffle procedures, prizes and incentives.

4. PENALTIES for Late Payments of TUITON / FEES / RAFFLE:

If tuition and or fees is past due at any time, the school reserves the right to discontinue educational services and or sports activities.

The following consequences will be implemented for outstanding tuition payments.

Month in arrears - Student portal will be locked

2 Months in arrears - Student will lose extra-curricular privileges - including participation in all athletics and clubs

3 Months in arrears - Student will not be able to attend classes or participate in athletics or club

Do not participate in any field trip
Cannot receive a school ring or yearbook
Cannot participate in National Letter of Intent Signing Days
Cannot attend the Prom
Cannot participate in the Graduation Ceremonies, receive a diploma, nor have final grades/transcripts sent to colleges
Do not receive report cards
Do not receive a 2nd semester schedule
If transferring, records will not be sent to new school

5. Withdrawals and Tuition Obligation:

a. The listed Financially Responsible Party/Parties may cancel this contract in writing on or before June 30, 2026. In that event, Archbishop Stepinac High School will retain the application deposit of $150, but the Financially Responsible Party/Parties will be released from the other financial terms of the contract.

b. If a student withdraws from Archbishop Stepinac High School after June 30, during the first semester, the $150 application deposit (if applicable) and a $500 administrative fee will be retained, but a tuition refund will be issued on a prorated basis based on the date of withdrawal. No tuition refund will be issued for withdrawals in the second semester. All fees are non-refundable, regardless of withdrawal date after June 30.

Families with consistent delinquency issues as deemed by the school will:

a. be required to use the automatic debit service.

b. be reviewed with respect to the continuation of any financial award—aid or scholarship.

Students who fail to satisfy their financial obligations to Stepinac by April 15th will **not** be allowed to participate in reenrollment activities for the following school year.