

**2017 - 2018**

**Student Handbook**

**John A. Coleman Catholic  
High School  
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**[www.ColemanCatholic.org](http://www.ColemanCatholic.org)**

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## **Mission Statement**

The mission of John A. Coleman Catholic High School is to provide a faith based, comprehensive college-preparatory education in an inclusive community.

## **History**

In the winter of 1966, His Eminence Francis Cardinal Spellman, Archbishop of New York, announced that a co-educational Catholic high school, to serve the Kingston area, would open in September under the direction of the Sisters of St. Ursula. Named in recognition of John A. Coleman, an outstanding Catholic layperson of the Arch - diocese of New York, the new high school was temporarily located at the former Academy of St. Ursula School and opened at the new campus on September 4, 1968.

On June 12, 2001 John A. Coleman Catholic High School was re-chartered by the Board of Regents of the New York State Education Department as an independent Catholic high school governed by an elected Board of Trustees which welcomes students of all racial, ethnic and religious backgrounds and intentionally provides instruction to honor the traditions of our students.

## **Philosophy**

John A. Coleman Catholic High School is an academic secondary school with college preparatory, general academic, art, and business programs. It is dedicated to the principle of Christian Education of our youth in the fullest sense. Its curriculum is strongly founded in and focused on the Liberal Arts tradition and attempts to realize the potential of individual students.

The faculty and staff of John A. Coleman believe in and are dedicated to the work of Christian Education. We hold that education

is an on-going process, through which individuals are developed and enriched in all their powers, spiritual, intellectual, physical, emotional and social, and are thus directed on the path to the responsible fulfillment of these powers.

The purpose of John A. Coleman Catholic High School is to provide a pervading Christian atmosphere of personal faith, joy and hope. This atmosphere will assist our students to grow in every facet of their personalities so that they may become individuals capable of responding with all their talents to authentic Christian values of justice and peace.

We believe that based on Christian charity, a mutual trust and personal concern will be exhibited on the part of the faculty and staff in their own interactions and in their relations with the students. We believe that this atmosphere will foster that balance between freedom and the necessary discipline, which has as its ultimate objective, the self-discipline of the individual student.

Aware that the school is but one means in the total education of our students, we seek to involve the parents actively in our task by providing means of consultation and by seeking their cooperation and help in our efforts to aid their children in any way which will benefit them.

Our ultimate purpose in all work is to help the students become responsible, well adjusted and knowledgeable people, with a sense of responsibility to God, themselves, their neighbor and the society in which they live.

As an independent Catholic school, we base not only our educational purposes, but also all our activities on the Christian teaching of the essential equality of all persons as rooted in God as our loving parent.

## **Beliefs**

Respect, Responsibility, Religion

## **Accreditation**

John A. Coleman Catholic High School is chartered by the Board of Regents of the State of New York Education Department, is accredited by the University of the State of New York, by the national accreditation agency AdvancED, and is supervised by an independent Board of Trustees. Coleman also holds membership in several national, regional, state, local and Catholic educational, library, publication and athletic associations. Coleman is a member of the Mid-Hudson Athletic Association and the Mid-Hudson Teacher Center Consortium.

## **Parent Association**

Membership in the Parent Association is open to all parents and guardians of students attending the school, alumni, faculty members, and friends interested in the school.

## **ACADEMIC GUIDELINES**

### **Program of Studies**

The program of studies at Coleman is designed to facilitate the learning of college-bound students. The core curriculum is a sound preparation for college while the elective program provides for individual differences and interests among students. Academic success is the priority for all Coleman students. Every student is expected to attend classes properly prepared, with necessary writing materials, books and completed homework. Please see Coleman's website or speak with a guidance counselor for specific information concerning each grade level's course of study.

### **Academic Assistance/Probation/Remediation**

Each student is encouraged to seek extra help from classroom teachers whenever the student feels a need. Please contact the teacher directly to establish a time and place for such assistance.

Students who are failing two or more subjects based on the five-week progress report or quarterly report card will be placed on academic

probation and are ineligible for extra-curricula activities until their status is reviewed at the next marking period. Certain ineligible students may continue to participate in the Student Activities Program under conditions listed in the Eligibility Policy. A parent conference may be required for students who are placed on academic probation. The purpose of academic probation is to provide direction, support and remediation for students who are not experiencing academic success.

Teachers may require a student to attend extra help sessions whenever the teacher feels a student requires extra help. Extra help is offered for the benefit of all students needing assistance, and it is up to the student to accept this offer. The teachers' doors are always open.

### **Christian Community Service Program**

Coleman students are required to give service to the local community. Each senior must complete thirty hours of approved community service during his/her senior year. All other students must complete ten hours of approved community service each year.

### **Passing Grade**

The minimum passing grade is 65. A student must have at least a 65 as the final average in order to pass the course for the school year.

### **Failures**

Students who fail two or more subjects for the year are expected to meet with the Principal or Guidance Counselor and parents to develop a remedial plan. All course failures must be made up in summer school. Any exceptions must be approved by the administration.

### **Final Average**

The final average is computed using the following formula weights: 20% for each quarter and 10% each for the mid-term and final exam. In the case of half-year subjects, both quarter grades and the exams are averaged. The final exam for the course **MUST** be taken to obtain course credit.

## **Honors**

Honor lists are determined by the Quarterly Average of each student and are published each quarter.

**Principal's List:** 95 or above average with no grade lower than 90

**First Honors:** 90 or above average with no grade lower than 85

**Second Honors:** 85 or above average with no grade lower than 80

## **Incomplete**

The grade of Incomplete (I) is not given on a report card unless warranted by a serious medical situation or other extraordinary circumstance. An incomplete becomes a failing grade if it is not made up by a specified date.

## **Midterm, Final and Regents Examinations**

All students are expected to be present for assigned midterm, final and/or Regents exams. A student who is ill for one of these exams must present a doctor's note in order to be excused from the exam. Students without a doctor's note will be considered unexcused and receive a failing grade for the exam. Regents exams have **NO** makeup days. Scheduled Regents exams are canceled for the day whenever school closes for inclement weather or other emergency.

## **National Honor Society**

Admission to this society is recognition that the inductee has shown superior scholarship and has been recommended for the society on the basis of the qualities of Scholarship, Leadership, Service and Character. The criteria are as follows:

Scholarship: Maintain a 90 average; Leadership: taking the initiative in class or at school activities to place oneself in a leadership role; Service: volunteer in the community helping those who are in need; Character: what makes us different, to make or do the right thing in different situations. The first opportunity for evaluation is in the fall of junior year. All members are reevaluated each year at the completion of the Fourth Marking period. Students must receive an average of 90 or greater to be considered for induction.



## **Program Change**

The following procedure is followed in the event a program change is required:

- The request should be made by the end of the summer.
- The student must complete the appropriate course change form.
- The student's teacher, parent and guidance counselor must sign the form.
- Course changes are not permitted after the first two weeks of school unless it is considered necessary by school officials.
- Students are expected to choose another course when making a program change.

## **Progress Reports**

Parents are notified of academic progress/deficiencies at the midpoint of each marking period through the Parent Portal. Please check the school calendar for exact dates.

## **Rank**

The student's class ranking at the end of each year represents the student's class standing based on his or her career average. The valedictorian and salutatorian in their senior year are selected based on their career average after the second quarter in the senior year. *Students must have attended Coleman for five semesters prior to selection to be considered.*

## **Regents Grades**

Regents grades are entered in percent form on the report card and may be used for the final grade. If a student fails a subject for the year but passes the Regents examination in that subject, the Principal, in his or her discretion, may grant course credit.

## **Report Cards**

Report Cards are issued after each of the four marking periods.

## **ATHLETIC/ EXTRA-CURRICULAR PROGRAMS**

Athletics and extra-curricular activities form an integral part of school life. Students are encouraged to participate in a sport and/or clubs of their choice. Sports are a wonderful opportunity to build camaraderie, to strengthen the body and mind, and to have fun. Clubs allow students to share their talents with others who have similar interests. Students may select from a broad range of sports and clubs that are listed on our website.

Student participation in extracurricular activities is governed by compliance with the school's Eligibility Policy. Only those students in good academic standing and demonstrating good citizenship may represent Coleman High School. As academics are more important than extra-curricular, students should concentrate on their studies alone if they are having difficulty managing both.

### **ELIGIBILITY POLICY**

All students are encouraged to participate in the Student Activities Program. Activities include student organizations, class activities, music and theatre productions and athletics. The following eligibility policy has been established in order to maintain a balance between academic responsibilities and extra curricular interests.

A student will become ineligible on the day of an activity due to:

- An unexcused absence from school
- Unexcused lateness to school
- Arrival to school after 10:00am
- Failure to serve an assigned administrative detention
- Must be in attendance for at least 5 consecutive hours

Ineligibility may be imposed by the administration for a period of time due to:

- Academic, discipline or tardy/attendance problems
- Incidents of disrespect or poor sportsmanship bringing dishonor to the school
- Failing courses and not attending the "Twice per Week" after school help program

## **“TWICE PER WEEK” AFTER SCHOOL HELP PROGRAM**

In order to encourage students who are on academic probation to obtain assistance, students may continue to participate in activities in which they are enrolled on the following basis:

- He or she may not be failing more than two classes.
- The student must establish a written schedule to meet with teachers for extra-help at least twice per week and submit the schedule to the Dean of Students for approval. The days are to be divided among the courses the student is failing.
- The student’s status will be reviewed weekly.

A student who fails to meet the above conditions immediately becomes ineligible and remains ineligible until his or her status is reviewed after the progress report or the end of a marking period.

## **STUDENT GUIDELINES**

The high school years represent a period of crucial growth and students’ reactions to the adolescent period varies. We believe that guidelines and steps in disciplinary procedures are necessary to help all students develop an attitude of responsibility. We recognize that all disciplinary situations cannot be handled in exactly the same manner; there may be circumstances that will necessitate variation in procedure. However, stated guidelines and recommended steps in procedures will lead to consistency as we work with students and parents.

### **Acceptable Use Policy (AUP)**

Access to computer, network, and Internet equipment and software at John A. Coleman High School offers students an almost un-limited source or resource of information to support their educational development. Under staff supervision, students will have the privilege of searching the Internet for expert resources. But with the use of these powerful tools comes a great responsibility. Access to these resources is a privilege, not a right. Students are advised that some Internet sites may contain offensive or inappropriate information, messages and

pictures. These sites are not appropriate for an educational setting. Coleman High School does not condone or permit the use of such material. Therefore, access to the Internet is only on the condition that a student agrees to be accountable for appropriate use of resources. In addition to all information and technology security policies, guidelines, and procedures that govern computer and network use at Coleman High School, the following statements guide acceptable use of Internet resources by all high school students.

- Students must not use equipment or facilities in a way that is inconsistent with the guidelines in this Student Handbook that govern student behavior at Coleman High School.
- Students must not damage or mistreat equipment or facilities under any circumstances.
- Students must not intentionally waste computer resources.
- Students may not use school computers except for educational purposes. (no e-mail, on-line chats, shopping, music or social networking sites e.g. Twitter, Facebook, Instagram, Snapchat, etc.)
- Students must not employ the network for personal financial gain or commercial purposes.
- Students must not violate regulations prescribed by our network provider.
- Students must not engage in practices that threaten the integrity of the network (e.g. knowingly download files that contain a virus.)
- Students must not write, use, send, download, or display obscene, threatening, harassing, or otherwise offensive messages or pictures, including pornography.
- Students must not use the equipment or network for any illegal activities, including the violation of copyright laws and/or software piracy.
- Students must not load or copy any software or other programs on to or from school equipment.
- Students must not use anyone else's account and password, nor may a student share their account with others.
- Students must not trespass into or in any way alter someone else's folders, documents, or files.

- Students must not disclose anyone's personal information (e.g. address, phone number or any other confidential information), including their own, or that belonging to a fellow student, community, family, or staff members or make unauthorized use of John A. Coleman High School's name.

Students, who violate any of the above conditions, will be subject to the suspension or termination of their Internet and computing privileges as well as other disciplinary actions as determined by the Principal or Dean of Students. Students are advised that files and communications can and will be monitored in an effort to maintain system integrity and to en-sure responsible use. Students should not under any circumstances expect that messages or files that are created, modified, transmitted, received, or stored on school equipment are private.

### **Activities**

Students are encouraged to participate in after school activities including clubs, sports and extra-help sessions offered by teachers. Organized activities have specific meeting places, moderators, coaches and meeting times. Students who remain after school should not be in areas of the building unless supervised by a faculty member. Students remaining in the building after 3:30pm must wait in the cafeteria. All other parts of the school building are off limits. Parents must arrange for prompt transportation. The school will not be responsible for students after the official end of daily activities.

### **Announcements and Prayers**

Students are required to stand, respond appropriately to prayers, say the pledge and carefully listen to daily announcements as they are read during homeroom. Students must pay careful attention to all other announcements made during the day.

### **Attendance**

Students who are absent from school or classes ten days or more per semester or twenty days or more for the year may be denied course credit.

## **ABSENCES**

Please follow the procedure below when a student is absent.

- A parent or guardian **must** notify the school office by phone before 9:00 a.m. ON THE DAY the student is absent.
- When the student returns to school he/she must present a note to the homeroom teacher written by the parent explaining the absence. The note must be signed by the parent or guardian and state the dates and reason for the absence. A standard absence note may be found at [www.ColemanCatholic.org](http://www.ColemanCatholic.org).

Parents and students are reminded that they are subject to the provisions of the Education Law regarding absence. There are seven reasons for an excused absence according to the State Attendance Code: personal illness, critical illness or death in the immediate family, extremely bad weather, impassable roads, recognized religious holidays, required attendance at court, and quarantine. Any other reasons for a student being absent from school other than the seven listed above will be considered an unexcused absence.

An absence due to a family vacation is considered an unexcused absence and is strongly discouraged. Such an absence should be brought to the attention of a school official before the fact. Any absence that has not been explained in writing within five days of the absence will be recorded as unexcused.

Students absent from school have the responsibility of contacting other students for all assignments and checking with teachers for make-up assignments. If a student will be absent for more than three days, his or her parents should phone the Guidance Office to inform them, and check the parent portal for assignments. Please make arrangements to pick up these assignments. A pattern of attendance problems will merit a conference with the parents and the possibility of attendance probation, suspension or dismissal.

**ATTENDANCE PROBATION:** A student will be placed on attendance probation if he or she has developed a significant attendance

problem. The terms of the probation will be stated in a written attendance contract that the student and parent will sign. The status of attendance probation will be reviewed at the end of each marking period. The school reserves the right to file an Educational Neglect Report if the attendance situation warrants.

**LATENESS TO SCHOOL:** Whenever a student is late for school the student must:

- Report directly to the main office upon his or her return;
- Present a note on the day of or day after the lateness signed by a parent, stating a legitimate reason for being late.

Lateness to school is excused for the same reasons as an excused absence (see above). ***All other lateness is considered unexcused and will result in a detention being issued.*** A parent conference may be necessary if the lateness problem cannot be corrected. Students who drive to school and have a pattern of lateness will be.

**LATENESS TO CLASS:** *Any student who is not in his or her homeroom or classroom when the period begins is late.* Any discussion of why the student was late will take place after class or at the end of the school day. If the student does not have a valid late pass, the student will be issued a detention. A student must present a pass issued by a teacher who detains the student stating that such was the case. *If a teacher is late for class, it is obligation of the students in the class to inform the Main Office five minutes after class was scheduled to begin.*

**EARLY DISMISSAL FROM SCHOOL:** Students are expected to attend classes on a daily basis. *Appointments during school hours should be avoided.*

The following procedure is followed if a student must be excused during the school day.

- A note must be written by a parent/guardian stating the reason and requested time. Notes should indicate if the student will be returning to school following the appointment.
- Students must present the note in the main office before

- classes begin and a dismissal slip will be issued.
- Students must sign out before leaving school and sign in when they return.
  - A family member must pick up a student who needs to return home early due to illness. Alternatively, with his or her parent's permission, the student may take a cab.
  - A senior, who has a LAST period study hall, may be allowed to leave school with parental permission. (The school is not liable for any action once a student leaves school.)

### **C**AFETERIA

All students are to report to the cafeteria during their scheduled lunch period. With the exception of the senior lounge, no food or drink is to be brought beyond the cafeteria at any time nor should any food or drink be consumed on the 2<sup>nd</sup> floor. Tables are to be left clean. Students are responsible for disposing of trash in the appropriate containers. Failure to comply with cafeteria regulations will result in appropriate disciplinary action.

### **C**CARE OF SCHOOL PROPERTY

All members of the school community are requested to assume the responsibility of keeping the school building and grounds free from litter. Any accidental damage through the fault of the student must be reported with the student sustaining the cost of repairs. Acts of vandalism against the school or school property will be dealt with severely. Restitution to correct such vandalism will be charged to the student and his/her parents.

### **C**OLLEGE COURSES

Permission to take college courses will be issued under the following circumstances:

- Religion, English, Government and Economics, Physical Education are taken at Coleman High School during the regular high school day.
- Courses are bona-fide college level and do not replace those which are offered at Coleman High School;



- Students have the appropriate number of accumulated diploma credits.
- Christian Service requirement will be satisfied to the specifications of the program supervisor.
- Full tuition to Coleman Catholic must be paid in addition to any college expenses.

The student is responsible to ensure that grades for college courses be forwarded to Coleman Catholic and to provide Coleman with a course description of each college course taken. Courses may be taken at the following colleges: UCCC, Marist, SUNY at New Paltz, Mt. St. Mary's, and Bard as approved by the Principal.

### **COLLEGE VISITS**

Seniors are encouraged to arrange college visits on days school is not in session. However, in some cases it may be necessary to schedule a college visit during school time. The Guidance Department may approve a maximum of two visits. Seniors must obtain the college visit form from Guidance and return it at least one full day before the scheduled visit. Parental authorization and/or a copy of the college's appointment notice should accompany requests.

### **DAILY PERIOD SCHEDULE**

The Daily Period Schedule may be found as Appendix A.

### **DISCIPLINARY ACTIONS**

#### **DETENTION**

The Dean of Students assigns all Detentions. It is conducted after school and will be served with the Dean from 2:45 – 3:30pm. Notice of Detention will be given and a student must arrange transportation home after Detention. The assigned Detention must be served on the day assigned before extra-curricular activities are attended, unless an away event necessitates leaving before 3:30pm. It is up to the discretion of the Dean to make that determination. Missed Detention without permission will incur additional disciplinary action.

#### **SUSPENSION**

An infraction of school rules may be serious enough for an administrator to suspend a student from classes. A suspended student is one from whom the privilege of attending school or school related activities has been temporarily withdrawn as a disciplinary measure. Suspension may be in or out of school at the discretion of the administrator. Any student receiving a suspension (in or out-of-school) will *not* be allowed to participate in ANY event the day of the suspension. A suspended student is personally responsible for any missed schoolwork. Making up a missed test is at the teacher's discretion. *A parent conference will be required before the student is readmitted to classes.*

#### **PROBATION**

A student whose attitude or actions warrant very serious attention will be placed on probation. Probation means that the student is in imminent danger of being dismissed from the school. An administrator will draw up a contract outlining the terms of probation. A weekly progress report may be used to evaluate the student's progress during probation. The student's continued attendance at Coleman will be evaluated at the end of the probationary period.

#### **EXPULSION**

Expulsion is dismissal from school for grave reasons. This is the last resort used by the Principal. Any student whose conduct on or off school grounds seriously damages the reputation of the school or brings dishonor to the school or whose conduct endangers the physical or moral welfare of the student body may be expelled. This rule applies to incidents of serious concern, and to students charged with a misdemeanor or felony, whether on or off school grounds and before, during, and after school hours.

#### **DRESS CODE**

Coleman High School maintains the right to establish a policy for dress for its students. The dress code is designed to establish habits of neatness, good grooming and hygiene that reflect the standards of the school. It is also designed to establish pride in personal appearance. Please see the Coleman website for a copy of the code and to view a PowerPoint presentation that more fully explains the code and provides

samples of appropriate and inappropriate dress. A printed copy of the code may be obtained by calling the main office at 338-2750 or from [www.ColemanCatholic.org](http://www.ColemanCatholic.org).

## **D**RUGS AND **A**LCOHOL

Any student who has been using drugs or alcohol is encouraged to seek help from school officials. The school, through its counseling program and referrals to outside agencies, will try to work with the student to help fight and overcome dependency.

That being said, it is imperative to have clear sanctions concerning the use of alcohol and controlled substances. Therefore, any student who is found under the influence of, or found consuming, possessing, buying or selling controlled substances in the school building, in the vicinity of the school or at any time when the student is accountable to Coleman High School for their conduct must be prepared to accept the following:

- Anyone providing, distributing, sharing or selling controlled substances in any form will be expelled from school and is subject to arrest by the police.
- Anyone determined to be under the influence of, consuming, using, and possessing alcohol or any controlled substance will lose school privileges and will have his/her parents appear in school for an administrative conference. Counseling may be required.
- The offense for consuming, using or possessing controlled substance or alcohol may result in dismissal from the school.

## **E**LECTRONIC **E**QUIPMENT

Smart phones, I-Phones, I-Pod and similar devices are not permitted in the classrooms unless they are used as part of a class or school project. Students are advised to keep all personal entertainment equipment locked in lockers for the entire day. Such devices may be stolen and they interfere with the educational process.

Teachers may confiscate any equipment brought to the classroom. Cell phones are permitted in school; however, *they may only be used in the*

*cafeteria during lunch* and they must be turned off at all other times during the school day from 8am until last bell at the end of the day.

Each student is responsible for the use of his or her electronic device. If a student loans his or her electronic device to another student who uses it irresponsibly, both students share in that irresponsibility and the penalty of inappropriately using the device.

### **E**XTRAORDINARY EXCLUSION

Students who make application for entrance to Coleman High School must understand and agree that the school reserves the right to exclude them at any time if their conduct, attitude, or academic standing is regarded by the administration as undesirable. It is understood that the administration or faculty shall not be liable for any exclusion. **The school maintains its right to terminate its relationship with the student if there is any data pertaining to a student's educational and/or behavioral history that is withheld by the parent or guardian at the time of enrollment.** Students at Coleman High School are expected to maintain a standard of attitude and behavior that reflects positive human and Christian values. The school reserves the right to exclude students who consistently fail to meet these standards.

### **F**IRE DRILLS

Fire drills are called with or without prior notice. Students nearest the windows in a room will close them and all students will exit the building quickly and quietly without running. Absolute silence must be kept throughout the drill.

### **G**UIDANCE

The guidance department is committed to helping students reach their full academic and personal potential. The guidance counselors focus on three areas including: providing academic support, college/career exploration, and social/emotional counseling. Throughout the school year, students will meet with their counselor both individually and in groups. Additionally, guidance counselors help to collaborate between parents, teachers and students. Our foremost concern is to be available to the students.

## **HALL LOCKERS**

Lockers are the property of the school and can be inspected or searched at any time. All lockers will be locked to begin the year. Students will pay a \$5.00 fee and be assigned a locker. Students are responsible for any items found in, or damage caused, to their lockers. Locks are to be re - turned at the end of the year. Students will be charged an additional \$5.00 for a lock that is not returned at the end of the year. Only locks obtained from the school may be used. Any unauthorized locks will be cut off the locker. It is recommended that locks be used at all times.

## **HALL PASSES**

Passes are restricted to those in the agenda planner and those issued by: Teachers, Nurse, Guidance, ADDAP Counselor, Main Office, and Dean's Office. **No student is to be in the corridors during regular class periods without a proper pass.**

Students who wish to see a teacher, guidance counselor or an administrator must arrange to get a pre-signed pass for the time of the appointment. The pass must be shown to the student's subject teacher **BEFORE** going to the appointment.

Any student who is detained by a teacher at the end of a class must be issued a pass to present to his/her next scheduled teacher.

## **HARASSMENT**

A copy of Coleman Catholic's Harassment policy is available in the main office.

## **HEALTH OFFICE**

To see the nurse, please follow this procedure:

- Come for first aid immediately following an injury.
- Be sure that an accident is reported to the faculty member in charge of the activity at the time of the accident so that a written accident report can be filed with the nurse.

***Please report to the Main Office whenever the nurse is unavailable.***

**Medication**

There are no medicines, including aspirin, stocked in the Health Office. If a student is on prescribed medication, he/she must bring a note from the parent and the doctor. All prescribed medication must be stored in the Health Office.

**HOMEROOM**

Each student is assigned a homeroom and must report for attendance, prayers, pledge, and announcements. This may be their first period classroom. Students who are involved in student activities may be called to committee meetings during homeroom. School and class business will generally take place during homeroom.

**LEAVING SCHOOL GROUNDS**

Students are not allowed to leave the school building or grounds from the time they arrive in the morning to the time they are dismissed from school in the afternoon without permission from an administrator.

Students may not leave the campus between exams scheduled for days in January and June without administrative approval.

Seniors eligible for senior privileges may sign-out during their lunch period with written parental permission and administrative approval.

**LIBRARY/MEDIA CENTER**

Students are encouraged to use the Library/Media Center. Students using this facility during study hall are required to get a pass from the subject teacher, study hall teacher, or library/media specialist prior to the time of the study period.

**LITURGICAL SERVICES**

Liturgy is a way for our students to pause in the middle of a hectic academic week and grow closer to God. It is a privilege and a pleasure to worship and our desire that our students realize and understand how important this is. Liturgy includes Mass and Retreats when offered.

## **L**OCKER ROOMS

The locker rooms are for use for Gym classes during the school day. After school, athletes may use the locker rooms **ONLY** when their coach is present. All coaches are responsible for opening and locking the rooms after games and practices.

## **L**OST AND FOUND

Lost items may be claimed at the main office. Students should turn in found items immediately to the Main Office. Unclaimed items will be donated to charities periodically. The school assumes no responsibility for lost or stolen items.

## **O**FFICE HOURS

The school office will be open Monday to Friday from 7:45 am to 3:30 pm. Appointments to see administrators or teachers must be made in advance.

## **P**HYSICAL EDUCATION

Four years of Physical Education is required of all students. State law mandates Physical Education classes; attendance is compulsory unless a note certifying physical disability is presented to the school nurse prior to the first period on the day of the scheduled P. E. class. If the nurse is not in school, the note should be brought to the Main Office. An excuse for more than one day may require a doctor's note. Students are expected to bring gym clothes and sneakers with them to class. Students should lock their belongings in the locker room lockers during class time only. Locks should not be left on during the day. Each student will provide his or her own lock for class.

## **S**CHOOL CLOSINGS/DELAYS

In case of inclement weather, Coleman High School will close or delay when the Kingston City Schools close or delay. However, for safe travel, students living outside the Kingston City School District are to follow the school closing or delay bulletins of the district in which they reside. Since Coleman runs an odd-even day cycle schedule, the school will repeat the missed cycle day on the very next school day.

Student drivers who reside in a district that closes early due to inclement weather may leave Coleman when the Main Office announces the time to leave.

### **SCHOOL OBLIGATIONS**

Report cards, diplomas, transcripts and school records will not be released if school obligations have not been fulfilled. These obligations include but are not limited to: tuition and financial payments, textbook, library or uniform returns. Students will not be permitted to sit for mid-term or final exams, or attend proms, trips or similar activities if financial obligations are past due. Students who are three months in arrears with school obligations are subject to suspension from classes. All obligations are to be cleared by June 1<sup>st</sup> of each year.

### **SCHOOL TRIPS**

The Principal must approve all extracurricular trips, tours and excursions. All literature concerning trips will clearly indicate sponsorship by John A. Coleman High School as well as the faculty moderator of the trip. All school regulations are in effect during school trips. A signed parental permission form from the school is required. Student rosters for trips will be presented to an administrator for approval. Students are to be in dress code while they are on a field trip.

### **SMOKING**

Smoking or carrying a lit tobacco product within the school building or on school grounds is not permitted. Smoking is injurious to health and is a fire safety hazard. Coleman High School is covered under the provisions of the Clean Air Act and New York State public health codes. Students are not permitted to have tobacco products, lighters or matches in their possession while in school. Students who are caught smoking or with these items will be subject to disciplinary action.

### **USE OF THE SCHOOL NAME, LOGOS AND MOTTOS**

No one may use the school name, logo or motto on any type of social media or in any other way, e.g. putting the name on tee shirts or websites, without the express written consent of the principal.



## **S**TUDENT CODE OF CONDUCT

Coleman High School's ultimate goal is to teach students to show respect and compassion for those around them, to encourage them to do their best in everything they attempt, to allow them to excel in their studies by providing them with tools and assistance in the form of caring educators, and to instill in them a passion for learning and a love of God. We wish to help students develop self-discipline and to teach students how to take responsibility for their actions. Student conduct in the classrooms, corridors, cafeteria, library, and gymnasium and at school sponsored or public activities must bring honor, esteem, and prestige upon the student and Coleman Catholic High School.

Conduct that is detrimental to the reputation of the school, whether occurring inside or outside of the school or school programs, can result in disciplinary action, including dismissal from the school.

### **Progressive Discipline**

Progressive discipline is a system of discipline where the penalties increase upon repeat occurrences. As the number of incidents increase, so do the minimum penalties. However, when a student is involved in an incident that is particularly onerous, or the number of incidents is numerous, the student may be suspended or dismissed from the school.

### **Interpersonal Relationships**

Coleman students are expected to show respect toward faculty members, staff and fellow students at all times. Each student has an obligation to respect the rights of others.

The school encourages an atmosphere of ethical and moral behavior and of non-violent and peaceful conflict resolution.

Behaviors, such as those listed below, are contrary to the principles of Christianity and are subject to appropriate administrative actions including suspension and possible expulsion.

### **Conduct Unbecoming**

Conduct unbecoming is a phrase used to refer to behavior considered dishonorable. This includes among others, bringing public disgrace on

the school, rowdy conduct detrimental to the school, insolence to a teacher or administrator, rebellious or negative attitudes expressed to a teacher or administrator, repeated disregard for school rules including but not limited to dress, parking, lateness to or cutting class or detention.

**Damaging School Property**

Parents are liable for the damage their student intentionally causes and the student is subject to appropriate administrative actions.

**Dishonesty - Cheating:**

Cheating is the act of giving or receiving information on tests, quizzes, and/or assignments of any kind whether or not they are graded. The person giving the information is as culpable as the person receiving the information.

**Dishonesty – Forgery**

Forgery is an illegal modification or reproduction of an instrument, document, signature, or any other means of recording information.

**Dishonesty – Lying**

Lying is intentionally misrepresenting the truth. Coleman Catholic students are expected to be truthful and ethical. Lying severely damages the reputation of the liar and makes the person unreliable and not credible.

**Dishonesty - Plagiarism:**

Plagiarism is representing as your own work the ideas or work of others or closely imitating the ideas or work of others.

**Dress and Speech**

In their dress and speech, students are expected to represent Coleman Catholic in a positive manner both in and out of school.

**Fighting**

Fighting, on or off school grounds, hinders the development of a culture of respect, disrupts the educational environment and presents a hazard to the safety and well being of others.

**Harassment**

Harassment is behavior intended to disturb or upset another. Bullying is a form of harassment. Fraternity and clique activities such as hazing, vandalism, intimidation and hate-language are also forms of harassment and can also be perpetrated electronically.

**Insolence**

Insolence is contemptuously rude or impertinent behavior or speech.

**Intimidation**

Intimidation is to force into or deter from some action by inducing fear.

**Profanity**

Profanity means a word, expression, gesture, or other behavior which is socially constructed or interpreted as insulting, rude and vulgar or desecrating or showing disrespect.

**Public Display of Affection**

Excessive displays of affection between students are not permitted on school property, in the vicinity of the school and while engaged in school events and activities.

**Truancy**

Truancy is any intentional unexcused absence from school.

**Weapons/Fireworks**

No weapons or fireworks of any kind may be carried in school. There will be police involvement as well as school discipline.

**SENIOR PRIVILEGES**

There are four privileges extended to eligible seniors who have filed a parental permission form. They are: Permission to leave school during the lunch hour; Permission to extend the lunch period to include a before or after lunch study hall but not both; Permission to leave school early from a scheduled last period study hall; Permission to use the Senior Lounge during a scheduled study hall. Each senior who is failing two or more subjects at the end of five and ten week marking periods is ineligible for senior privileges.

Every senior's eligibility will be re-evaluated after each five and ten week marking period.

### **STUDY HALL**

Study hall is expected to operate in the same manner as a normal classroom. Students are required to come to the study hall prepared to work/study/read for the entire period. An attitude of quiet and seriousness is required. Students may use the library during study hall. Study hall teachers have the right to issue assignments to any student who has no apparent work to do during the study period. Any student who is late to study hall will not be permitted to go to the library.

### **TELEPHONE**

Student use of telephones including cell phones is limited to lunch periods and before and after school. Phone use is to be reserved for communicating important messages. Students who must contact their parents during the school day shall report to the Main Office.

### **TEXTBOOKS**

Textbooks are provided for students through the local school district. Textbooks are the property of the public school and must be returned to Coleman Catholic at the end of the school year. Any student who has lost or damaged a textbook is responsible for paying the replacement cost of the book. Report cards or transcripts will not be issued to students who do not make restitution for lost or damaged books. It is expected that all textbooks issued to students will be covered.

### **TRANSPORTATION**

Students who live within fifteen miles of Coleman High School are entitled to transportation through their local school district. Requests for transportation must be filed with the school district by April 1<sup>st</sup> of each year. The process for filing will begin at Coleman in early March. Transportation arrangements are made through the transportation office of the school district in which the student resides. Late buses are not generally available.

## **V**EHICLES

Student drivers must register their cars with the Dean in order to receive a parking permit. Parking on school grounds is prohibited without the required permit displayed. The first permit issued to each student is free. Students will be required to return the permit at the end of the school year. There will be a \$5.00 fee to replace any permits lost and/or not returned in June.

The Board of Trustees requires the following information to be collected: year, make, model, color, and plate number of each vehicle the student intends to park at the school. In addition parents are required to provide the names of any other student their student is allowed to drive to and from school. Those passengers must have permission slips from their parents. Students are NOT permitted to drive fellow students from school during the school day. It is each student's responsibility to update the vehicle information that is kept on file at the school should the student change cars for any reason or if the student intends to transport anyone else to school.

**Remember – driving to school is a privilege. Be responsible in your parking and driving habits.**

## **V**ISITORS

Only persons who have official business with the school will be permitted to be on the school campus during school hours. Students are reminded that friends may not visit them at school. Visitors who have the approval of the Administration must sign in at the Main Office. All visitors must use the front entrance of the school.

## **Summary Statement**

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

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

*Students attending Coleman High School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at Coleman High School surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been*

*assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks or lockers.*

*Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any of their agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at Coleman High School agree to and accept the school's rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student's enrollment at the school or termination of that enrollment.*

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

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

**Appendix A**  
**Daily Time Schedule**

<b>Period</b>	<b>Daily</b>	<b>1-Hour Delay</b>	<b>2-Hour Delay</b>
<b>HR</b>	<b>8:00 – 8:10</b>	<b>9:00 – 9:10</b>	<b>10:00 – 10:10</b>
<b>A 1</b>	<b>8:10 – 8:51</b>	<b>9:10 – 9:44</b>	<b>10:10 – 10:37</b>
<b>B 2</b>	<b>8:54 – 9:35</b>	<b>9:47 – 10:21</b>	<b>10:40 – 11:07</b>
<b>C 3</b>	<b>9:38 – 10:19</b>	<b>10:24 – 10:58</b>	<b>11:10 – 11:37</b>
<b>D 4</b>	<b>10:22 – 11:03</b>	<b>11:01 – 11:35</b>	<b>11:40 – 12:07</b>
<b>E 5</b>	<b>11:06 – 11:47</b>	<b>11:38 – 12:12</b>	<b>12:10 – 12:37</b>
<b>Lunch</b>	<b>11:47 – 12:23</b>	<b>12:12 – 12:44</b>	<b>12:37 – 1:05</b>
<b>F 6</b>	<b>12:26 – 1:07</b>	<b>12:47 – 1:21</b>	<b>1:08 – 1:35</b>
<b>G 7</b>	<b>1:10 – 1:51</b>	<b>1:24 – 1:58</b>	<b>1:38 – 2:05</b>
<b>H 8</b>	<b>1:54 – 2:35</b>	<b>2:01 – 2:35</b>	<b>2:08 – 2:35</b>