



2019-2020

Monsignor McClancy Memorial High School

Conducted by

The Brothers of the Sacred Heart

71-06 31st Avenue

East Elmhurst, New York 11370

Tel. (718) 898-3800

www.Msgmclancy.org

REGULAR SCHOOL DAY

- 8:00 Sign-In
- 8:27 Warning Bell
- 0) 7:50-8:27 Early Morning Classes
 - 1) 8:30-9:10
 - 2) 9:13-9:53
- 9:56-10:08 Homeroom
 - 3) 10:11-10:51
 - 4) 10:54-11:34
 - 5) 11:37-12:17
 - 6) 12:20-1:00
- 1:03-1:06 Announcements
 - 7) 1:06-1:46
 - 8) 1:49-2:29

RELEASE TIME SCHEDULE

- 8:00 Sign-In
- 8:27 Warning Bell
- 0) 7:50-8:27 Early Morning Classes
 - 1) 8:30-9:05
 - 2) 9:08-9:43
- 9:46-9:56 Homeroom
 - 3) 9:59-10:34
 - 4) 10:37-11:12
 - 5) 11:15-11:50
 - 6) 11:53-12:28
- 12:31-12:33 Announcements
 - 7) 12:33-1:08
 - 8) 1:11-1:46

ASSEMBLY/LITURGY SCHEDULE

- 8:00 Sign-In
- 8:27 Warning Bell
- 0) 7:50-8:27 Early Morning Classes
 - 1) 8:30-9:00
 - 2) 9:03-9:33
- 9:36-9:55 Homeroom
- 9:58-11:08 Assembly
 - 3) 11:11-11:41
 - 4) 11:44-12:14
 - 5) 12:17-12:47
 - 6) 12:50-1:20
- 1:23-1:26 Announcements
 - 7) 1:26-1:56
 - 8) 1:59-2:29

September 2019

Sun

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Tue

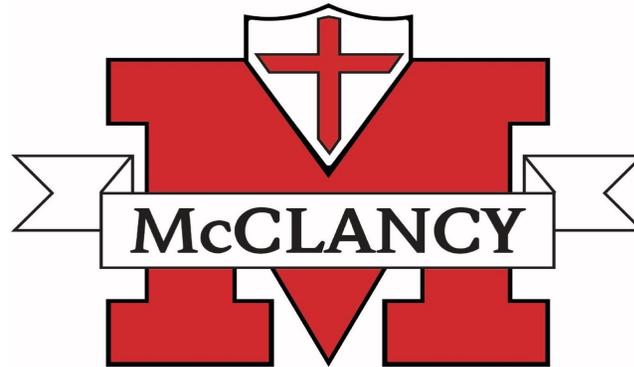
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1 Ovarian Cancer Awareness Month	2 Labor Day No Classes	3 Faculty Professional Day No Classes	4 Freshman Orientation 1/2 day Informal Dress	5 Freshman Only 1/2 Day Uniform Required Freshman Pictures	6 First Full Day of School for all students Uniform required Textbook Distribution	7
8	9	10 Freshman Parent Night 6:30 p.m.	11 SJU College Credit registration for Seniors	12 Senior Parents' FAFSA Night 7:00 p.m./Gym	13 Freshman Track & Field Day 7th & 8th Periods	14 ACT Alumni Baseball Game—9:00 a.m.
15	16	17 Sophomore and Junior Parent Night 6:30 p.m.	18 Picture Day Sophomores/Juniors	19	20	21 Co-Ed Alumni Soccer Game
22	23	24	25 Dress Down Day	26 College Information Night for Juniors 7:00 p.m. /Gym	27	28
29	30 BSH Foundation Day Liturgy Assembly Schedule					



Monsignor McClancy Memorial High School

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East Elmhurst, N.Y. 11370
Telephone - (718) 898-3800

The Educational Charism of the Brothers of the Sacred Heart

Each and every student is known, valued, treasured, and taught in partnership with the family. Hospitality, availability, personal interest, and concern for others are the hallmarks of this charism. We emphasize the formation of the whole person, traditional values, high expectations, self discipline, fairness, professional competence, and collaboration. The respect, kindness, and concern which flow from the charism are signs within the school of the compassion of Christ.

Mission Statement

Monsignor McClancy Memorial High School is guided by the charism of the Brothers of the Sacred Heart which provides a quality education for young people from diverse academic, social, cultural, economic and religious backgrounds, fully interweaving gospel values and Catholic teachings with the core curriculum. Our school offers students a disciplined and nurturing environment for their personal and professional development by promoting responsibility, respecting individual potential and encouraging their growth in scholarship, leadership and outreach. It is a school community in which each student is known, valued, treasured and taught by the faculty in partnership with the family to meet the challenges of life in our rapidly changing world.

History

Monsignor McClancy is located in East Elmhurst, New York. The school and property are owned and operated by the Brothers of the Sacred Heart, who have been active in American education since 1846 when they arrived in Mobile, Alabama, from Lyons, France. With roots in the South this religious congregation of men grew throughout the States and had its greatest flowering in Canada and the Eastern States. At present there are more than 2,000 Brothers in North America and in missions around the globe serving in the ministry of education.

Monsignor McClancy High School was opened in 1956. The Brothers named the school in memory of Msgr. Joseph McClancy, former Superintendent of Schools for the Diocese of Brooklyn, who had given much encouragement to the Brothers' work in education until his death in 1954.

THE SCHOOL THAT MAKES A DIFFERENCE!

October 2019

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	Breast Cancer Awareness Month	1 Graduation Fee Due \$375.00 Dept. Coordinators' Meeting FAFSA Submission Date	2	3 Faculty Meeting 2:35 p.m. Media Center	4	5 SAT
6	7	8 Progress Reports Grades Due	9 Early Release 1:46 Faculty Meeting 1:50 Progress Reports Posted on the	10	11 Jim Michelini Memorial Walk-a-Thon Open House set-up	12 Open House 12:00 - 4:00 p.m.
13	14 Columbus Day No Classes	15	16 PSAT Day No Classes for Seniors Senior Picture Day	17	18	19 Athletic Hall of Fame Ceremony 5:00 p.m.
20	21	22	23 School Spirit Day Student/Faculty Volleyball Game Early Release 1:46	24 Financing College Freshman/Sophomore Parents 7:00 p.m. /Gym	25	26 ACT
27	28	29 Early Release 1:46 Faculty Meeting 1:50 Dress Down Day Breast Cancer Awareness	30 Honor Society Induction 7:00 p.m./ Gym All Saints/All Souls Liturgy/Assembly Schedule	31 Halloween No Classes Faculty Spirituality Day		

School Policies and Procedures

Our lives must be a response to God, those around us and ourselves. Monsignor McClancy's aim is the formation of the human person through its educational program.

Formation of the Whole Person

Because students are valued and treasured gifts from God, we accept responsibility for their formation as a sacred trust. We form the whole person by developing the God-given intellectual and physical abilities of our students and by advancing their spiritual, moral, and social consciousness. The total school environment contributes to their formation through emphasis on the modeling of Christian values, high expectations, personal responsibility, and mutual respect. As educators, we model these values through our own personal formation and professional development.

Hopes for our Graduates

We are confident that based on their experiences as students in a Brothers of the Sacred Heart school, our graduates are becoming well-rounded, faith-filled, self-disciplined, compassionate, and academically prepared adults who respond to God's love.

As a result of our emphasis on holistic education, we hope our graduates are well-rounded young people who:

- are aware of their own gifts, talents, and limitations;
- recognize the need to continue their own spiritual, psychological, emotional, social, intellectual, and physical growth;
- respond to God's call to be balanced, compassionate adults.

Because of our emphasis on spiritual growth and religious values, we hope that our students graduate with:

- a strong belief that God loves them;
- a willingness to respond to Jesus' directive to love one another;
- a commitment to compassion, justice, and service;
- a desire for a deeper relationship with God through prayer;
- an intentional integration of faith and daily life;
- an understanding of the teachings and traditions of the Catholic Church
- a willingness to become active members in their local church communities.

Because of our efforts at firm and friendly discipline, we hope that our graduates:

- have developed self-discipline that guides their actions;
- are sensitive and respond with compassion to the limitations of others;
- have respect for authority and for persons for whom they are responsible;
- approach relationships with fairness, mutual trust, and cooperation;

Because of the caring nature and personal attention given to our students, we hope our graduates:

- genuinely care for others;
- value themselves and others as unique children of God;
- nurture positive relationships and build community

As a result of our commitment to academic excellence, we hope our graduates:

- are intellectually curious;
- are prepared to meet the academic demands of college;
- strive to reach their intellectual potential; use their intellectual gifts to serve others more effectively and generously.

A Spirituality of the Heart of Christ

Education in the charism of the Brothers of the Sacred Heart flows from a spirituality of the Heart of Christ which permeates the entire school community. This spirituality of love is characterized by relationships based on compassion, attention, affection, and respect for the individual.

Respect Towards Teachers

Teachers are in a supervisory position. Students are expected to show teachers respect. This allows teachers to teach and students to learn

November 2019

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					1 All Saints Day No Classes Early Decision/ Action Deadline	2 SAT
3	4	5 Dept. Coordinators' Meeting	6 1st Quarter Exams	7 Faculty Meeting 2:35 p.m. Media Center 1st Quarter Exams	8 1st Quarter Exams	9 Winter Sports Begin TACHS Test
10	11 Veterans Day No Classes	12 1st Quarter Grades Due 2nd Quarter Begins	13 Report Cards Posted on the Portal	14 Parent/Teacher Interviews 6:30-8:30 p.m.	15	16
17	18	19	20 Dress Down Day For Veterans	21	22	23
24 Parents' Club Auction at Riccardo's 1-5 p.m.	25 Toy Drive Begins	26 Thanksgiving Liturgy Assembly Schedule College Application Deadline #1	27	28 Thanksgiving Day No Classes	29 Thanksgiving Recess No Classes	30

Policy on Cheating and Plagiarism

Trust, honesty and integrity are necessary for effective education; therefore, any form of academic dishonesty is unacceptable. Although there are various forms and degrees of cheating and plagiarism, each of which will incur academic and possible disciplinary penalties, any student involved in plagiarizing a term paper or cheating on a quiz or exam is subject to disciplinary action along with severe academic penalties. Any repeated offenses in these areas will be reviewed by the Administration.

Special Concern for the Poor and Neglected

André Coindre's concern for the poor, neglected, and deChristianized youth is at the heart of our educational mission. We share his determination to provide educational opportunities for as many materially poor students as possible and continue to look for new ways to increase our efforts on their behalf. We work to sensitize the entire school community to the needs of the materially poor. We strive to address the needs of our students who experience learning, personal or social problems.

Student Council

The Student Council at Monsignor McClancy High School plays an important role in the school community. They work with the student body, faculty and administration to foster positive changes in the school. The Council also works to promote school spirit throughout the year. This is done at the Brother Arnold Basketball Tournament, our school spirit days and at our student faculty volleyball, basketball and softball games. Lastly, the Student Council works with several charities and causes to help those in need. Funds and items are raised in various ways such as, dress down days, the Thanksgiving Troop Drive, the Christmas Toy Drive, and our Annual Blood Drive. The Student Council is open to students at all levels who demonstrate a willingness and a desire to give the time needed to make a positive difference in the lives of those in the school and outside community.

Availability

In our tradition, we view being with the young as privileged opportunities to show expressions of concern, encouragement, and love. We see availability as a witness to the compassionate love of Christ. It is an active presence, which requires accessibility and approachability. Availability provides the opportunity for personal attention, accompaniment, support, and vigilance.

Gradebook Program

Monsignor McClancy utilizes Gradebook, which is a website that enables teachers to post daily assignments, submit grades and communicate directly with students and parents. All teachers have a school email address. Gradebook helps improve communication between parents, teachers, and students.

Progress Reports and Report Cards

The school year is divided into four marking periods (quarters) ending in November, January, March, and June. Progress reports are issued to students at mid-quarter and should be considered an estimate of the student's progress. It is an excellent opportunity for parents and students to evaluate progress or lack of it at that point, and to improve performance before report cards are issued. Report cards are issued at the end of each marking period and will be available electronically.

Honor Roll

Principal's List 94.5 or better

First Honors 91.5-94.4

Second Honors 88.5-91.4

All students must take the Regents exam in any Regents course they are enrolled in, even if they have passed a Regents exam in the subject before. The exam is considered part of the course, so failure to take the Regents exam at the course's conclusion will result in grade of "Incomplete" and the student will not receive course credit which may jeopardize graduation. The Principal has sole discretion to grant an exception to this policy for good cause, such as death in the family or serious illness documented by a doctor's note. Students who fail a Regents examination required for graduation are required to take that examination the next time it is offered in New York State, including the August administration of such tests.

AP Exams- Students enrolled in an Advanced Placement course must take the Advanced Placement examination for that course and pay the National AP fee set by the College Board. Students who do not take the required AP examination will receive a grade of "Incomplete" and the student will not receive course credit which may jeopardize graduation. The Principal has sole discretion to grant an exception to this policy for good cause, such as death in the family or serious illness documented by a doctor's note.

December 2019

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1 SUNY/CUNY App Due	2 Classes Resume	3 Dept. Coordinators' Meeting	4 Picture Make-Up Day	5 Faculty Meeting 2:35 p.m. Media Center	6 Brother Arnold Basketball Tournament Toy Drive Ends	7 Brother Arnold Basketball Tournament SAT
8	9 Immaculate Conception Holy Day No Classes	10	11 Advent Reconciliation	12	13	14 ACT
15	16 Progress Grades Due College Apps Deadline #2	17	18 Progress Reports Posted on the Portal Dress Down Day for Pajama Project	19	20 Advent Liturgy Special Early Release Schedule President's Christmas Reception 2:00 p.m. Young Alumni Day	21
22	23 Christmas Recess	24 Christmas Recess	25 Christmas Day Christmas Recess	26 Christmas Recess	27 Christmas Recess	28
29	30 Christmas Recess	31 Christmas Recess				

Tutoring by members of the National Honors Society

Morning tutoring sessions by members of the National Honor Society take place twice a week throughout the school year. Tutoring begins at 7:50 until 8:25 am.

Bookstore

The bookstore is located in the cafeteria for the convenience of the students. The bookstore is open before the start of the school day and during lunch periods. The bookstore will have Physical Education uniforms, uniform polo shirts, school supplies, and school spirit items available for purchase. Books are available through BacktoBooks.com/msgrmclancy.asp

School Closing

If because of severe weather conditions the school must be closed, announcements will be made through our **SchoolReach** program, posted on our websites and social media accounts.

If there are no announcements, school will be open as usual and all students are to be present. ***Please do not call the school for this information***

Working Paper Information

For the student and parent's convenience, working papers are issued each day in the Main Office. Four items are needed:

An application which is available in the Main Office

A copy of the student's birth certificate

A copy of the student's social security card

A doctor's note stating that the student is "Able to Work" or "Fit for Employment". No time off from school will be given to obtain working papers.

Motor Vehicle Information

Driver's Education is offered in the Fall and Spring Semesters.

Applications are available in the Main Office.

New York State Textbooks

Textbooks are loaned to students and are property of New York State. Students are responsible for textbooks checked out to them. If copies are lost, stolen, or damaged, a fine must be applied based on the current market value. To help prolong the life of the book all textbooks must be covered always. The student's name must be written in ink on the front inside cover in the space provided. At the end of the year all textbooks must be returned and/or all fines paid to the finance office.

**REGISTERING AT MONSIGNOR McCLANCY MEMORIAL HIGH SCHOOL,
PARENTS AND STUDENTS BY CONTRACT WITH THE SCHOOL AND
THEREBY AGREE TO ABIDE BY AND SUPPORT THE GUIDELINES, RULES AND REGULATIONS OF THE SCHOOL.**

Integration of Faith and Life

By integrating faith and life, our students, faculty, and staff demonstrate the spirituality of the Heart of Christ. As educators in the faith, we model for our students and for one another faith in action as a necessary response to the Gospel.

Campus Ministry

Campus Ministry touches on the spiritual side of a student's development. Campus Ministry is about "opening hearts to Christ through prayer, fellowship and service" In practical terms, students are invited to offer service here in the school, in the community, and in the parish. Students volunteer at food pantries, parishes, summer camps, school liturgies, and after-school programs. McClancy students have always been characterized by their willingness to get involved, to serve; they want to help. Throughout the year, service opportunities will be announced especially those sponsored by the school. This way any student wishing to take part will have the opportunity to sign up. Students are encouraged to serve at their home parishes, former schools, or in local community projects. Below are the **minimum** required service hours by grade level:

January 2020

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			1 New Years Day Christmas Recess	2 Christmas Recess	3 Christmas Recess	4
5	6 Classes Resume Epiphany Liturgy Assembly Schedule Food Drive Begins	7 Dept. Coordinators' Meeting SJU College Credit Registration	8	9 Faculty Meeting 2:35 p.m. Media Center	10	11 Alumni Basketball Game
12	13	14	15 Dress Down Day for Bridge to Life College Apps Deadline #3	16	17	18
19	20 Martin Luther King, Jr Day No Classes	21 2nd Quarter Exams Regents Exams	22 2nd Quarter Exams Regents Exams	23 2nd Quarter Exams Regents Exams	24 2nd Quarter Exams Regents Exams	25
26	27 3rd Quarter Begins 2nd Quarter Grades Due	28	29 Report Card Posted on the Portal SJU Grades/Tests	30 Parent/Teacher Interviews 6:30—8:30 p.m. Blood Drive	31	

Retreat Program

We provide retreat experiences on each level, helping students to recognize more about themselves and their relationship with God. Themes are presented to affirm and challenge their growth by exploring the concepts of community, giftedness, and leadership. The senior retreat emphasizes preparation for life after high school. To accommodate as many students as possible, retreats range from one-day to over-night experiences at nearby retreat houses.

National Honor Society- Brother Martinian Chapter

Membership in the Brother Martinian Chapter of the National Honor Society is based on the four ideals of scholarship, leadership, service, and character. Students who are eligible are carefully considered for the selection into the Chapter by our Faculty Council and approved by the Administration.

Once selected, members have the responsibility to continue to demonstrate the four ideals of scholarship, leadership, service, and character. The purpose of the National Honor Society shall be to reward and promote enthusiasm for scholarship, a commitment to render service, effective leadership, and develop character in the students here at Monsignor McClancy High School.

An Ordered and Structured Environment

We believe that a well-ordered, structured, and nurturing environment is essential to teach and to experience love of God, love of neighbor, and love of learning. In such an environment, we strive to teach our students to respect authority and one another and to develop a sense of self-discipline. In our tradition, discipline respects the dignity of the individual, is consistent and fair, and is based on relationships of mutual trust and cooperation.

Attendance Policy

Attendance is taken at the beginning of every academic period and during homeroom. The attendance is submitted to the Main Office each period where it is properly recorded throughout the day and compared to the master attendance list.

Absences

Whenever a student is absent, the following procedure must be followed:

The parent must call the school between 7:45 a.m. to 10:00 a.m. each day of the absence.

Upon return to the school, the student must bring a dated, signed note from the parent that includes the date(s) and reason for the absence. This note must be brought to the Main Office before 8:27 a.m.

Students who are absent are prohibited from participating in extracurricular activities that day.

If the school fails to receive a call from a parent on the day of the absence, or the student fails to bring the absent note when they return, a short detention must be served.

New York state permits absence from school only for the following reasons: student illness, an illness or death in the immediate family, impassable roads, religious holidays, required court attendance, quarantine, attendance at a health clinic and remedial health treatment.

Excessive Absences

If the number of absences becomes excessive, the school will require a parent come in to discuss the situation and the possibility of failures should the condition worsen. Moreover, the school, in an effort to help each student academically, may require a doctor's note for future absences exceeding **10** days. In unusual circumstances, for good cause shown and at his discretion, the Assistant Principal of Discipline may grant an exception to this policy. Students with a pattern of frequent absence are subject to Administrative review.

Students absent more than **20** days will not receive any academic credit for the school year and will be required to withdraw immediately from the school. In unusual circumstances, for good cause shown and at his discretion, the Principal may grant an exception to this policy. All school days are important, including early dismissal and assembly schedule days. Our calendar is published so that families can plan vacations during times that school is not in session. **Extending regular school vacations to lengthen family vacations impedes the educational process, and therefore, we discourage this practice.**

February 2020

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						1 CUNY Application Deadline
2	3	4 Dept. Coordinators' Meeting	5 Picture Make-Up Day	6 Faculty Meeting 2:35 p.m. Media Center	7 SJU Grades Due	8
9	10	11	12 Dress Down Day for Heart Health	13	14 Food Drive Ends	15 FAFSA Late Due Date
16	17 President's Day Mid-Winter Recess	18 Mid-Winter Recess	19 Mid-Winter Recess	20 Mid-Winter Recess	21 Mid-Winter Recess	22
23	24 Classes Resume	25 Freshman Registration for 2020-2021 Classes	26 Ash Wednesday Prayer Service Assembly Schedule	27 Sophomore Registration for 2020-2021 Classes	28 Junior Registration for 2020-2021 Classes	29

Release from School

Early dismissal from school are for **EMERGENCY SITUATIONS ONLY**. At such time, Parent/Guardian **MUST** come in to sign student out in the main office. If any student has an Early Dismissal during the quarter, the time missed from class will be considered an absence from such classes, and will be counted toward quarterly absent total for such classes. Any pattern of Early Dismissal requests will be reviewed by Administration and will be discussed with parent and student. The Administration will consult with both student and parent when a pattern of lateness/early dismissal/absences occurs.

Unless illness prevails, only the school can grant permission for release from school.

All parental notes for early release must be brought to the office before 8:27 a.m. Requests for anticipated absences must be made a few days in advance.

The school may occasionally release students from their last period if their regular class teacher is absent.

If a non-custodial parent does not have the right to pick up or release their child from school, the school must be informed of this fact and a notarized copy of the custody agreement stating such must be sent to the office.

Underclassmen attending the Senior prom as guests must attend school the day of the prom. They may leave after a minimum of 3 classes have been attended. A note must be provided a few days in advance by a parent/guardian acknowledging their permission to dismiss the child to attend the prom.

Illness during School

Students who become ill during the day must report to the Main Office to obtain a nurse pass. All students who become ill should see the nurse prior to parents being notified or arrive. They may be released only to the parent or a parental designee. If the student is absent on the following day, then the normal absence procedure must be followed.

Lateness

A student is considered late if they are not in their 1st period classroom before the 8:30 a.m. bell. Any student who is late must obtain a late pass from the Main Office before being admitted to their appropriate classroom, and must report for detention that afternoon. Excessive lateness will require a parental interview. Intentional lateness will warrant suspension.

Doctor's and Dentist's Appointments

In general, these appointments should be scheduled for after school hours. However, written requests for these appointments which require the release from the school must be presented to the Main Office before 8:27 a.m.

Policy on Truancy and Cutting

Any student found truant or cutting a class or classes will be subject to one or more penalties imposed by the school and parents will be notified. Moreover, any recurring behavior in this matter may result in suspension or expulsion.

College Appointments

Written parental requests for college appointments and notification from colleges regarding the Placement Test must be brought to the **College Guidance Office** and the **Main Office 2 days in advance**.

Only seniors are given time off for college appointments.

Medical Physicals for college requirements must be scheduled on the student's own time.

ASVAB tests are to be scheduled on the student's own time.

March 2020

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1 Matriculation Fee Due \$250.00	2	3 Dept. Coordinators' Meeting Progress Report Grades Due	4 Progress Report Posted on the Portal	5 Faculty Meeting 2:35 p.m. Media Center	6	7 Spring Sports Begin
8	9	10 Junior College Information Night 7:00 p.m./Gym	11	12	13	14 SAT
15	16	17	18 Lenten Dress Down Day	19 St. Joseph Day Liturgy Assembly Schedule	20	21
22 Parents' Club Communion Breakfast 10:00 a.m.	23 School Spirit Week	24	25 Lenten Reconciliation	26 School Spirit Day Student/Faculty Basketball Game Early Release 1:46 p.m.	27	28 Grand Reunion Day 0's and 5's
29	30	31				

General Conduct

Students are required to conduct themselves properly at all times in class, in the cafeteria/mall during lunch periods, between periods and in the halls. They must refrain from cursing, loud talking, screaming, running and loitering. When in the cafeteria, students are to keep the cafeteria line orderly and they are to clean up their places and push in their chairs when finished. Every student who is a member of an athletic team or extracurricular activity represents the school. If that student's behavior is deemed unacceptable they can lose the right to represent the school in the above capacity either temporarily or permanently.

Conduct Off-Campus

It is not our desire to say what limits or freedoms your parents/guardians may set for you. Nevertheless, there are times and places in which your off-campus or online behavior might threaten or impact the school community and environment. In all such cases, your behavior is definitively the jurisdiction of Monsignor McClancy Memorial High School. After due consideration of circumstances and factors involved, we may take appropriate disciplinary action. Any violation of civil or criminal law would make you subject to corrective action, including possible suspension and/or dismissal.

Expectation to Respect the Law

Any unlawful act taking place on school grounds, or trains and buses coming to and from school, or whenever the student is in a position where their conduct is detrimental to the image of the school (vicinity of the school, field trips, athletic events, school trips, social media) not only makes the student subject to penalties which the courts and other authorities may prescribe, but will also result in penalties imposed by the school.

Vandalism

Any student defacing school property or involved in graffiti on or around the school grounds will be subject to penalties imposed by the school.

Gambling

Gambling for personal gain or engaging in any activity associated with gambling (dice, cards etc...) is not permitted in school or on school grounds. Items will be confiscated and disciplinary action will be taken.

Respect for Property

The school does not assume responsibility for personal property that is lost or stolen. However, it will investigate the situation to the fullest extent.

- 1) The parents or guardian of any student involved in the above will be notified and must appear in the school.
- 2) The student responsible will make restitution.
- 3) The student responsible will be subject to severe penalties imposed by the school and administrative review.

Presence at Wrongdoing

If you are present when behavior contrary to the spirit of sanctuary is evident (such as fighting, smoking, vandalism, use of alcohol or other drugs, etc.), you have the obligation to remove yourself immediately from the situation. Otherwise, you share in the guilt and in the consequences related to such misbehavior. The consequences may include, but are not necessarily limited to, suspension and/or dismissal.

Conduct at Assemblies, Fire Drills and Crisis Drills

Students are to move then signaled and are to sit in the designated areas. Once there, they must refrain from loud talking, screaming, stamping feet, and/or any other type of disturbance. A fire drill plan is posted in each room. Silence is to be maintained throughout the duration of the drill and the students are to move quickly without running.

Lockers

Each student is assigned a locker for books and personal belongings. Lockers should be neat; nothing may be attached to the outside of the locker. Nothing may be attached to the inside of the locker that cannot be removed at the end of the year. The locker should always be kept locked with a school issued combination lock. School combination locks may be purchased at the bookstore. Physical Education lockers are available for students to store valuables while in Phys. Ed. class. Only our own school combination locks are to be used on the school lockers, all other locks will be removed. School officials may check lockers at any time. Students are held responsible for the condition of their lockers and are subject for reimbursement to the school for damages.

April 2020

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			1 Lenten Dress Down Day 3rd Quarter	2 3rd Quarter Exams	3 3rd Quarter Exams	4 SAT
5	6 3rd Quarter Ends Grades Due 4th Quarter Begins	7 Dept Coordinators' Meeting Holy Week Liturgy Assembly Schedule	8 No Classes Faculty Spirituality Day. Report Cards Posted on the Portal	9 Holy Thursday Easter Recess	10 Good Friday Easter Recess	11
12 Easter Sunday	13 Easter Recess	14 Easter Recess	15 Easter Recess	16 Easter Recess	17 Easter Recess	18
19	20 Classes Resume	21	22	23 Drama Production	24 Drama Production	25 Drama Production
26	27	28	29	30 Drama Production School Spirit Day Student/Faculty Softball Game Early Release 1:46p.m.		

Food/Beverage

Students may eat and drink **ONLY** in the Cafeteria or the Mall. Food (including candy) and drinks are not permitted outside of these areas in the school building. Students are not permitted to walk around school while holding any beverages. Students are to remain in the Cafeteria or the Mall during the entire lunch period unless directed otherwise. Gum chewing is not permitted at any time in the building.

Prohibited Access Areas

Students are not permitted in the custodian office, faculty room or above the 3rd floor for any reason. Students are not permitted to roam or loiter in the halls.

Parking Lot Access

Students are **NOT** to park their vehicles on school grounds during school hours. There will be a \$50.00 fine for students found in violation of this policy. Also, the vehicle will be towed at the owner's expense.

Smoking/Vaping

In compliance with the administrative code of the City of New York, smoking is not permitted in the school building or on the school grounds. The use of any tobacco product is prohibited anywhere on the school grounds, inside or outside the building. The school further forbids smoking within the vicinity of the school property, and at any school-sponsored activity. Possession of paraphernalia including e-cigarettes, vape pens, and related devices or accessories, which could be used for drug use, is strictly prohibited always. Any student found possessing vaping paraphernalia or using a device, will be referred to the Assistant Principal of Discipline and may be subject to dismissal (see Drug Policy).

Rules and Regulations

Our goal of making Monsignor McClancy Memorial High School a sanctuary where you can grow and flourish to your full potential means we need your help in creating an environment free from all influences that are a danger to you. We want the McClancy campus to be alcohol-free, tobacco-free, drugfree, litter-free, free of obscenity, free of violence, free of bullying and harassment and free from all types of dishonesty. A place free from all those negative influences is rare indeed. We want McClancy to be one of those rare places so that you can begin to feel not just free from evil things but freed to accomplish good and positive things: new friendships, challenging activities, expression of your faith, excellence in your studies, good example to others, compassion for the needy and honesty in all things.

We know you make mistakes and occasionally go out of bounds, but it is our hope to correct you by giving you firm and fair disciplinary consequences in keeping with our desire to make McClancy a sanctuary for you. We will insist that you behave in a way consistent with Monsignor McClancy's mission of being a sanctuary.

Your conduct, therefore, must contribute to:

- meeting your personal and academic needs as well as those of your classmates;
- eliminating behaviors and influences that are harmful to yourself and other;
- giving good example of respect for authority and good order.

Articles Prohibited by the School

To provide a sanctuary for our students the following items and similar devices are prohibited; weapons of any kind, fireworks, stink bombs, laser pointers, spray paint, and markers. If found possessing or using these types of devices appropriate disciplinary action will take place. Appropriate disciplinary actions in these instances includes but are not limited to confiscation of item, detention, suspension, or immediate dismissal.

Any student found using or possessing a weapon or weapons on or around school grounds will be subject to immediate dismissal.

Any student found using or possessing fireworks, stink bombs, or similar devices on or around school grounds will be subject to immediate dismissal.

A Safe and Secure Campus

To provide a sanctuary for our students, they must stay on the school grounds from the time they arrive until dismissal. It is a closed campus. A written, dated parental request must be presented to the office before a student is permitted to leave the grounds. Any violation of this policy will result in disciplinary action by the school. Personal phone messages, except in the case of an emergency, will not be delivered to the students.

All persons in our building are subject to a reasonable search.

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 College Decision Day Special Dress Down Day for Seniors Drama Production	2 President's Dinner Russo's on the Bay 6:00 p.m. Placement Test for Class of 2024/9:00 am SAT
3	4 AP US Gov. & Politics Exam	5 Dept. Coordinators' Meeting Progress Grades Due	6 AP English Exam AP European History Exam Progress Reports Posted on the	7 Faculty Meeting 2:35 p.m. Media Center	8 AP US History Exam Computer Science Exam Class of 2020 BBQ Last Day of Classes	9
10	11 AP Environment Science Exam Senior Exams	12 AP Spanish Exam Senior Exams	13 Senior Exams	14	15 Senior Prom Russo's on the Bay 6-11 p.m.	16
17	18 Mini Session Begins	19	20 Dress Down Day for Stroke Awareness	21 Ascension Thursday No Classes	22 BSH Day No Classes	23
24	25 Memorial Day No Classes	26	27 Junior Ring Ceremony 7:00 p.m.	28	29 Liturgy of The Holy Spirit Assembly Schedule	30
31						

Drug Policy (including Alcohol)

In general, there is a Zero Tolerance Policy for those students found selling, using, distributing, possessing, or under the effects of drugs (except those prescribed by a physician) while on school grounds, in the vicinity of the school or during a school-sanctioned function.

Those students found in violation of this policy:

- Will be sent immediately to the office (if applicable)
- Parents or guardians will be notified and must appear in the school.
- Drug enforcement agencies will be notified.
- Is subjected to administrative review.

Bullying/Cyber Bullying/Harassment

All students have a right to a safe and secure school environment. Any conduct which subjects an individual to insults, taunts, teasing, tormenting, or inflicts physical hurt or psychological distress whether verbal or physical in nature is considered bullying. No student should accept being bullied/harassed by other student(s). Students should report any type of bullying/harassment to a teacher, counselor, nurse, coach or administrator. Harassment/bullying includes threats, name calling, intimidation, hazing and inappropriate touching, gestures, symbol display or verbal/non-verbal/written communication that makes a student feel uncomfortable or unsafe. This includes harassment/bullying of a racial, sexual, or non-sexual nature. Students who are found to be guilty of bullying will be subject to administrative review and a parent will have to come to the school.

Violence

Any student found fighting, as well as any student involved in gang activity on or around school grounds, will be subject to administrative review and a parent will have to come to the school.

Displays of Affection

To maintain a professional environment; inappropriate displays of affection on campus are not permitted. Students engaged in such a display will be referred to the Assistant Principal of Discipline.

Electronic Devices

Students on the Freshmen, Sophomore, and Junior levels are required to have a device, that is not their cellphone, in class daily (iPad, Tablet, Chromebook, PC, etc.). On the Senior level, non-cellular device usage in the classroom is at the discretion of the teacher. "Smart watches" or similar devices are allowed on campus; however, they shall not be connected to a device such that the internet/Bluetooth features can be utilized. Faculty members reserve the right to require students to remove "smart watches" during instructional time and/or assessments.

Green Zones- Green Zones are in the cafeteria, computer lab, media center and mall areas. These areas are in effect before school, after school and during the students' lunch period. Students may use personal electronic/communication devices in a responsible manner. External music or sound should not be heard at any time. Producing candid videos, candid photos or making phone calls are not permitted at any time throughout the school building. Headphones can be utilized while in the Green Zones only. If headphones are worn/visible outside of Green Zones they may be confiscated.

If you are found to be using a personal electronic/communication device outside of the allowed areas the following procedure will be followed:

First Offense- The device will be confiscated, the parent/ guardian will be notified and the device will be returned to the student at the end of detention that day.

Second Offense- The device will be confiscated, parent/guardian will be notified and the device will be returned **ONLY** to the parent/ guardian during regular office hours.

Third Offense- The device will be confiscated for **1 week** from the day it was confiscated. The parent/guardian will be notified and must come to the school for a meeting with the Assistant Principal of Discipline at the conclusion of that week. The device will be returned after that meeting.

June 2020

Sun

Mon

Tue

Wed

Thu

Fri

Sat

	1	2 Dept. Coordinators' Meeting US History Regents Exam No Classes for Freshman & Sophomores	3 Mini Session Ends	4 Graduation Practice 9:56 a.m. in Gym Gowns and Tickets given at Practice	5	6
7	8	9 Graduation Class of 2020 Our Lady of Fatima 7 p.m.	10 Faculty Professional Day No Classes Bro. Robert Connolly Golf Classic	11 4th Quarter Exams	12 4th Quarter Exams SJU Grades Due	13 ACT
14	15 4th Quarter Exams	16 4th Quarter Exams	17 Regents Exams	18 Regents Exams	19 Regents Exams	20 Track & Field Alumni BBQ
21	22 Regents Exams	23 Regents Exams	24 Regents Exams	25 Regents Exams	26 Grades Due	27
28	29	30 Registration For Summer School				

Internet Access and Acceptable Use Policy

We provide students and faculty members with access to the Internet through the school network. We limit your use of school computers to times of supervised instruction and to established “open use” times in the media center and computer lab. Personal computers using the resources of the school network must be registered with the Technology Coordinator prior to use on the network.

In keeping with the Children’s Internet Protection Act (CIPA), we make use of an integrated firewall and filtering system which is designed to block access to inappropriate material on the Internet, specifically, visual depictions which are obscene, which display depictions of child pornography and other materials which, in the opinion of the school, are harmful to minors or disruptive to the safe environment we want to create. In addition, we may determine to block other material which we deem inappropriate for you.

Your use of the Internet is intended primarily for educational and research purposes. You are permitted to use school computers to access personal e-mail accounts to students. School computers are not intended for recreational use during class time and you may not install any software on school computers. We reserve the right to prioritize the use of and access to the network.

Our school is equipped with wireless network access for use by students’ personal devices. The times of use and restrictions on the use of these devices are regulated and monitored. Any equipment which uses the resources of the Monsignor McClancy network must be registered with the Technology Coordinator prior to its use on the network.

We use electronic media and its website to identify and recognize students for their achievements and contributions to the school community. Students who are on athletic teams, members of school organizations, clubs and activities, who have achieved honor roll status or who have merited special awards are periodically featured on the school’s website/social media accounts. These accounts also periodically identify students in photo captions regarding student life on and off campus.

All users of the school’s network are expected to act in accordance with established laws and with Catholic moral teaching.

We are vigilant in prohibiting the transmission or willful reception through the network of any material which is in violation of state or federal laws; including the unauthorized transmission or willful reception of copyrighted materials as well as visual depictions of obscene material or child pornography. We are also vigilant in prohibiting materials specifically prohibited in the Children’s Internet Protection Act of 2000 which are deemed harmful to minors.

Users are prohibited from using the school’s network to undertake and illegal activity, including but not limited to unauthorized access; malicious attempts to destroy or damage data, hardware or software; gambling; creation or willful distribution of any computer virus; the use of Internet communications to threaten or slander any person; or as a means of communication in the commission of any illegal act.

Violations of this policy may result in disciplinary action to be determined by the Assistant Principal of Discipline or other competent authority. The Monsignor McClancy administration reserves the right to revise or amend this policy at any time.

Photo Releases

By registering at McClancy, parents give permission for Monsignor McClancy to use videos, photographs or likenesses of their son/daughter in publications or materials for use in the school’s promotion and advancement initiatives and programs.

July 2020

Sun

Mon

Tue

Wed

Thu

Fri

Sat

			1 First Tuition Payment Due Registration for Summer School	2	3	4 Independence Day
5	6 First Day of Summer School Baseball Camp	7 Baseball Camp	8 Baseball Camp	9 Baseball Camp	10 Baseball Camp	11
12	13 Baseball Camp	14 Baseball Camp	15 Baseball Camp	16 Baseball Camp	17 Baseball Camp	18
19	20 Soccer Camp	21 Soccer Camp	22 Soccer Camp	23 Soccer Camp	24 Soccer Camp	25
26	27 Boys' Basketball Camp	28 Boys' Basketball Camp	29 Boys' Basketball Camp	30 Boys' Basketball Camp	31 Boys' Basketball Camp	

Dress Code

The dress code is intended to instill a traditional sense of professionalism, pride and respect. Appropriate and acceptable dress creates an atmosphere conducive to learning.

All students are required to wear the school uniform. Students must purchase all uniform items from Flynn & O'Hara, Inc. (800) 441-4122 www.flynnohara.com

In preparation for the school day, students **are to report to school and to leave the school in complete compliance with the dress code**, i.e., students are not permitted to enter or leave the school building or the school grounds without wearing dress shoes. Students participating in athletics/extracurricular activities are required to change back into their school uniforms before leaving the school.

9th, 10th and 11th Grade Girls

Shirt: Only the approved McClancy long or short sleeve white oxford shirt may be worn and must be purchased through the uniform company. Shirts must be tucked in at all times. No garment underneath the shirt shall be visible. Black McClancy polo shirt may be worn during the months of September, May and June. Undershirts may be worn underneath the polo shirt; however, long sleeves are not permitted underneath the short sleeve polo shirts.

Sweater: Only the approved red or black McClancy long sleeve V-neck sweater or cardigan sweater may be worn.

Skirt: Only the approved McClancy solid tan, grey or black kilt skirts may be worn and must be purchased through the uniform company. Skirts must be worn at the waist and extend to the knee. Skirts are never to be rolled up.

Slacks: Only the approved McClancy solid tan, grey or black low rise dress slacks may be worn and must be purchased through the uniform company.

Shoes: Only the approved solid black Eastland lace up dress shoe, Eastland loafer or official McClancy shoes provided by DaBar may be worn. **NO OTHER SHOE IS PERMITTED.**

Socks: solid white, grey or black tights or knee socks must be worn

Jewelry: Excessive jewelry is inappropriate for school. One earring in each earlobe may be worn. Earrings larger than a quarter may not be worn.

Hair should be neatly kept and not a distraction. Unnaturally styled or colored hair is not permitted. Wide headbands, scarves or bows are not permitted.

Makeup must be subtle and business appropriate. (Glitter and dark makeup are not allowed.)

Body piercings, except for one earring in each earlobe, are not permitted while in school.

Hats may not be worn in the building.

Jackets or coats of any kind may not be worn during the school day and must be stored in your locker.

Tattoos cannot be noticeable while wearing school uniforms (ex. Hands, wrists, neck, face etc.)

12th Grade Girls

Shirt: Only the approved McClancy long or short sleeve white oxford shirt may be worn and must be purchased through the uniform company. No garment underneath the shirt shall be visible. As a privilege; Seniors may wear the black, white or red McClancy long sleeved polo from the uniform company. McClancy short sleeve polo shirts may be worn during the months of September, April, May and June only. Undershirts may be worn underneath the polo shirt, however long sleeved shirts are not permitted underneath the short sleeve polo shirts. Shirts must be tucked in at all times.

Sweater: Only the approved red or black McClancy long sleeved V-neck sweater, cardigan sweater or vest may be worn. No other articles of clothing are permitted over the shirt.

Skirt: Only the approved McClancy solid tan, grey or black kilt skirts may be worn and must be purchased through the uniform company. Skirts must be worn at the waist and extend to the knee. Skirts are never to be rolled up.

Slacks: Only the approved McClancy solid tan, grey or black low rise dress slacks may be worn and must be purchased through the uniform company.

Shoes: Only the approved solid black Eastland lace up dress shoe, Eastland loafer or official McClancy shoes provided by DaBar may be worn. **NO OTHER SHOE IS PERMITTED.**

Socks: solid white, grey or black tights or knee socks must be worn

Jewelry: Excessive jewelry is inappropriate for school. One earring in each earlobe may be worn. Earrings larger than a quarter may not be worn.

Hair should be neatly kept and not a distraction. Unnaturally styled or colored hair is not permitted. Wide headbands, scarves or bows are not permitted.

Makeup must be subtle and business appropriate. (Glitter and dark makeup are not allowed.)

Body piercings, except for one earring in each earlobe, are not permitted while in school.

Hats may not be worn in the building.

August 2020

Sun

Mon

Tue

Wed

Thu

Fri

Sat

						1
2	3 Boys' Basketball Camp	4 Boys' Basketball Camp	5 Boys' Basketball Camp	6 Boys' Basketball Camp	7 Boys' Basketball Camp	8
9	10 Girls' Basketball Camp	11 Girls' Basketball Camp	12 Summer School Ends Girls' Basketball Camp	13 Regents Exams Girls' Basketball Camp	14 Regents Exams Girls' Basketball Camp	15
16	17 Girls' Volleyball Camp	18 Girls' Volleyball Camp	19 Girls' Volleyball Camp	20 Girls' Volleyball Camp	21 Girls' Volleyball Camp	22
23	24 Cheer and Softball Camps	25 Cheer and Softball Camps	26 Cheer and Softball Camps	27 Cheer and Softball Camps	28 Cheer and Softball Camps	29
30	31					

Jackets or coats of any kind may not be worn during the school day and must be stored in your locker.
Tattoos cannot be noticeable while wearing school uniforms (ex. Hands, wrists, neck, face etc.)

9th, 10th and 11th Grade Boys

Shirt: Only the approved McClancy long or short sleeve white oxford shirt may be worn and must be bought through the uniform company. Solid white dress shirt and standard dress tie is required with the tie pulled up to a buttoned collar. Black McClancy polo shirts may be worn during the months of September, May and June only. Undershirts may be worn underneath the polo shirt, however long sleeved shirts are not permitted.

Slacks: Only the approved McClancy solid tan, grey or black dress slacks may be worn and must be purchased through the uniform company. Leather solid color dress belt is required.

Shoes: Only the approved solid black Eastland lace up dress shoe or official McClancy shoes provided by DaBar may be worn. **NO OTHER SHOE IS PERMITTED.**
Dress socks are required.

Sweater: Only the approved red or black McClancy long sleeved V-neck sweater, cardigan sweater or vest may be worn. No other articles of clothing are permitted over the shirt and tie.

Students are to be clean shaven and sideburns cannot be longer than the bottom of the earlobe; however, moustaches are permitted.

Hairstyles must be appropriate to the professional school atmosphere. Hair must be neatly trimmed and be of an acceptable length and acceptable style. Hair cannot be longer than the bottom of the shirt collar. No numbers, symbols, lines, words, dyes, severely shaved styles or extremes (Mohawks, faux-hawks, etc.)

Tattoos cannot be noticeable while wearing the school uniforms (ex. hands, wrists, neck, face, etc.)

Body piercings, except for one earring in each earlobe, are not permitted while in school.

Hats may not be worn in the building.

Jackets or coats of any kind may not be worn during the school day and must be stored in your locker.

12th Grade Boys

Shirt: Only the approved McClancy long or short sleeve white oxford shirt may be worn and must be bought through the uniform company. Solid white dress shirt and standard dress tie is required with the tie pulled up to a buttoned collar. As a privilege, Seniors may wear the black, white or red McClancy long sleeved polo from the uniform company. McClancy short sleeve polo shirts may be worn during the months of September, April, May and June only. Undershirts may be worn underneath the polo shirt, however long sleeved shirts are not permitted underneath the short sleeve polo shirts. All shirts must be completely tucked into the pants.

Slacks: Only the approved McClancy solid tan, grey or black dress slacks may be worn and must be purchased through the uniform company. Leather solid color dress belt is required.

Shoes: Only the approved solid black Eastland lace up dress shoe or official McClancy shoes provided by DaBar may be worn. **NO OTHER SHOE IS PERMITTED.**
Dress socks are required.

Sweater: Only the approved red or black McClancy long sleeved V-neck sweater, cardigan sweater or vest may be worn. No other articles of clothing are permitted over the shirt and tie.

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Hairstyles must be appropriate to the professional school atmosphere. Hair must be neatly trimmed and be of an acceptable length and acceptable style. Hair cannot be longer than the bottom of the shirt collar. No numbers, symbols, lines, words, dyes, severely shaved styles or extremes (Mohawks, faux-hawks, etc.)

Tattoos cannot be noticeable while wearing the school uniforms (ex. hands, wrists, neck, face, etc.)

Body piercings, except for one earring in each earlobe, are not permitted while in school.

Hats may not be worn in the building.

Jackets or coats of any kind may not be worn during the school day and must be stored in your locker.

Students not conforming to certain aspects of the dress code, along with repeated offenses of the dress code, will be sent home and a parental interview required. Dress code regulations are subject to change.

Dress Down Day Dress Code

Throughout the course of the year, there are days in which the students are not required to wear their school uniforms. (School Spirit Days, Walkathon, Dress Down Days, etc. ...) Students are still expected to dress in a manner that adheres to a traditional sense of professionalism, pride and respect. All attire must be appropriate and not cause a distraction or disruption to the academic environment. On regular **Dress Down Days**, students may dress casually. (Jeans, t-shirts, sweatshirts, sneakers) Torn articles of clothing, distressed/ripped jeans, revealing or low cut blouses, bare midriffs, tank or crop tops, clothing with inappropriate words or images are not permitted. Students may **NOT** wear shorts or pants that would be deemed "athletic attire." (i.e. leggings, sweatpants, spandex, etc.)

On **School Spirit Days**, students may wear **official McClancy attire** including t-shirts, sweatshirts, sweatpants or team jerseys.

Consequences for Violations of Rules and Regulations

Detention - The detaining of students after school hours under proper supervision.

Suspension -in-School -The exclusion from classes and school related activities, but not from the building where the student is placed under proper supervision. Students who are suspended are prohibited from participating in extracurricular activities during their suspension.

Suspension -at-home-The exclusion from school property and from all school related activities, for a period not to exceed 10 days. Both types of suspension require a parental conference with school authorities and that the student makes up his school work. Students who are suspended are prohibited from participating in extracurricular activities during their suspension. Any student who has been suspended will be reviewed at the end of the semester regarding his progress. Moreover, any student who has been suspended twice may be dismissed from the school if their actions warrant another suspension.

Probation – The restriction of student's activities to those activities directly related to the teaching-learning situation.

Expulsion – permanent dismissal from Monsignor McClancy H.S.

Administrative Review – The principal and the administration reserve the right to review a student at any time if their actions warrant it and to invoke any of the above penalties based on circumstances.

School's Policy Regarding Penalties

For any infraction of the preceding Rules and Regulations, the student is subject to the penalties imposed by the school. **Any content teacher may keep a student after school for violation of classroom policies. Violations include but are not limited to, missing assignments and disruptive behavior.**

First Offense – usually consists of one or more detentions (ex, lateness, poor conduct, no call or no note for absence, infraction of dress code)

Continued Offenses – makes the student liable for longer periods of detention or more severe penalties.

Failure to Report to Detention (1st time) – will result in additional detention and parental notification.

Failure to Report to Detention (subsequent times) – will warrant a parental interview and may result in suspension.

EACH YEAR THE ADMINISTRATION EVALUATES ALL STUDENTS. THE ADMINISTRATION RESERVES THE RIGHT TO ASK ANY STUDENT TO WITHDRAW IF HE/SHE DOES NOT APPEAR TO BE PROFITING FROM ATTENDANCE AT MONSIGNOR MCCLANCY MEMORIAL HIGH SCHOOL.

PARENTS MUST UNDERSTAND THAT THEIR FAILURE TO MEET OBLIGATIONS AS OUTLINED IN THIS HANDBOOK CAN RESULT IN THEIR SON/DAUGHTER BEING REQUIRED TO WITHDRAW AT ANY POINT IN THE SCHOOL YEAR. THE SCHOOL RESERVES THE RIGHT TO CHANGE POLICIES AND PROCEDURES AS OUTLINED IN THIS HANDBOOK.

Tuition and Fees

Tuition and fees are set by the Board of Trustees and Board of Governors of Monsignor McClancy Memorial High School on a yearly basis. Tuition is payable in advance annually, semi-annually, quarterly or monthly.

Tuition and fees for the 2019-2020 school year are:

Tuition	\$9600.00
Registration	\$350.00
Matriculation fee	\$250.00
Graduation fee	\$375.00

Please remember, no matter what plan option you chose, **the first payment is due by July 1, 2019**. Student schedules for the coming year will not be processed unless the agreed upon payment is received. There will be a **late charge of \$30.00** for payments not received within the month due.

Students will be sent home from school if the tuition payment is not received per the payment schedule by which parents/guardians have chosen. For example, if a payment was due in September and it is not received by the end of the month, the student will not be able to attend classes until that payment is made.

No student may take their final examinations until all financial obligations to the school are satisfied.

Athletics

Purpose

The athletic program strives: to develop a student's ability to think both as an individual and as a member of a group; to improve motor skills; to encourage better health and physical fitness; to instill the desire to excel and succeed; to develop an appreciation of wholesome recreation; to foster high moral and ethical standards; to develop a sense of self-discipline and emotional maturity; to stress high ideals of fairness; to instill high standards of school spirit and loyalty.

Monsignor McClancy H.S. maintains a strong commitment to sportsmanship in every aspect of its athletic program. It is expected that all show respect to opposing teams, game officials and each other while attending or participating in Monsignor McClancy H.S. sporting events. Anyone who violates the ideals of sportsmanship is subject to ejection from Monsignor McClancy H.S. sporting events and any student who violates these ideals is subject to further disciplinary action.

Expectations of Sportsmanship include the following:

- Respecting all persons involved in an athletic event
- Respecting contest officials and their decisions
- Applauding the players and coaches of both teams
- Avoiding derogatory yells, chants, songs or gestures
- Avoiding the use of profanity or displays of anger
- Being a positive, exemplary role model for your team and school.

Behavior

On road trips, athletes must dress appropriately and conform to the grooming policies in the dress code section of the handbook. On the field of competition athletes will conduct themselves in a respectful and cooperative manner, displaying the highest level of sportsmanship. At sporting competitions or traveling to and from such events athletes will conduct themselves in a manner consistent with their status as a Monsignor McClancy H.S. student following all the guidelines for behavior outlined in this handbook.

Eligibility

Monsignor McClancy H.S. requires that each student-athlete maintain an acceptable academic average each quarter and must have received fewer than three failing grades on consecutive progress/report cards. If placed on probation status, a student must attend mandatory tutoring; they may continue to participate under strict academic supervision and with the approval of the Assistant Principal for Academics and the Athletic Director. Students, who have transferred to Monsignor McClancy H.S. from another school, after the ninth grade, must consult the Athletic Director, to determine compliance with regulations that govern transfer students.

Sports

Baseball (B)

Basketball (B/G)

Bowling (Co-ed)

Cheer (G)

Golf (Co-ed)

Handball (Co-ed)

Ice Hockey (B)

Track and Field (B/G)

Softball (G)

Swimming (B/G)

Tennis (Co-ed)

Volleyball (G)

B/Q CHSAA CODE OF CONDUCT

It is the purpose of the Brooklyn/Queens Catholic High School Athletic Association to promote the highest standard of fair play and sportsmanship. Keeping in mind the Christian beliefs of all our schools and promoting this belief through the behavior of our student-athletes, coaches and spectators that is above criticism, we will adhere to the code of conduct as put forth by the by-laws of each sport. The conduct of an athlete is closely observed in many areas of society. Your behavior mirrors totally the educational institution you represent. Your behavior reflects that tradition and the standards of the athletic program. As an athlete you are expected to conduct yourself in accordance with the responsibilities and the obligations listed

1. Treat the opponent with the respect that is due them.
2. Shake hands with opponents and wish them luck before the contest and congratulate them after the contest.
3. Exercise self-discipline at all times: accept officials' decisions and abide by them.
4. Accept both victory and defeat with pride and compassion; be neither boastful nor bitter.
5. Accept seriously the responsibility and privilege of representing the school and community.

Student Life

A Spirit of Community

Encountering Christ in each individual, we build community in our schools through close relationships, shared ministry, and common values. We give special attention to developing a spirit of openness, friendliness, and mutual support.

The McClancy student will find a very active and enthusiastic student body with many clubs, organizations, and athletic activities available at the school. There should be an area of interest for almost any taste.

Activities:

Art Club
Business Club
Campus Ministry
Chess Club
Choral Group
Computer Club
Dramatics (Tyros)
Film Club
Italian Club
Italian Honor Society

International Travel Club
Law Club
Library Club
Media Club
Medical Club
Music Club
National Honor Society
Newspaper (The Sentinel)
Paintball Club
Photography Club

Poetry Club
Science Club
Spanish Club
Spanish Honor Society
Speech and Debate Team
Student Council
Wrestling History Club
Table Tennis Club
Yearbook (The McClancian)

REGULAR SCHOOL DAY

TIME/DAY	1	2	3	4	5	6
8:00	Sign In					
8:27	Warning Bell					
0) 7:50-8:27	Early Morning Classes					
1) 8:30-9:10	A	H	B	H	C	H
2) 9:13-9:53	B	G	C	A	G	B
9:56-10:08	HOMEROOM					
3) 10:11-10:51	C	A	G	B	A	C
4) 10:54-11:34	D	F	E	D	F	E
5) 11:37-12:17	E	D	F	E	D	F
6) 12:20-1:00	F	E	D	F	E	D
1:03-1:06	ANNOUNCEMENTS					
7) 1:06-1:46	G	B	A	C	B	G
8) 1:49-2:29	H	C	H	G	H	A

RELEASE TIME SCHEDULE

TIME/DAY	1	2	3	4	5	6
8:27	Warning Bell					
0) 7:50-8:27	Early Morning Classes					
1) 8:30-9:05	A	H	B	H	C	H
2) 9:08-9:43	B	G	C	A	G	B
9:46-9:56	HOMEROOM					
3) 9:59-10:34	C	A	G	B	A	C
4) 10:37-11:12	D	F	E	D	F	E
5) 11:15-11:50	E	D	F	E	D	F
6) 11:53-12:28	F	E	D	F	E	D
12:31-12:33	ANNOUNCEMENTS					
7) 12:33-1:08	G	B	A	C	B	G
8) 1:11-1:46	H	C	H	G	H	A

ASSEMBLY/LITURGY SCHEDULE

TIME/DAY	1	2	3	4	5	6
8:27	Warning Bell					
0) 7:50-8:27	Early Morning Classes					
1) 8:30-9:00	A	H	B	H	C	H
2) 9:03-9:33	B	G	C	A	G	B
9:36-9:55	HOMEROOM					
9:58-11:08	ASSEMBLY					
3) 11:11-11:41	C	A	G	B	A	C
4) 11:44-12:14	D	F	E	D	F	E
5) 12:17-12:47	E	D	F	E	D	F
6) 12:50-1:20	F	E	D	F	E	D
1:23-1:26	ANNOUNCEMENTS					
7) 1:26-1:56	G	B	A	C	B	G
8) 1:59-2:29	H	C	H	G	H	A

GRADUATION REQUIREMENTS:

REGENTS/SCHOOL DIPLOMA

A Monsignor McClancy Memorial High School diploma is awarded to a student who has successfully completed four (4) years of study and who has met each of the following requirements of Monsignor McClancy Memorial High School and the New York State Education Department:

COURSES:	Religious Studies	4 credits (3½ credits of coursework & 75 hours of service*)
	English	4 credits
	Social Studies	4 credits (Global 1 & 2, American History, Civics)
	Science	3 credits (3 lab sciences required)
	Mathematics	3 credits
	Fine Arts	1 credit (½ credit earned for each course)
	Health Education	½ credit
	Physical Education	2 credits (½ credit each year for 4 years)
	World Language	2 credits
	Elective Courses	4 credits

REGENTS EXAMS IN THE FOLLOWING:

English
Global History and Geography
U.S. History/Government
One Math (Algebra, Geometry or Algebra 2/Trigonometry)
One Lab Science

Requirements for a Regents Diploma with Advanced Designation- 65 or better on the exams below.

Requirements for a Regents Diploma with Advanced Designation with Honors (Must have over a 90 average on all of the below Regents exams)

Students who pursue a qualified 5-unit sequence in Art or Music may substitute that sequence for the World Language requirement below.

English
Algebra, Geometry, Algebra II
Global History and Geography
U.S. History and Government
Living Environment and only one of Earth Science, Chemistry or Physics
3 credits of World Language Followed by Locally Administrated exam

**As a Catholic high school, we challenge our students to live out the Gospel of Jesus in the spirit of the Brothers of the Sacred Heart by sharing their gifts and talents with others. All students are expected to participate in our service program. Students can work either alone or together on projects focused on youth, the elderly, the sick, the homeless, the environment, the parish, or our school. Over their four years of high school, students are required to complete a total of at least 75 hours of service. Seniors are required to submit their final forms recording Service Hours by April 1 of their graduation year.*

