

Mother Cabrini High School
Founded 1899

Sponsored by the Missionary Sisters of the Sacred Heart of Jesus
Accredited by the Middle States Association of Colleges and Schools

Head of School: Mrs. Rose McTague

M.C.H.S.
Building a young woman's
Mind
Character
Hearth
Soul

Name: _____

Responsibilities of each MCHS Student

1. Be in Mentor by 8:20AM in correct uniform prepared for the school day.
2. Be in each class on time.
3. Bring an absence note signed by a parent/guardian the first day back after being absent.
4. Enjoy food and drink in the cafeteria, but nowhere else in the building. Avoid chewing gum anywhere in the school.
5. Keep electronic devices, including cameras, turned off and out of sight in all locations in the school.
6. Respect yourself and every member of the school community.

I understand my responsibilities as a student in the MCHS community. If I fail to fulfill any one of these responsibilities, I understand that the consequence will be detention served at 2:55 on the same day this occurs.

I have read this agenda book completely and I agree to adhere to all school policies and regulations.

Parent/guardian's signature

Date

Student's signature

Date

Please return this page to your mentor by September 30, 2008.

MOTHER CABRINI HIGH SCHOOL

MISSION STATEMENT

As a Catholic high school and following the example of our foundress, Saint Frances Xavier Cabrini, we pledge ourselves to provide for our students a spiritual atmosphere promoting a love of God and recognition of the dignity of each individual. Echoing her words, we work for the "education of the heart", education as an act of love. This is best done in an atmosphere that engenders and supports affective and interactive relationships.

As an educational institution, we are committed to fostering a love for learning and the achievement of academic excellence by the recognition of our professional roles and responsibilities. As educators we are committed "to form the intellect in truth and to educate the heart in such a way that what is held within the intellect will become the norm of life." (St. Frances Xavier Cabrini)

A STATEMENT OF PHILOSOPHY

Mother Cabrini High School is an independent Catholic college preparatory school for young women sponsored by the Missionary Sisters of the Sacred Heart of Jesus. Established in 1899 by Mother Cabrini herself, it has stood at 190th Street in Washington Heights in New York City for more than 105 years.

In the Footsteps of the Founder

Most people know St. Cabrini as the patron saint of immigrants whose name is emblazoned on the Statue of Liberty. Her fame is justly deserved because of her wholehearted dedication to those who had just arrived in this country, and were discounted as persons of little value or promise. Among her many ministries on their behalf was the establishment of schools for young women. Although our school population today is comprised of students of a variety of ethnic, social and economic backgrounds, we are proud of the fact that a segment of our student body remains, as always, the newest immigrants.

To Educate the Whole Person

St. Cabrini believed firmly in the God-given potential of every individual that the purpose of her schools was to "form the minds of students so that their hearts may grow in love, and the practice of virtue might be encouraged and made easy." This cultivation of both the mind and heart of the whole person is the basis of the Cabrinian philosophy of education.

The Mind...

In order to foster the growth of the mind, we encourage dynamic interaction in the classroom, in our co-curricular activities, and in the interpersonal relationships among our students. It is in the interplay of all these experiences that young women come to discover their own capacities for intellectual development. Through every aspect of the curriculum, students are encouraged to reflect on ways that they can put their knowledge to work for their own fulfillment, and for the good of others.

And Heart...

St. Cabrini's philosophy is often summed up in a shorthand phrase, "education of the heart." She wisely understood that important choices in life are sometimes made not out of intellectual conviction, but because of intense feelings from the heart. The education of the heart, therefore, is just as important as the education of the mind.

Practically speaking, it means to create an environment that supports affective and interactive relationships, which promote the love of what is good, and the recognition and rejection of what is bad. In this way the virtue of loving the good becomes a habit, or what St. Cabrini called the "norm of life."

For the Honor and Glory of God

As teachers and administrators, lay and religious, we are committed to this philosophy. We understand our work as educators to be rooted in the mandate of Jesus to "go and teach all nations" and send them fully prepared to contribute to the building of God's kingdom on earth.

STUDENT GOALS

Within the framework of our philosophy and mission, we define the following as specific goals for our students:

Academic achievement

- To master the skills required by the curriculum
- To strengthen problem-solving abilities
- To think critically
- To make autonomous informed decisions
- To be curious about the world

Spiritual Development

- To acquire theological knowledge
- To cultivate ethical standards and Christian values
- To deepen interactive relationships with God and the Christian community
- To respect other religions and philosophies

Social Maturity

- To develop concerned, informed citizens
- To develop communication skills
- To work effectively within groups
- To demonstrate leadership
- To foster balance and wholeness by participation in co-curricular student activities
- To develop appropriate behavioral skills, such as courtesy, respect, and the ability to address peers and adults properly

Service

- To acknowledge a responsibility for selfless service, because of the privilege of a Christian education
- To put faith in action by serving the needs of the school and the neighborhood community
- To express compassion for those in need by word and action

By integrating these goals into all aspects of student life, Mother Cabrini High School empowers young women to be well prepared for the future and to participate in the life of their church and the world community.

INTRODUCTION

The Mother Cabrini High School Calendar and Handbook provides information about rules, policies, academic requirements, and student privileges and responsibilities. It is published so that all Cabrini students and their parents may have a ready reference to information, which is necessary to the understanding of the daily operation of the school. It is essential that all students and parents become familiar with this information. A school is a community which needs the cooperation of all those involved in order to make the school a pleasant place in which to learn and grow.

GOVERNANCE

Mother Cabrini High School is sponsored by the Missionary Sisters of the Sacred Heart of Jesus. It is assisted in the governance of the school by a Board of Trustees.

BOARD OF TRUSTEES

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Bro. Frederick Sambor

Head of School's Secretary
Drum Corps Director
Drum Instructors
Cafeteria Staff
Maintenance Superintendent
Grounds Superintendent
Housekeeping Staff

Ms. Rebecca Toro
Mr. George Peragine
Ms. Kelyn Placencia
Navins Brothers Caterers
Mr. Pedro Pena
Mr. Joel Rivera-Garcia
Ms. Maria Hernandez
Ms. Natalia Mendez
Ms. Juliana Pena

ADMISSIONS

Admission to freshman year at Mother Cabrini High School is largely determined through the Archdiocesan Test for Admission to Catholic High School Examination, and other available data when applicable. Applicants for the sophomore and junior years may be accepted -- if there is a vacancy available, and if their past record and results of tests and interviews qualify them. In serving girls from grades 9 through 12, the school has always practiced a nondiscriminatory policy of admission. Students will not be excluded from admission to Mother Cabrini High school based on race, creed, color or national origin.

ASSEMBLIES

General assemblies are planned within the school day. Assemblies are planned for the purpose of enriching the curriculum and providing opportunities for group appreciation of the talents, performances, and presentations of others.

Prior to an assembly, students are to report to their mentor rooms.

Textbooks and other materials are to be left in the mentor room.

At assemblies, students will:

1. Move in a quiet and orderly manner
2. Sit with their assigned mentor group
3. Follow the instructions given by the Mentors
4. Remain courteous and attentive
5. Be in full dress uniform
6. Cooperate with instructions given for dismissal
7. Return to mentor rooms in silence

ASSIGNMENTS

Parents should regularly inquire about their daughter's assignments, e.g. homework, reports, reading, and projects. Parents should contact their daughter's teachers if work is not brought home.

ATTENDANCE

Since attendance is necessary for academic success, students are required to come to school daily. **When a student is absent from school, the parents/guardians are required to call the school office before 10:00 a.m.** on the day the student is absent. The school phone number is (212) 923-3540. If a parent fails to notify the school by the time specified, the office will contact the parent for verification of the absence. **Students must bring a note signed by a parent on the first day returning to school after an absence. It is a New York State Law that the school keeps these notes on file. *A student will be sent home if she fails to produce her absence note on the day of return.***

If students are absent for legitimate reasons, they must, immediately upon their return to school, see their teachers to make up any work or tests missed. Only one makeup exam/project will be allowed per quarter in each subject area. A doctor's note must be handed in if a student is absent on the day a term paper is due or a penalty will be placed. Papers will be deemed as submitted the first day the student returns to classes.

The following reasons for absence or tardiness will be considered as excused: sickness or death in family, impassable roads or weather, religious observance, quarantine, court appearances, attendance at health clinics, approved college visits, suspension.

Any unauthorized absence from school shall be considered truancy. Although this is commonly thought of as an absence of which the parent is unaware, certain absences of which the parent is aware will be treated in the same manner as trancies. Those include unauthorized activities such as cut days.

Students must be in attendance during the school day if they wish to participate in co-curricular activities. Absence from school prohibits participation in class, co-curricular or sports activities on the day/evening of absence. Any student who arrives after 12:00 is counted as absent and must bring an absent note.

If a student's name appears on the absence list, and she is in school, it will be assumed that she failed to report to the office when she arrived at school, and she will be subject to disciplinary action.

Attendance Probation:

Seven absences/lateness in a semester (except for serious illness) are excessive. A letter of Attendance Probation will be issued with a parent conference to follow. If a student continues to be absent, she may well risk suspension from school as well as suspension from co-curricular activities. Review of probation will occur at the end of each semester.

Senior year Attendance Probation:

Seven absences/lateness in a semester (except for serious illness) are excessive. Seniors will be placed on **Senior Attendance Probation** for the school year. If she is late or absent more than seven times in the first semester, with the exception of hospitalization, she **will not** be allowed to attend the Senior Retreat and Senior Mass at St. Patrick's Cathedral. If her pattern of excessive absences and lateness continues, she **will not** be allowed to attend the Senior Prom, Senior Dinner and/or the Graduation Ceremony.

Brief Illness:

If a student is absent for a few days, a classmate should be called or the school website should be checked to obtain the homework assignments. Upon returning to school, the student is expected to contact each teacher to discuss the material covered during the absence.

Extended Vacation:

Extended vacations are not valid absences and students will not be allowed to make up tests, projects or quizzes. They will receive a 0% in class participation for each day missed.

Long Term Illness:

If a student expects to be absent for a longer period of time, her parent/guardian must notify the Dean of Academics regarding the reason for the absence. The Dean will notify the student's teachers and make arrangements for the parent to pick up assignments. It is the student's responsibility to complete the assignments and return the day she returns to school. Failure to do so will result in a grade of 0% for the assignment.

Long-term absences from the Physical Education Program requires written documentation from a physician to be given to the office and a copy to the physical education teacher. Students will either remain in the gym or be assigned to a study hall.

Non-Consecutive Absences:

If a pattern of non-consecutive absence appears, the Dean of Students will send a letter to the student's parent or guardian to arrange a meeting.

Perfect Attendance:

To achieve perfect attendance for a marking period a student may not be late or leave early more than two times during the quarter. To achieve perfect attendance for the year a student may not be late or leave early more than four times during the year.

BOOKS

Books are available for purchase at VarsityBooks.com.

State Textbooks are distributed to students at the beginning of the year. Students are responsible for keeping these books covered at all times, clean and unmarked throughout the year. **The student responsible will pay in full for books damaged or lost during the year.**

BUS AND TRAIN TRANSPORTATION

New York City residents who meet the criteria for half-fare bus or full-fare bus/train metro cards will receive these cards on a semester basis. Lost cards will be replaced two weeks after the date reported to the office.

CABRINI CHRISTIAN SERVICE PROGRAM

Responding to Jesus' invitation our foundress, Mother Cabrini, blazed a trail of love by offering compassionate service to those who were most in need. Through those who continue her mission, she calls each student within this school to embrace this ideal of loving, compassionate service.

The Cabrini Christian Service Program is organized to enable the senior year students to better experience and understand the need and value of Christian Service. By senior year the students are expected to have acquired the maturity, knowledge, skill and judgment that will enable them to accept this mission to serve those most in need.

The Service Program requires the students to offer forty hours of service at an approved site. The semester course curriculum provides the students with the skills that will assist them in providing the best service possible. A reflection paper and an evaluation by their supervisors are part of the course requirements. **This is a requirement for graduation from Mother Cabrini High School.**

CAFETERIA

Since so many students relax and eat in this room, students are expected to cooperate and follow regulations and treat the cafeteria staff with respect. Students may bring their own lunch or purchase food in the cafeteria. Those who wish to purchase food should stand in a single-file line and wait their turn to be served.

Students are also expected to:

1. Be in the cafeteria at the beginning of their assigned period.
2. Pay for their food- no credit.
3. Be polite and courteous to the cafeteria staff.
4. Eat in the cafeteria. No food or drink may be brought to or eaten in the classrooms.
5. Keep the table and area around the table clean.
6. Return trays and garbage to the designated areas.
7. Use good manners.

Students may not:

1. Have lighted candles on birthday cakes.
2. Make loud noises, scream, or run in the cafeteria area.
3. Throw food.
4. Congregate in the stairways or halls outside the cafeteria.

No food or drink may be brought to the classrooms at anytime.

CHEATING

Cheating is morally wrong and will not be tolerated at any time. Cheating is defined as representing another's work as your own and enabling others to use your work as their own. This includes but is not limited to the following:

1. Copying any part of a homework assignment prepared by another student.
2. Looking at another student's quiz or exam.
3. Copying any part of another student's quiz or exam.
4. Using a textbook, notebook, or any form of "cheat sheet" including a programmable calculator on an exam when it is not authorized.
5. Plagiarizing another's work; for example, submitting a term paper, report, essay, project, lab report, computer project/assignment, artwork, journal, or any other written or prepared, in whole or in part, by another.
6. Using any material from a previous term or year prepared by another student on a quiz or exam, or submitting any such material as your own.
7. Allowing work in your name to be submitted as a group project without having contributed equally to that project.
8. Enabling or helping others to cheat.
9. Allowing your quiz, exam, homework, or any other assignment to be copied and/or submitted by another student.
10. Writing a term paper, report, essay, lab report, journal, assignment or preparing a project for another student.
11. Passing along previous terms or year's work, notebook, lab report, homework, exam, or quiz.
12. Failing to report cheating by others.

Before an examination begins, each student must place all books, papers, notes, pocketbooks, etc. in the front of the room. If any unauthorized material is found in the student's possession or in her desk when the examination begins, she will be considered cheating on the examination.

Cheating will result in lowering the quarter grade average by 5 points and a failure (zero) in the quiz, test or homework assignment.

Parents will be notified by letter and/or phone call if this action is taken. A parent conference will be required for repeated offenders.

CLASS BEHAVIOR

Students are expected to abide by class and department policies. Students are enrolled here for an education. This demands discipline on the part of each student. A student is expected to arrive on time, to be prepared, to follow directions, and to cooperate with the classroom teacher. Any disruptive student will be referred to the Dean of Students. Repeated violations and referrals will result in suspension and possible dismissal from Mother Cabrini High School.

CLASS WORK

Each student is expected to be in class every day unless there are extenuating circumstances. If a student is absent from class, she is expected to obtain any notes or any assignments from a classmate. A substantial part of a student's grade is determined by classroom participation.

CO-CURRICULAR ACTIVITIES

Mother Cabrini High School has a large variety of opportunities for students to make and strengthen friendships, display talents, gain leadership skills, develop self-confidence, broaden cultural exposure, and contributes to school and community life.

Students are encouraged to become involved in school clubs, teams, service programs or publications. A student's participation should not interfere with her academic success. The same school policies and regulations apply to before and after school activities, such as Choir and Drum Corp. Students should not hold executive positions in more than 2 organizations. This includes both elected and appointed positions.

COLLEGE COURSES

The school provides the opportunity for students to take Advanced Placement courses in American History, Spanish, and Religion as well as College Math and College English in cooperation with St. John's University. There are additional fees involved in these courses that need to be paid in the first quarter of the school year.

COMMUNICATIONS

Effective communication between student and teacher and teacher and parent is important. Students can make an appointment to speak to teachers to discuss class assignments, projects, or academic problems. If needed, parents are requested to call the school to arrange an appointment with a teacher. Family newsletters go out on a regular basis throughout the school year providing parents with important school dates and events. Parents are encouraged to come to parent-teacher conference nights. The school website www.cabrinihs.org contains school information for parents and students.

CONDUCT AT ATHLETIC EVENTS

Student athletes and spectators at all sporting events are reminded that they represent the administration, staff, students, and alumnae of Mother Cabrini High School. For this reason, all are held to the highest possible standard of conduct and sportsmanship. Student athletes are to refer to the “Athletic Code of Conduct” for requirements, standards, and specific code of conduct for athletes.

Spectators are to refrain from interfering in any way with the athletic contest. While cheering is encouraged, spectators are not permitted to engage in abusive behavior toward teams, game officials, other fans, or school officials.

CONFIDENTIALITY

Teachers, counselors, and administrators will keep confidential information entrusted to them as long as no one’s life, health, or safety is at stake. Parent/guardian will be promptly contacted of any concerns.

COUNSELING OPPORTUNITIES

Mother Cabrini High School’s Guidance Program consists of counseling services (group and individual); placement services (colleges, special schools, jobs); consultation services for all students and informational services (career, vocational, college). In addition, each student is scheduled to meet once a cycle in a guidance class. The school guidance counselors seek to help all students through an integrated, unified, cooperative effort with faculty, parents and administration within the framework of a continuously developmental program. The counselor - student ratio is most favorable (two counselors to 450 students).

CRISIS PLAN

An official Mother Cabrini High School Crisis Management Plan can be located in the school office. In the case that there is an emergency, an announcement will be made on the radio at 1010 WINS (AM). Our website at www.cabrinihs.org will also have information.

CUSTODY

Mother Cabrini High School abides by the provisions of the Buckley Amendment (Family Educational Rights and Privacy Act, 2000) with respect to the rights of non-custodial parents. The school will provide the non-custodial parent with access to academic records and other school information regarding his/her daughter, unless there is a court document to the contrary. It is the responsibility of the custodial parent to provide the school with any court documents stating not to provide school information to the non-custodial parent.

CUTTING CLASS

Students are expected to be in their classes at all times, including assigned study halls and mentor. If a student cuts a class, she will incur the following penalties:

1. A disciplinary referral will be sent home.
2. Two detentions for each class missed
3. A zero on any test, written or oral report that is part of the class missed. (This grade cannot be removed by make-up work.)

Repeated offenses will result in suspension, probation, and/or possible dismissal from Mother Cabrini High School.

DEFICIENCY REPORTS

Deficiency reports are sent home approximately three weeks before report cards are distributed. Dates are posted on the school calendar. These reports notify parents of poor academic performance, possible failures and reasons behind poor grades. These reports may also be used at any time during the school year at the discretion of the teacher.

DETENTION/DISCIPLINE CODE

“Education calls for much discipline and regulation. Regulations are helpful to everyone, for human nature is prone to tire. Regulations strengthen our character and assure happy success to individuals and institutions.” (Excerpt from a letter written by Mother Cabrini to her Sisters who were studying at a college in Rome, February, 1909).

Detention is held daily for a minimum of thirty-five minutes for various infractions, which can include lateness to school or class, failure to bring in absence notes, incomplete/incorrect uniform, gum chewing, possession of cell phone or beeper that is visible or audible, or other policy violations.

Students are to:

- Report to Room 102 at 2:55pm sharp
- In complete uniform
- With a blue/black pen
- With loose leaf paper

Detention is to be served on the day it was given.

The school reserves the right to dismiss, at any time, a student whose conduct is not in keeping with Mother Cabrini’s philosophy and objectives. The school reserves the right to dismiss any student who has exhibited off campus behavior which is illicit, immoral, illegal ,and/or which reflects adversely on the school or its mission.

DRESS CODE

The school uniform consists of the following: white short/long sleeved oxford shirt with button down collar (must be purchased from the uniform company) solid navy blue skirt and optional plaid skirt **NO MORE THAN THREE INCHES ABOVE THE BACK OF THE KNEE**...white blazer...navy blue knee socks...navy blue tights...**black loafer shoes (slip on, smooth leather, no straps, no buckles, no bows, no mary-janes, flat heels only)**. Additional options include official school pullover sweaters and uniform pants. Both options may be ordered through the uniform company and may not be substituted. **No other pants may be worn with the school uniform...including entering and leaving school.** Solid navy, gray or white socks only may be worn with the school uniform pants. Regulation gym clothing and sneakers must be worn for physical education classes. No hats or scarves may be worn in school at any time unless authorized by a medical excuse.

An optional spring uniform may be purchased that consists of a white short sleeve polo, light blue skirt, and white tights, which can be purchased by through the uniform company.

The FORMAL DRESS UNIFORM consists of the white blazer, white shirt, blue skirt and navy blue tights. Students are to wear the school uniform to and from school. **Plain white tee shirts, insulated shirts, etc., may be worn under the school shirt in cold weather.** Students are permitted to wear makeup and jewelry appropriate for school and the uniform. **Excessive or large pieces of jewelry are not to be worn, including oversized beads and earrings and jewelry affixed to noses, tongues, eyebrows or teeth is inappropriate and unacceptable.** Students will be required to remove such jewelry in order to continue in classes for the day. Repeated violations of this policy will result in disciplinary action and/or a required parent conference.

On occasion, free dress is permitted. Student dress must be appropriate and comfortable for the school day. Clothing with any printed messages is not acceptable. The following guidelines are in effect: Students are not permitted to wear halter tops, strapless tops, tanks tops, sundresses, see-through blouses, no hats, no head scarf, bare-midriff, jeans or shorts. Skirts must be no shorter than three inches above the back of the knee. Students not appropriately attired will not be permitted to attend classes unless a change of clothing is provided after a phone call home. In addition, students dressed inappropriately will forfeit the privilege of wearing free dress for the remainder of the year.

******If after contacting the student and her family, the school feels a student's skirt length is still too short, a new one will be ordered from the uniform company and the family will be billed.**

DRUG AND ALCOHOL POLICY

The possession, selling, or using of alcohol or drugs on school grounds, buildings, busses, or school trips is prohibited. A student who is involved with alcoholic beverages or using drugs will be suspended immediately pending further disciplinary action.

EARLY DISMISSALS

Parents are urged to leave their daughters in school for the entire day. Appointments for doctors, dentists or other personal business must be made after school hours or on school holidays. The following reasons for early dismissal will be considered as excused: sickness, court appearance, and attendance at health clinics. If a student requires an early dismissal, a note from the parent should request this stating the time for departure and the time of return. It is the student's responsibility to give advance notice to the Dean of Students; followed by the teacher(s) of the class(es) she will miss. The student must report to the lobby at the appointed time. No student will be allowed to leave the school early (Seniors: 12:30 pm, Juniors, Sophomores, Freshmen: 1:15 pm) except in the company of a parent or designated adult. The student must be signed out in the main office before leaving the building for the appointment.

If a student is injured or becomes ill at school, she is to report to her teacher and ask for a permit to go to the school office. If necessary, parents will be contacted using the information provided on the emergency card. All students who are injured or become ill or must leave school due to an emergency, must first obtain permission to leave from an administrator or delegate, then contact a parent or guardian to make arrangements to be picked-up from school, and then must sign out in the school office. **Remember: It is necessary that the school know where to reach parents/guardian at all times at home and at work.**

ELECTRONIC DEVICES

Students may not have beepers, cameras, cellular phones, walkman recorders or players in school. Electronic devices must be in the OFF position from the time the student arrives at the front gate to the time they leave the front gate. No cell phones may be used for picture taking. Game playing or internet use of any kind. If a student is found in the building using her cell phone, camera, Ipod, MP3, Sidekick, or any other electronic device it will be confiscated and brought to the Dean of Students until a parent can come to claim it. If a student is a repeat offender, the device will be kept until the end of the semester when a parent can come claim it.

FAMILY NEWSLETTER

Family newsletters are mailed out in August, October, December, March and May of each academic year from the Head of School's office notifying parents of school happenings.

FIELD TRIPS

Subject field trips are planned in advance and approved by the Dean of Academics.

Co-curricular field trips are planned in advance and approved by the Dean of Students.

Students are required to take home a Field Trip Permission Slip that must be signed by a parent/guardian and returned to the teacher. The trip registration and payment is handled through the subject teacher. The type of trip determines the attire. Proper behavior is always expected.

Field trips are privileges given to students. Students who fail to meet the academic or behavioral requirements will not be permitted to attend a scheduled field trip.

Permission slips are required for any school field trip. If a student forgets to bring the form home, a parent/guardian may copy the following proper form and fill in the appropriate date and place. No other forms or note will be accepted. No phone calls will be accepted.

Date _____ Teacher's
name _____
Destination _____
Emergency telephone number where parent/guardian can be reached.

I give my daughter, name, permission to accompany teacher's name to location, site, city on date. I understand that the students will leave from school at time and will return to school at about time. I also understand that the students will be traveling in a group by subway, bus, car. I understand my daughter will return home on her own or with her group.

Signed _____
Parent/guardian signature

Students who do not submit a permission slip will not be allowed to participate in the field trip. Parents/guardians reserve the right to refuse to allow their child to participate in a field trip.

FIRE DRILLS

Fire drills are serious, legally specified requirements of the state and city. Talking and undisciplined behavior during a fire drill are absolutely forbidden and will result in the student receiving a detention. Fire drills are held at regular intervals throughout the school year and are important as a safety precaution. It is essential that when the first signal is given, everyone responds immediately and clears the building by the prescribed route (or alternate route if necessary) as soon as possible. Procedures to follow:

- single file
- close all doors and windows
- move quickly and **in complete silence** to nearest exit
- do not stand in front of school gates
- wait for signal to return **in complete silence**

GRADUATION

Participation in the commencement exercises at Mother Cabrini High School is a privilege, not a right. Ordinarily only those students who have satisfactorily completed all requirements for a diploma, and have passed **all their senior courses**, may participate. Students may be excluded from participating in the commencement exercises for a scholastic failure, a discipline infraction, major breach in the school's discipline code, or a failure to fulfill financial requirements (tuition, senior fees, school fees, etc.). **Students will not be permitted to attend senior functions, e.g., senior trip, retreat, or prom unless financial obligations have been satisfied.** Seniors who fail one or more courses must attend an accredited summer school program and attain a passing grade in the course(s) according to the standards prescribed by **August 31** of the summer immediately following senior year. Failure to meet this requirement results in forfeiture of a Cabrini diploma.

GUM CHEWING/FOOD

Students are not allowed to chew gum at any location on the school campus. This policy is also in effect during after school activities. **Food may be consumed exclusively in the cafeteria. Students may NOT eat in the locker rooms, classrooms or hallways.**

HEALTH RELATED INFORMATION

Good health is a prerequisite to learning. The following are a few regulations that may help to maintain safety and health for all students.

Use of the Health Room

The Health Room is located on the first floor across from the Dean of Students' Office. The primary use of the health room is to provide a location where sick students may go and wait comfortably for a parent /guardian to take them home. Students must receive a green pass from their teacher to go to the Health Room. Once in the Health Room they need to sign in and out when leaving school.

Emergency cards

All students will receive an Emergency Card to be completed by the parent/guardian during the first week of school each year. It is imperative that this card be completed and returned. Please promptly notify the school when addresses and/or phone numbers change. If we are unable to reach you and your daughter is ill or injured, we will call those other adults listed on the card.

Health forms

All new students must provide a copy of their immunization record and have a complete physical before fall entrance. Any new student not in compliance by October 1st or thirty days of entrance to the school may not return to school until the required documentation is provided.

Medication in school

Students are not permitted to carry any medication (including over the counter items) for self administration except for asthmatics that use inhalant

bronchodilators. Any student who must take medication during the school day should have a note with specific usage and dosage directions signed by the physician and the parent/guardian. All medications must be properly labeled and locked in the Health Room. This must be provided each year to the Dean of Students.

School faculty and staff are not able to administer any medication to a student without written authorization from a physician and parent/guardian.

HOMEWORK

Homework is given each day. It may be in the form of a written assignment, a reading assignment, or a review of a day's class notes. Freshmen who do not complete homework assignments will have their parents contacted.

HONORS

Membership in the **National Honor Society and the Hispanic Honor Society** is for students in Junior/Senior year meeting eligibility requirements.

First Honors is awarded to those students whose academic average is **90%** with no grade below 75%.

Second Honors is awarded to those students whose academic average is **85%** with no grade below 75%.

Cabrini Academic Awards: All awards are announced after each report card period. Certificates and medals are given during the Awards Program in May.

ID CARDS

An identification card is issued to each student in the beginning of the school year. Students are expected to carry their ID card with them at all times. If the ID card is lost the student should report it to the office immediately. School ID cards will be issued free of charge to all 9th grade students and transfer students in September. Replacement of lost ID cards will incur a fee of \$3.00.

LATENESS

A student who is **late** for school must obtain a late pass before entering mentor. Late students will be required to serve 35 minutes in detention. A student who is repeatedly late for school and misses mentor will be given a disciplinary referral since this is a cut. A student, who misses more than 15 minutes of a class, receives a **cut**. A cut will result in a grade zero for the class work missed and the student will serve 2 days of detention. Parents will be notified if a cut occurs. On a day with a special schedule, 10 minutes of lateness equal a cut.

Excessive student absence and lateness will result in probation and possible dismissal for the following year.

LEARNING MEDIA SERVICES GUIDELINES

Students and parents have signed an agreement called an “Acceptable Use Policy.” In this agreement you have given your word to abide by the rules and regulations of Mother Cabrini High School when using school computers. MCHS’s computer resources are for educational purposes ONLY. The computers are a shared resource, so we respect each other through our good conduct. Behavior outside the bounds of the agreement may result in disciplinary referral to the school administration, as well as the loss of your computer privileges.

The Internet Acceptable Use Policy governs the conduct and responsibilities of each student while they are at school and/or utilizing school computer facilities, codes or sites. It is the expectation of this school, however, that student behavior when using the Internet will be exemplary both on and off school grounds. A Catholic school student always represents [his or her] school and the school community. Accordingly, students will be subject to disciplinary action by the school for acts such as, but not limited to, harassment or any other type of threatening, sexual or otherwise inappropriate communication that is conveyed via the Internet (or other technological medium or device) regardless of the time of day or the student's location. Such misconduct could result in any number of punishments including the possibility of suspension or expulsion. Additionally, any student who is found to have authored or contributed to a website or blog that is of a nature which is threatening, profane, obscene, sexual, illegal or contrary to the Catholic mission of the school, will be subject to disciplinary action by the school.

I. USE IN GENERAL:

1. No food or drink is allowed in the computer lab and the library; this includes water bottles.
2. Do not fool around the computers! The equipment is very expensive and fragile. The computers are for work only.
3. Reasonable quiet is expected in the computer lab. The library is to be used for quiet, independent study.
4. You may not use any computer in the school without a teacher’s supervision.
5. *Library Computers are for research, not word processing. Use the Computer Lab for word processing.*

II. USE OF THE INTERNET and E-MAIL:

1. You may not use any means of electronic messaging, including chatrooms, instant messaging and electronic bulletin boards.
2. You may not use school computers to buy or sell anything, or view or write violent, inappropriate or pornographic content. A good guideline is asking yourself whether you would be looking at a site or writing something if a teacher or parent were with you.
3. Make sure that you keep your identity private when you are online. Do not give out your name, address, school, telephone number, social

security number, or e-mail address to a stranger. Never get together with someone you “meet” online. Never respond to messages that are hostile, insulting, belligerent, inappropriate, or in any way make you feel uncomfortable.

4. Only cabrinihs.org e-mail may be used from school computers. No other e-mail should be accessed from school computers.
5. You are responsible for all activity on your account; this includes e-mail you receive from others. All e-mails should be respectful and courteous.
6. If you are the victim of harassing or threatening e-mails, do not delete or respond to such e-mail. Report abuse immediately to the Dean of Students. Use the “! report abuse” button when necessary. Flamming means using insulting criticism or other remarks to incite anger. Never flame using your account.
7. Spamming is sending e-mail to users who find it annoying and unwanted. Never use your account to spam groups of people.
8. If you have any problems with your cabrinihs.org account (e.g. forgot your password), please see the Computer Lab Teacher in person. If a class does not appear on your webpage, see the teacher of that class to rectify the situation.
9. Remember: *NO E-MAIL IS PRIVATE*. E-mail is monitored for inappropriate use.

III. USE OF THE COMPUTERS:

1. Every student needs to have a floppy disk. Save your assignments on floppy disk only, not on the computer’s hard drive.
2. If you encounter a computer virus, it is your responsibility to report it to the classroom, library, or lab teacher. Viruses can cause thousands of dollars in damage (and destroy your homework!), so it is important infected disks be cleaned.
3. All computers must be left in the same condition as you found them. Do not change any setting in any program. A student is never allowed to download and/or install a program on a school computer.
4. Students are not allowed to turn computers on or off, restart computers, or login a computer to the network. No laptops are allowed on the school network.

IV. USE OF THE PRINTERS:

1. Printing is permitted only with the permission of a faculty member present in the room.
2. If a student wishes to print, a voucher is needed that is valid for the number of pages being printed. When printing, press Print only once. If your assignment is printed more than once, you will have to pay for multiple copies. Vouchers are available in Computer Lab.

3. In order to avoid disappointment when printing a document you typed on a non-MCHS computer, be certain to save it as a text file (File...Save As..Save As Type..choose TEXT or .txt).

V. USE OF YOUR TIME:

1. Sign in when you come to the Lab or Library – a student should sign herself in. Hours for the Computer are posted. Be responsible for coordinating a time to use the computers.
2. Computer access time may be limited due to student demand or class reservation. Be patient and cooperate during these times.
3. It is your responsibility to see that your projects and papers are completed on time. *Plan ahead*. Do not expect to complete or print a paper or project on the morning it is due.
4. Do not use your unscheduled time to use the computers to play games, “window shop,” or fill out surveys. Find constructive activities to do with your time that are educational.

LIBRARY

The Library is open from 8:00 am until 4:00 pm each school day.

Students may use the library and its resources for reading, reference, and research. The library is a designated area for quiet and respectful behavior. There is a copy machine available for student use in the library.

LOCKERS

Lockers are school property. Each student is assigned an official locker by number from their mentor. That locker may not be changed without specific permission and without entering the change in the official locker register with the Dean of Students.

Each student will receive her own lock from school and is responsible for the safety of her locker contents. No other lock can be used or it will be removed. The school reserves the right in case of emergency, to open or inspect any locker. The school is not responsible for lost articles. Do not give your combination to anyone else. Do not leave money or valuables in your locker. Always spin off your locker combinations. Always lock your locker.

Students are not to loiter in the locker room area during unscheduled time.

LOITERING

In consideration of our neighbors and to maintain order, students may not meet others or wait for others in front of the stonewall or across from the wall. Students may not lean on cars or put their books on them. The main

driveway of the school must be kept clear at all times. Double-parked cars are extremely dangerous for our faculty and students.

LOST AND FOUND

Any student who finds a lost or misplaced item should bring it to the school office as soon as possible. Students looking for lost possessions should check the office. If any lost and found items are not claimed within a reasonable amount of time they will be discarded.

MENTOR

Each student is assigned to a mentor. It is expected that all students:

- Report to mentor on time.

- A student who repeatedly misses mentor due to unexcused lateness will receive a cut.

- Be seated and in order for attendance and announcements.

- Stand for prayer and the Pledge of Alliance.

- Be silent for the reading of the announcements.

- Remain in mentor unless you are called to the office.

MID-TERM & FINAL EXAMS

Midterms are administered at the end of the first semester (January) and final exams are scheduled in June. A student who is ill during these exams must present a doctor's note before taking a make-up exam. It is the policy at Cabrini to deduct 10 points from all make-up exams unless special circumstances warrant otherwise.

A student who is more than a half hour late to a school midterm or final exam will receive a zero for that exam. A student who is an hour late to a Regents exam will receive a zero for that exam.

PARENTS' MEETINGS/ASSOCIATION

An opening of school Parent Orientation meeting is scheduled for September. Meetings with teachers are scheduled on the calendar. However, parents are encouraged to call a teacher conference at any time during the school year. Sufficient notice must be given to arrange these meetings. The Parents' Association meets four times a year; October, March, December, & May.

PROGRAM OF STUDIES.

The minimum program required of all students in order to receive a Mother Cabrini High School Diploma includes:

- Four years of Religious Studies (all students)

- Four years of English

- Four years of Social Studies

- Three years of Science

- Three years of Mathematics

- Two years of Modern Language

Four years of Physical Education
One year of Fine Arts
Four years of Guidance
Half a year of Health
Cabrini Christian Service Program (Seniors)
Plus 3 credits of Electives

REGENTS DIPLOMA

In order to qualify for a New York State Regents High School Diploma, students must meet all the requirements for a school diploma and must pass the required regents examinations.

RELIGIOUS EDUCATION

All students, grades 9-12, are required to take courses in Religious Education. Other activities include: retreats, liturgies, days of recollection, and Catholic feast days. These activities are part of the total school program and call for the participation of all students and the cooperation of parents.

REPORT CARDS

Reports are distributed four times a year: November, January, April and June. Numerical grades are recorded. Parents are encouraged to study the report card carefully and to schedule conferences with teachers to discuss the student's progress or lack of progress.

It is ordinarily the policy of Mother Cabrini High School to dismiss any student who fails **in three or more subjects/required assessments in June**. This is not so much a punitive measure, but a means whereby the student can establish herself in a school where she can better achieve. If a student fails in **one or two subjects/required assessments in June**, she must attend an **accredited summer program**, and successfully pass the course(s) in accordance with the standards set at the summer school in attendance. Failure to satisfy this requirement at the end of the summer immediately following the June failure will result in forfeiture of enrollment at Cabrini.

RETREATS

Each school year, students have class retreat days. The annual retreat day is an essential part of the school program. All students are to participate in the retreat experience. Seniors who owe school tuition will not be permitted to attend overnight retreats.

SCHEDULE CHANGES

Students may not have changes to their schedules after the first week of school. After that time only department chairpersons may request course changes.

SCIENCE

Science Fair Event

Date: 3rd Week of April

Students must purchase Display board, and complete a research assigned by the teacher, (the project is to be completed by (2 students max)-Living Environment, Chemistry & Physics.

Laboratory Classroom Requirements: Organic Laboratory notebook, safety goggles & calculator required. All laboratory work must be completed after lab session or instructed by the teacher.

Laboratory Dress code:

There are **strict** lab day dress code requirements, Before being transported to the lab location, the instructors will inspect each student to ensure they have adhered to the lab day dress code. The dress code must be followed by students and instructors alike. Please see the following acceptable attire for lab day:

Dress Code:

1. Safety Goggles
2. Long Sleeved Shirt-Loose fitting clothing and long hair may create a potential fire hazard when burners are in use. Long hair should be secured with a tie (rubber band), pins or barrette.
3. gloves (yellow)
4. Clothing, such as ties, or long jewelry which could dangle in chemicals or flame should be removed or tied back.
5. The wearing of rings, bracelets, watches (especially those with absorbent bands) is discouraged in the laboratory. The chemicals in a lab may become trapped under the jewelry and irritate the skin or damage the jewelry itself.
6. Hair spray and hair mousse is highly flammable and should not be used in laboratory class or directly before coming to class.
7. Synthetic fingernails are highly flammable and should not be worn in laboratory class. Organic solvents will also dissolve these fingernails.

SCHOLARSHIPS/FINANCIAL AID

Each year various scholarships are awarded to two freshmen, sophomores, and junior students to be applied to their following year at Cabrini at our Annual Awards Program held in May.

These scholarships are conferred in recognition of continued and sustained excellence in academics, school service, participation, overall cooperation, and family need. Incoming freshmen are awarded scholarships based on their high performance on the TACHS Exam and their elementary school record.

Workstudy is available on a limited basis to students based on demonstrated need for assistance. Students receiving this financial assistance participate in a

Workstudy Program whereby tuition is earned through a program of work during school hours. Parents must complete an application with First Investors Federal – TADS which is available in March at the school. In order to continue benefiting from the Work Study Program, a student must maintain passing grades, comply with all school regulations, and be fully responsible in the work assigned.

SCHOOL DAY

The school day for all students begins at 8:25 a.m. with their Mentor Group and ends at 2:45 p.m. All students must be in complete uniform at the start of mentor. (no outer coats, boots, sneakers in mentor) Students arriving after 8:25 a.m. will receive detention; students who miss Mentor Group receive a cut.

However, since we are on a modular scheduling system, not all students will have a last period class on a daily basis. Students are permitted to leave school after their last class, but no earlier than **1:15 p.m.** **Seniors only** have the privilege of leaving as early as **12:30 p.m.** It is important that parents become familiar with their daughter's academic schedule so that they will know when to expect late morning arrivals and early dismissals.

Students must leave the building if they have no after-school activities. Students involved in after-school activities must have adult supervision. Although most senior classes end at 1:57 p.m., there will be occasions (special assemblies and liturgies designated as "PM assembly schedule" on the calendar) that may run until 2:45 p.m. Seniors will NOT be excused from these events without administrative approval in advance. Students are not permitted to leave the campus and then return for after school activities.

SCHOOL CLOSINGS

In the case that there is a snow day or other emergency, an announcement will be made on the radio at 1010 WINS (AM). Our website at www.cabrinihs.org will also have information. It is *not* recommended to telephone the school because, depending upon the nature of the emergency, no one will be at school to answer the phone.

SCHOOL OFFICE

The school office is open from 7:30am until 3:30pm. No student should be in the building at other times unless directly supervised by a member of the faculty or staff.

SCHOOL SONG

Fame to the Name

Fame to the name of Cabrini high,
The finest High School in the Land,
And her name we shall praise till the end of our days,

She's our alma mater grand.

Sing while you cling to Cabrini High,
May her memories never die,
Loyal, true we will be till eternity
Hail to thee, Cabrini High.

SCHOOL TELEPHONE

Students are not permitted to use the school telephone **except in emergency situations**. A public phone is located in the school and is available before 8:25 a.m. and after 2:30 p.m.

The use of personal cell phones and beepers is not permitted in the school building.

SPECIAL ACADEMIC PROGRAMS

CABRINI ACADEMIC PREP PROGRAM.

This program was inaugurated in September 1985 to benefit highly motivated freshmen. It is designed for approximately 15-18 students who need additional reinforcement in the basic skills of English, Reading and Mathematics. Admission is highly selective based upon a thorough review of academic progress, teacher/principal recommendations, and interviews.

CABRINI SCHOLARS PROGRAM.

This program is designed to meet the needs of academically talented students who are selected based on results of the high school entrance examination, elementary school record, teacher recommendation and personal interview. Cabrini Scholars receive full or partial scholarships. An inter-disciplinary, multi-cultural curriculum includes all honors, regents' level, advance placement and college level courses.

STUDENT RESPONSIBILITIES

Students are to respect each and every member of the school community.

Any actions taken by students which are harmful to any member of the school community will be considered a serious offense. The following are some examples of student behavior that violate school policy when they occur at school, during school activities, or while in uniform outside of school hours. This list is not intended to be all-inclusive. **Students may be disciplined resulting in suspension, probation and/or expulsion for serious offenses and/or habitual disregard of school regulations.** Such offenses will be

documented in writing. A copy of the referral will be mailed to the parent and a parent conference will be arranged as needed:

- Disrespect
- sexual harassment

_Inappropriate behavior and/or conduct unbecoming a student in a Catholic school

- Vandalizing, damaging, or stealing school or private property.
- The use of improper language, fighting in school, on school grounds, or immediate school vicinity, behaving in uniform in transit to or from school in a manner inappropriate to Cabrini's standards.
- Leaving a classroom or leaving school without permission.
- Excessive lateness or truancy.
- Threatening, intimidating, or causing bodily harm to any person.
- Loitering outside of school building.
- Organizing unauthorized trips.
- Smoking in school, on school grounds or in immediate vicinity in uniform, or at official school functions
- Possession, transmission, and/or use of tobacco, drugs or alcohol.
- Tampering with fire alarm/equipment.

STUDY HALLS

Students are sometimes scheduled to supervised Study Halls. Students should be prepared with material to study or write. Attendance is taken as with any regular class.

TUITION

Tuition is collected through Smart Tuition Management Services (1-888-868-8828).Parents/guardians may select to pay the annual tuition in full at the school or make payments to Smart Tuition in two, four, or ten installments payable from August through May. They may also choose to have the tuition payments withdrawn from their checking accounts on a designated date. It is important that all payments be made on time. Any student who is more than one month in arrears will not be allowed to attend classes until payment has been made or a parent/guardian has requested a meeting to discuss how payment will be made in a timely fashion. Smart Tuition Management Services will assess a late fee of \$20 and a follow-up fee of \$20 for accounts delinquent past the grace period. The school reserves the right to request a deposit of one month's tuition from families who have a past history of delinquent payments. This deposit will be held and applied to the last month's tuition. Please note that any checks returned to the school for insufficient funds will incur a penalty fee of \$25 and no further checks will be accepted for the remainder of the school year.

Tuition	\$7,490
Smart Tuition Fee (due August 2008)	\$ 38

Registration	\$ 175
General Fee	\$ 550 *
Walkathon Fee (due October 2008)	\$ 100
Art Fee	\$ 50
Drum Corps Fee	\$ 50
Graduation Fee (due November 2008)	\$ 250 **

* Insurance, lab equipment, activity fees, retreats, class dues and testing

** Diploma, cap & gown, Mass, flowers, invitations, year book, speakers

No transcripts or other student records will be made available to students or institutions unless all financial obligations are paid.

USE OF SCHOOL GROUNDS

Students are not permitted to leave school grounds during the day.

When not assigned to a class, students may use the library, computer room, or the cafeteria. Students who are involved in after school activities may not leave and come back. Students are not permitted to sit or lounge on the grounds before or after the school day without school supervision.

USE OF UNSCHEDULED TIME

The cafeteria is open from 7:30 a.m. – 2:00 p.m. daily for breakfast, lunch, snacks and an opportunity to meet and socialize with classmates before the start of the day and at lunch.

All other unscheduled time should be used to further the academic progress of each student. The Library and Computer Lab are available to students throughout the day. These areas provide students a place to concentrate on their schoolwork. The Library and Computer Lab are not to be used for socializing and must maintain relative quiet in order to afford each student the right to work undisturbed. **Students who have unscheduled class time may not loiter in the locker rooms, halls, or office lobby area.**

The Library, the Computer Lab and classrooms have computer and Internet resources available for student use. Such technology is for educational purposes only. Students who wish to use these resources must abide by the “Acceptable Use Policy.” This policy is signed by each student and her parent/guardian, and kept on file. Students must use these resources responsibly as outlined in the “LMS Guidelines” which are received by each student at the beginning of the school year. The use of computers and printers is available to students only with teacher supervision, as provided for in the “Internet Safety Policy.”

VISITORS

Students who wish to bring a friend to school must first obtain a permission form from the school office at least 24 hours in advance. This form must then be presented to the teachers for their signed permission and to the Dean of Academics for her signature. On the day of the scheduled visit, a visitor's pass is to be obtained from the secretary, and this pass is to be worn throughout the day and then returned to the school office at the end of the day. Visitors are permitted during the following months: October, November, February, and March. There is a limit of 4 visitors on any given day. No visitors may congregate outside the school gates or on the grounds of the school.

WEBSITE

Mother Cabrini High School maintains a website to encourage the academic achievement of students at the Internet address <http://www.cabrinihs.org>. At this website, students and parents are able to access the school calendar, a daily announcement and links to class pages. Emergency school closings and information are also posted here. Once a student logs in, she can view pages for each of her classes that include a class calendar, assignments, resources and other information that encourage student responsibility and success. Students are reminded to be ethical and responsible in their use of email. Each student is responsible for the activity on her account, so keeping her password secure is essential. A student should report any loss or misuse of their account immediately to faculty and administration.

WORKING PAPERS

Students must obtain working papers if they are between the ages of 14 and 18. Applications forms and working papers are obtained from the school secretary in the Main Office.

Mother Cabrini High School reserves the right to change its rules. Any such change will be made known by mail a week before the change goes into effect.

Generic Permission Slip

Date _____ Teacher's
name _____

Destination _____

Emergency telephone number where parent/guardian can be reached.

I give my daughter,
_____ permission to
accompany teacher's name
_____ to location, site,
city _____ on
date _____.

I understand that the students will leave from school at time

and will return to school at about time _____

I also understand that the students will be traveling in a group by subway, bus,
car. (Circle one)

I understand my daughter will return home on her own or with her group.
(Circle one)

Signed _____
Parent/guardian signature

S C H O O L H O U R S

	REGULAR	*a.m. Assembly 8:25 - 9:45	p.m. Assembly
	8:25	9:45	8:25
1	8:45	10:15	8:45
2	9:25	10:45	9:15
3	10:05	11:15	9:45
4	10:45	11:45	10:15
5	11:25	12:15	10:45
6	12:05	12:45	11:15
7	12:45	1:15	11:45
8	1:25	1:45	12:15
9	2:05	2:15	12:45
	2:45	2:45	1:15 (Assembly)
Earliest Dismissal:		12:30 Seniors	
		1:15 9 th , 10 th , 11 th Grades	