

KELLENBERG MEMORIAL HIGH SCHOOL

1400 Glenn Curtiss Boulevard

Uniondale, New York 11553

[www.kellenberg.org](http://www.kellenberg.org)

**SCHOOL HANDBOOK**

General Telephone .....	(516) 292-0200
School Fax .....	(516) 292-0877
Athletic Department (nights, holidays, weekends) .....	(516) 292-0734
Athletic Department Fax .....	(516) 292-2557
Admissions Office - High School: .....	Ext. 210
Admissions Office - Latin School: .....	Ext. 380
Alumni Office .....	Ext. 375
Assistant Principal for Academics .....	Ext. 204
Assistant Principal for Activities .....	Ext. 246
Assistant Principal for Guidance .....	Ext. 252
Assistant Principal for Latin School .....	Ext. 381
Athletic Director .....	Ext. 241
Attendance Office .....	Ext. 237
Chaplain .....	Ext. 291
Dean of Latin School Girls .....	Ext. 383
Dean of Latin School Boys .....	Ext. 386
Dean of Students .....	Ext. 230
Deans' Office Fax .....	(516) 355-9067
Dean of Women .....	Ext. 234
Director of Apostolic Activities .....	Ext. 340
Director of Information Technology .....	Ext. 223
E-Mail Address .....	<a href="mailto:info@kellenberg.org">info@kellenberg.org</a>
Financial Supervisor .....	Ext. 260
Guidance Department .....	Ext. 251
Guidance Fax .....	(516) 292-0852
Latin School Fax .....	(516) 483-3362
President .....	Ext. 235
Principal .....	Ext. 200

For Appointments with the Faculty or Administration,

Please call during School Office Hours: 8:00 a.m. - 3:30 p.m.

When calling the school after office hours, a message can be left on the voice mail at the extensions listed.

As the recording begins, please dial the extension.

For Information about	Contact	Extension
A.P. Exams	Asst. Prin. for Academics	204
Academic Counseling	Guidance Center	251
Achievement Tests	College Placement	211
Admissions Latin School	LS Admissions Office	380
Admissions High School	HS Admissions Office	210
Alumni	Alumni Office	375
Athletic Awards & Dinners	Athletic Director	241
Athletics	Athletic Director	241
Attendance	Attendance Office	237
Bookstore	Moderator	224
Bus Transportation	Asst. Prin. for Academics	204
Coaches' Office Men	Coaching Staff	270
Coaches' Office - Women	Coaching Staff	361
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Discipline - High School Girls	Dean of Women	234
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Early Dismissal	Dean of Students	230
Entrance Exam - High School	Asst. Prin. For Admissions	210
Golf- Benefit Outing	Benefit Office	358
Graduation	Asst. Prin. for Academics	204
Guidance	Guidance Center	251
Health	Nurse	212
I.D. Cards	Help Desk	777
Incoming Freshman Testing	Asst. Prin. for Academics	204
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PSAT Examinations	Guidance Center	251
Parents Club	Principal	200
Phys.Ed. Excuses	Health Office	293
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Religious Activities	Director of Apostolic Activities	340
Report Cards	Asst. Prin. for Academics	204
SAT Examinations	Guidance Center	251
Retreat House(Emmanuel)	Director	354
School Calendar	Admissions Office	210
Sodality	Director of Apostolic Activities	340
Student Parking	Dean of Students	230
Summer School	Summer School Supervisor	218
Textbooks	Asst. Prin. for Academics	204
Transcripts	Guidance Center	251
Triple "A" Program	Asst. Prin. for Academics	204
Tuition and Finances	Financial Supervisor	260
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## FOREWORD

The Kellenberg Memorial High School seal depicts the torch of learning surrounded by a crown. The crown recalls Bishop Kellenberg's motto, Regina Verte Lumina -- "Queen, guide us with your light." The large letter M is a reminder that the Bishop was consecrated during the First Marian Year and the school was founded in his memory during the Second Marian Year in 1987. The letter M also indicates that the school is owned and operated by the Society of Mary (Marianists). The school is placed under the guidance and protection of Mary, the Mother of God. The shell is from Bishop Kellenberg's device and stands for Long Island, which was once called "the island of shells." The lamb is the symbol of St. Agnes, virgin and martyr, the patroness of the diocese. The motto, "One Heart and One Mind", expresses the goal of the school to educate both the mind and the heart of each student.

In order that the school may function most effectively, full understanding of the goals, policies, and procedures of the school is necessary. Parents and students are expected to be familiar with the information contained in this Handbook.

The characteristic Kellenberg Memorial High School spirit seeks to inspire cooperation and enthusiasm among parents, students and faculty for the foundation of the school, inspired by the virtues of civility, order and respect. This Handbook seeks to express and confirm a common ground for the further development of the spirit of Kellenberg Memorial High School.

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## PHILOSOPHY

### KELLENBERG MEMORIAL HIGH SCHOOL

Kellenberg Memorial High School is named in honor of Most Rev. Walter P. Kellenberg, founding Bishop of the Diocese of Rockville Centre. He had a particularly strong devotion to the Blessed Virgin Mary. Both in his preaching and his example, he sought to bring all under the protection of Our Lady. The Bishop was a strong supporter of Catholic education, as evidenced by his extensive building program for the school system of the diocese.

The school is owned and directed by the Society of Mary (Marianists), a religious order of priests and Brothers. The Marianists were founded in 1817 by Blessed William Joseph Chaminade to educate youth to the Gospel message of Jesus Christ.

In September 1988, Kellenberg Memorial High School expanded its educational apostolate to include a middle school named in honor of a Marianist Brother, Bro. Joseph C. Fox, who taught for over fifty years in Catholic schools. This division of KMHS provides a qualitative Catholic education to students in grades six through eight.

The school's motto is "One Heart and One Mind". Its colors are royal blue and gold; its emblem is the phoenix; and its nickname is "The Firebirds."

### PHILOSOPHY OF EDUCATION

Kellenberg Memorial High School combines the proven curriculum and methods of a successful tradition with modern pedagogical advances to provide its students with a rich, qualitative educational experience. The Kellenberg Memorial High School program, offered in an atmosphere of positive Christian commitment, requires a thorough study of the basic intellectual disciplines, while offering extensive curricular and extracurricular opportunities for practical application and personal understanding.

### GENERAL POLICIES

Kellenberg Memorial High School admits students of any race, color, sex, national or ethnic origin to all the rights, privileges, programs and activities of the school. It does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of its educational policies, admissions policies, financial policies, activities, athletics or other school administered programs. Kellenberg Memorial High School welcomes students of all ethnic groups, recognizing their valuable contribution to the life of the school in particular and the nation in general.

Kellenberg Memorial High School is a Catholic coeducational school. It was founded to serve the Catholics of Long Island and has enjoyed their support and assistance. Accordingly, priority in admissions is given to baptized members of the Roman Catholic Church. Enrollment is open to young men and women who are professing Christians as resources permit, with the priority given to Catholic students.

Kellenberg Memorial High School does not discriminate on the basis of race, color, sex, national or ethnic origin in its employment policies and practices.

Application to Kellenberg Memorial High School and acceptance thereto implies willingness and capacity to achieve within the existing academic program as described in this Handbook. Because of limitations in resources and finances, exceptional programs for individual needs cannot be adequately provided for within existing parameters.

Application and acceptance to Kellenberg Memorial also implies permission from a student's parents or legal guardian for the school to use photographs, reproductions or likenesses of the child in publications and materials for use in the school's promotional and advancement initiatives programs.

## THE BRO. JOSEPH C. FOX LATIN SCHOOL

The Bro. Joseph C. Fox Latin School provides a Catholic school education for its students in the sixth, seventh and eighth grades. The sixth, seventh and eighth grade program at Kellenberg Memorial High School is known as a Latin School because of the rich tradition in education that the study of Latin offers. The study of languages, particularly Latin, has long been prized as an especially effective way to train the mind and to educate the heart in patterns of civility, order and respect. The classical education offered by the Bro. Joseph C. Fox Latin School provides a solid foundation for high school studies.

In order to be considered for admission to the Latin School, students must successfully complete the grade immediately prior to the entering grade level and present adequate academic credentials. The usual means of application is through presentation of the latest year-end report cards, the results of standardized testing, a baptismal certificate, and a student letter of intent.

The Bro. Joseph C. Fox Latin School Division of Kellenberg Memorial High School admits students of any race, color, sex, national or ethnic origin to the rights, privileges, programs, and activities of the school. It does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of its educational policies, admissions policies, financial policies, activities, athletics or other school administered programs.

The Bro. Joseph C. Fox Latin School is a Catholic coeducational school. It was founded to serve the Catholics of Long Island and has enjoyed their support and assistance. Accordingly, priority in admissions is given to baptized members of the Roman Catholic Church. Enrollment is open to young men and women who are professing Christians as resources permit, with the priority given to Catholic students.

The Latin School is housed in the same building as Kellenberg Memorial High School. The classes are held in a designated section of the school. Sixth, seventh and eighth grade students have use of all the school's facilities: library, computer and science laboratories, gymnasium, cafeteria, etc.

The curriculum for the Latin School has been drawn up in conformity with the school's consistent policy of promoting the greatest intellectual competence together with the highest moral character. The scope of the curriculum provides for an academic education in preparation for high school. Students study religion, English, mathematics, science, social studies, Latin (reading in the sixth grade), and the fine arts. A physical education program is provided.

There are no scholarships or other forms of student financial aid at the school.

All students wear a uniform during the school day. The Student Handbook should be consulted for further details.

The sixth grade students are known as "Cadets". The seventh grade students are referred to as "Tyros", while the eighth grade students are called "Squires".

### Because We Care

#### Drug & Alcohol Prevention – Parental Awareness Sessions

The Staff at Kellenberg Memorial High School continues to take seriously the growing trend among young people to use and abuse drugs and alcohol. Not only have we seen an increase in addictive behavior, but the trend is beginning with younger students, some even before they reach their teenage years. In order to assist parents in protecting their children from making destructive decisions, we will be sponsoring an evening in which we will provide valuable information to increase parental awareness of this issue. It is necessary for all new parents to attend this awareness seminar. It is part of the orientation program for Kellenberg families. Attendance at this program is noted. The most effective way of combating this plague among our young people is to be united in our efforts to save their lives. Please note that the date for this evening is Thursday November 3, 2016 at 7 p.m. Although we are obligating parents new to Kellenberg Memorial to participate, all Kellenberg Memorial Parents are welcome to attend this session.

## FACULTY AND ADMINISTRATION

### ADMINISTRATION

President	.....	Fr. Philip K. Eichner, S.M.
	Management of School Facilities Cafeteria Supervisor Athletic Supervisor Chairman of the Science Department	
Principal	.....	Bro. Kenneth M. Hoagland, S.M.
	Chief Executive of the School Director of Development Faculty Supervisor Personnel Director Moderator of Parents Club Moderator of PRIME	
Assistant Principal for Academics	.....	Mr. Kenneth J. Conrade
	Chairman of the Academic Committee Assistant Faculty Supervisor Director of Commencement Activities Curriculum Development Director of School Computer System Scheduling and Report Cards Director of Triple "A" Program Liaison with Public School Districts	
Assistant Principal for Activities	.....	Bro. Roger A. Poletti, S.M.
	Chairman of the Activities Committee Director of Student Activities Assembly Coordinator Assistant Moderator of Kellenberg Alumni Parents Assoc. (KAPA)	
Assistant Principal for Guidance	.....	Fr. Albert F. Bertoni, S.M.
	Director of Guidance Department Director of College Placement Services Moderator of Kellenberg Alumni Parents Assoc. (KAPA) Assistant Chaplain	
Assistant Principal for Latin School	.....	Miss Maria Korzekwinski
	Supervisor of the Latin School Program Assistant Faculty Supervisor	
Assistant Principal for Admissions	.....	Mr. John Benintendi
	Director of High School Admissions Director of Public Relations Calendar Coordinator	
Director of Apostolic Activities	.....	Mr. Bryan Finn
	Director of Religious Services and Activities Director of Retreat Programs Director of Sodality	
Chaplain	.....	Fr. Thomas A. Cardone, S.M.

Dean of Students	.....	Mr. John McCutcheon
	High School Disciplinarian Student Parking Supervisor	
Dean of Women	.....	Mrs. Jennifer Mulligan
	High School Disciplinarian Uniform Supervisor	
Dean of Latin School Girls	.....	Mrs. Tara Riker
	Latin School Disciplinarian Latin School Admissions	
Dean of Latin School Boys	.....	Mr. Matthew Kirk
	Latin School Disciplinarian	
Director of Student Services for the Latin School	.....	Mr. Brendan Narell
Athletic Director	.....	Mr. John Fechtmann
	Supervisor of Interscholastic Sports	
Director of Library and Media Services	.....	Bro. David L. Bruner, S.M.
	Library Supervisor	
Summer School Supervisor	.....	Mrs. Ruth Marconi
Financial Supervisor	.....	Mrs. Marietta Tartamella
	Controller of Academic and Activity Funds	
Administrative Assistant to the Principal	.....	Mr. Christopher Cartier
Maintenance Coordinator	.....	Mr. John Krumm
Supervisor of Landscaping	.....	Mr. Curtis Isaac
Supervisors of Buildings Maintenance	.....	Mr. Christopher Fasano Mr. Kevin Hanifan
Supervisor of Cleaning Maintenance	.....	Mr. Jimmy Payne
Attendance Supervisor	.....	Mr. Kevin A'Hearn
Director of Advancement	.....	Mrs. Denise Miles
Director of Information Technology	.....	Mr. James Campbell
Provincial, Province of Meribah		Bro. Timothy Driscoll, S.M



## FACULTY

Kellenberg Memorial High School is conducted by Marianists, priests and Brothers of the religious community also known as the Society of Mary. The administrative and teaching faculty is composed of both Religious and laypeople, all responsible to the President of Kellenberg Memorial High School, a Marianist. The task of Christian education in this contemporary, existential world is as complex as it is important. Pope Pius XI suggests the educated young person "thinks, judges and acts constantly and consistently in accordance with right reason illuminated by the supernatural light of the example and teaching of Christ", a formidable objective. Animated by the hope inspired through redemption, the Kellenberg Memorial High School faculty pursues its educational responsibility with all the strength and determination of dedicated men and women.

Mr. Kevin A'Hearn	A.A. St. John's University B.A. Iona College M.A. Long Island University - C. W. Post Campus <i>St. John's University</i>	History/Attendance
Mrs. Alice Accardi	A.S. Nassau Community College B.A. St. John's University M.S. St. John's University	Mathematics
Mrs. Christine Agulles	B.A. University of Miami M.S. Ed. Queens College CUNY	English
Mr. Christopher Alfalla	B.A. Molloy College	Physical Education/Health
Mrs. Lidia Arias	B.A. Molloy College M.A. Saint John's University	World Language
Mr. Daniel Barbier	B.A. St. Joseph's College	Mathematics
Mr. Alexander Basile	B.A. St. John's University M.A. Fordham University <i>Seminary of the Immaculate Conception</i> <i>C.W. Post</i>	Religion
Mr. John Benintendi	B.A. Queens College CUNY M.S. Queens College CUNY	History/Administration
Mrs. Janet Bernardini	B.S. St. John's University	Mathematics
Fr. Albert Bertoni, S.M.	B.A. University of Dayton B.S. University of Dayton M.L.A. Johns Hopkins University <i>St. John's University</i> <i>Seminary of the Immaculate Conception</i>	Religion/Administration

Mr. Joseph Beyrouty	..... B.A. SUNY at Binghamton M.S.Ed. St. John's University	English
Mr. Clark Blanton	..... B.M. Crane School of Music SUNY College at Potsdam M.A. SUNY College at Stony Brook	Fine Arts
Mr. Daniel Brennan	..... B.A. Molloy College	Religion
Mr. Martin Brown	..... B.A. Western Washington University M.A. Long Island University - C.W. Post Campus	English
Bro. David Bruner, S.M.	..... B.A. University of Dayton M.A. University of Michigan M.T.S. Ave Maria University <i>Georgetown University</i> <i>St. John's University</i> <i>St. Meinrad School of Theology</i>	World Language/Librarian
Mr. Matthew Bursig	..... B.A. Adelphi University M.A. Adelphi University	History
Fr. Thomas Cardone, S.M.	..... B.A. St. John's University M.A. Hofstra University M.A. Seminary of the Immaculate Conception <i>Fordham University</i>	Religion/Administration
Mr. Christopher Cartier	..... B.A. Hofstra University J.D. Fordham University	History/Administration
Mr. John Casalnuovo	..... B.S. Manhattan College	Mathematics
Mrs. Jeanne Ceasar	..... B.S. Adelphi University M.S. Hofstra University	Physical Education/Health
Mr. Ryan Champney	..... B.A. SUNY at Albany M.S. Eng. Ed./Sp.Ed. Molloy College	English
Mr. Louis Cicalese	..... B.A. Fordham University M.A. Fordham University	World Language
Mr. Douglas Cioffi	..... B.A. St. John's University M.A. Hofstra University	History
Mrs. Kathleen Cleary	..... B.S. Loyola College	Mathematics
Mr. Aaron Codling	..... B.S. Susquehanna University	Science

Mr. Emmett Collins	.....	Fine Arts
	B.M. Crane School of Music SUNY College at Potsdam	
Mr. Kenneth Conrade	.....	Religion/Administration
	B.A. Hofstra University <i>Hofstra University</i>	
Miss Christine Cook	.....	English
	B.A. Fairfield University M.S. Queens College	
Mr. Eamonn Cummings	.....	English
	B.A. The College of William and Mary	
Mrs. Mia Delbrune	.....	World Language
	B.A. Cheyney University M.S. Queens College	
Mr. Paul Ditrano	.....	Science
	B.S. Hofstra University	
Mr. Keith Doran	.....	English
	B.A. St. Bonaventure University M.Ed. Hofstra University	
Bro. Timothy Driscoll, S.M.	.....	Fine Arts
	B.A. St. John's University M.A. Adelphi University	
Mr. Kevin Dugal	.....	English
	B.A. Hofstra University <i>Hofstra University</i>	
Mrs. Rosemary Dugal	.....	Religion
	B.A. Molloy College	
Bro. Gary B. Eck, S.M.	.....	Mathematics
	B.A. University of Dayton M.S. Adelphi University <i>Rochester Institute of Technology</i> <i>St. Meinrad School of Theology</i>	
Mrs. Karen Egan	.....	English
	B.A. St. Joseph's College M.S. Fordham University	
Fr. Philip K. Eichner, S.M.	.....	World Language/Administration
	B.A. University of Dayton S.T.L. University of Fribourg <i>Georgetown University</i> <i>Western Reserve University</i> <i>University of Vienna</i> <i>Union Theological Seminary</i>	

Mr. Juan Estrella, Jr.	..... B.S. Fordham University M.S. Molloy College	Mathematics
Mr. Brian Farrell	..... B.A. College of the Holy Cross M.S. Molloy College	English
Mrs. Mary Elizabeth Farrell	..... B.A. College of the Holy Cross M.S. Molloy College	Mathematics
Mr. John Fechtmann	..... B.A. Adelphi University	History/Administration
Mr. Kevin Fechtmann	..... B.S. Eastern Connecticut State University	Science
Mr. Thomas Festa	..... B.A. C.W. Post 7 <sup>th</sup> Degree Black Belt Moo Duk Kwan-U.S. Tae Kwon Do Assoc.	Tae Kwon Do
Mr. Bryan Finn	..... B.A. Loyola University/Maryland	Religion/History/Administration
Mrs. Elizabeth Finn	..... B.S. Oneonta State University M.A. Adelphi University	Physical Education/Health
Mr. Joseph Fiore	..... B.A. Gettysburg College	History
Mrs. Marcela Fiore	..... B.A. Providence College	World Language
Mr. Michael Flood	..... B.A. Queens College CUNY M.A. Hofstra University	English
Miss Ashley Forbes	..... B.A. Adelphi University M.A. Adelphi University	World Language
Mrs. Julia Fraoley	..... B.A. Fordham University <i>St. John's University</i>	Religion
Mrs. Jenna Frem	..... B.S. Hofstra University M.S. University of Michigan MS Ed. Hofstra University	Science
Miss Allyson Frisina	..... B.A. St. Joseph's College M.A. St. Joseph's College	Mathematics
Mrs. Marilyn Gaspe	..... B.A. Hunter College M.S. CW Post University	World Language

Bro. Michael Gillen, S.M.	..... B.A. St. John's University M.A. Fordham University <i>Ave Maria University</i>	Religion
Mr. Dennis Graham	..... B.A. Manhattan College M.S. Adelphi University	Physical Education/Health
Mrs. Maryann Graziano	..... B.S. Adelphi University M.A. Adelphi University	Science
Miss Amanda Green	..... B.A. College of Saint Rose	English
Mr. Eric Harnisch	..... B.A. University of Dallas	Religion/Computer
Mrs. Trista Harnisch	..... B.A. University of Dallas	ARK Staff
Ms. Jeanne Hart-Simonelli	..... B.S. New York Institute of Technology	Physical Education
Mr. Patrick Healy	..... B.S. University of Dayton	Science
Mr. John Heitner	..... B.A. Long Island University M.A. Hofstra University	History/Computer
Bro. Kenneth Hoagland, S.M.	..... B.A. St. John's University M.A. Hofstra University M.T.S. Ave Maria University	Religion/Administration
Mr. Thomas Huggard	..... B.A. Georgetown University M.A. Hofstra University	English/Religion
Mr. Christopher Kahn	..... B.A. Concordia College <i>Molloy College</i>	Art/Computers
Mrs. Adrianna Kenefick	..... B.A. University of Florida	Science
Mr. Thomas Kennedy	..... B.A. Molloy College	Computer/History
Mr. Matthew Kirk	..... B.A. Providence College	History
Mrs. Lisa Klein	..... B.A. Quinnipiac University M.A. Quinnipiac University	Mathematics
Mrs. Jacqueline Klimkowski	..... B.S. Molloy College M.S. Adelphi University	Science

Miss Maria Korzekwinski	.....	Mathematics/Administration
	B.S. Ed. St. John's University M. Ed. University of North Carolina at Chapel Hill <i>St. John's University</i>	
Mr. James Krug	.....	Religion
	B.A. St. John's University M.A. St. Joseph's Seminary, Dunwoodie <i>Pontifical University of the Holy Cross, Rome, Italy</i>	
Miss Victoria LaMonica	.....	World Language
	B.A. Catholic University	
Miss Kelly Lawrence	.....	Physical Education/Health
	B.A. Adelphi University	
Mr. Christopher Lyons	.....	Physical Education
	B.A. Molloy College	
Mrs. Alyssa Mannion	.....	English
	B.S. SUNY Cortland M.S.Ed. Queens College	
Mrs. Ruth Marconi	.....	English
	B.A. Fairfield University M.S. Molloy College	
Mr. Richard Marone	.....	History
	B.S. Hofstra University	
Mrs. Anne Masiulis	.....	Science
	B.S. Manhattan College	
Mr. William Masiulis	.....	History
	B.S. University of Vermont M.S.Ed. Queens College	
Mr. John McCutcheon	.....	History/Administration
	B.A. Marist College M.S. Molloy College	
Miss Caroline McTiernan	.....	History
	B.S. University of Virginia <i>Adelphi University</i>	
Mr. Eric Meisse	.....	Physical Education
	B.S. Hofstra University	
Mrs. Karla Melara	.....	Science/World Language
	B.S. Molloy College M.A. Adelphi University	
Ms. Denise Meyers-Rizzuto	.....	Math
	B.A. Adelphi University M.A. Hofstra University	
Mr. Patrick Miles	.....	History
	B.A. Molloy College	
Mr. Joseph Moncada	.....	World Language/Computer
	B.A. Hofstra University	
Mr. Shaun Moran	.....	Religion
	B.A. Mt. St. Mary's University M.A. Mt. St. Mary's Seminary	

Mrs. Carol Moschella	.....	Science
	B.S. Brooklyn College M.S. Hofstra University <i>Brooklyn College</i> <i>Nassau Community College</i>	
Mrs. Jennifer Mulligan	.....	Science/Administration
	A.S. Nassau Community College B.S. University of Delaware	
Mr. Denis Murphy	.....	English
	B.A. Fordham University	
Mr. Brendan Narell	.....	Fine Arts
	B.S. Ed. Hofstra University M.A. Hofstra University	
Mrs. Jeanne Neeson	.....	Mathematics
	B.A. LeMoyne College M.A. Ed. Molloy College	
Mr. Conor O'Brien	.....	History/Computers
	B.A. Fordham University M.S. Molloy College	
Mr. James O'Brien	.....	Religion
	B.A. Fordham University M.S. Ed. Molloy College	
Mrs. Diane Page	.....	English
	B.A. St. John's University M.S. Queens College	
Miss Mary Panasci	.....	Fine Arts
	B.F.A. St. John's University M.A. Adelphi University <i>Parsons School of Design</i> <i>School of Visual Arts</i>	
Mrs. Lorraine Paton	.....	Science
	B.S. Lehigh University M.A. Adelphi University	
Miss Victoria Pisciotta	.....	Science
	B.A. Concordia College	
Mr. Peter Plevritis	.....	History/Computer
	A.S. Ranger Jr. College B.A. Texas Wesleyan University	
Bro. Roger Poletti, S.M.	.....	Religion/Administration
	B.A. St. John's University M.A. Long Island University M.S. Fordham University	

Bro. Nigel Pratt, S.M.	.....	Science
	B.S. St. John's University B.A. St. John's University M.S. Adelphi University <i>University of Dayton</i> <i>Massachusetts Institute of Technology</i>	
Mrs. Denise Proscio	.....	Mathematics
	B.S. SUNY at Albany M.S. Hofstra University SUNY at Albany	
Mrs. Penelope Riiska	.....	History
	B.A. Molloy College M.S. St. John's University	
Mrs. Tara Riker	.....	Mathematics
	B.A. Hofstra University M.A. New York Institute of Technology M.S. Fordham University	
Mrs. Christine Rodney	.....	Fine Arts
	B.S. SUNY, New Paltz M.S. Touro College	
Miss Erin Ronan	.....	Mathematics
	B.A. College of the Holy Cross M.S. Hofstra University	
Mrs. Joanne Ronan	.....	Mathematics
	B.A. Fordham University	
Mr. Daniel Sellick	.....	American Sign Language (A.S.L.)
	A.A.S./A.S.L.. Suffolk Community College B.A. Empire State College	
Mrs. Rachel Sheridan	.....	World Language
	B.A. Colgate University M.A. New York University	
Miss Allison Sloper	.....	Mathematics
	B.A. Molloy College M.S. Molloy College	
Mrs. Suzanne Sluka	.....	Physical Education/ Health
	B.A. Manhattan College	
Mr. Michael Sorkin	.....	Science
	B.S. Siena College	



Mrs. Jennifer Strauss	..... B.A. Fairfield University M.S. Old Dominion University	Religion
Mr. Robert Taffet	..... B.Mus. Manhattan School of Music M.Mus. Manhattan School of Music	Fine Arts
Mr. Michael Tahany	..... B.A. SUNY at Stony Brook	English
Mrs. Anna Tochelli	..... B.A. SUNY Fredonia	Fine Arts/English
Mr. Sean Vegas	..... B.S. Hofstra University M.A. Hofstra University	Fine Arts
Miss Melanie Vigario	..... B.S. Marist College	Science
Mrs. Clara Villani	..... B.A. Brooklyn College M.S. Brooklyn College <i>Molloy College</i>	English
Mrs. Catherine von Schoenermarck	..... B.A. Molloy College M.A. Drew University	English
Mr. James Walsh	..... B.A. University of Scranton	World Language/English
Miss Angela Watson	..... B.A. Boston University B.S. Boston University M.S. St. John's University	World Language
Miss Kelly Westerman	..... B.A. Gettysburg College <i>Molloy College</i>	History
Mr. Anthony Wevers	..... B.A. Queens College	Science
Mr. Ryan White	..... B.S. University of Scranton M.A. Stony Brook	English
Mrs. Madelaine Willi	..... B.A. Marist College J.D. John Marshall Law School	Religion
Mrs. Margaret York	..... B.S. Long Island University	Religion
Mr. Robert York	..... B.A. Monmouth University	Religion
Mrs. Sheila Zider	..... The Mannes School of Music B.F.A.,Purchase College, SUNY M.S.Ed./Sp.Ed. Touro College	Fine Arts

## SCHOOL ORGANIZATIONS

### PARENTS CLUB

The Parents Club organizes various services for the school and social programs for the parents. These programs provide support and assistance for the educational activities of their children and many opportunities to meet other parents and develop enduring friendships.

Among the services provided by the Parents Club are security for athletic and school events, the Mailing Committee, Emmanuel volunteers, hospitality for Open House and library volunteers. Social activities sponsored by the Parents Club include cocktail parties, the orientation program and the Communion Breakfasts.

All parents of students enrolled at Kellenberg Memorial High School are automatically members of the Parents Club. There are no fees or dues for membership.

### PRIME

P.R.I.M.E. (Parishioners Related In Marianist Education) is a parents' liaison between the school and local parishes. This group of parents serves as an extension of the Principal's Office and assists in publicizing Kellenberg Memorial to prospective students as well as in promoting the achievements of Kellenberg Memorial students. PRIME is under the direction of the Principal. Any parents interested in joining this group should contact the Principal's Office.

### ALUMNI ASSOCIATIONS

Graduates of Kellenberg Memorial High School automatically become members of the Kellenberg Memorial High School Alumni Association. This organization continues to cultivate the contacts previously established with the school and aids the school in its growth and development. A newsletter is published twice a year. The Five-Year Reunions take place in June. An alumni day for all alumni is held once a year.

### KELLENBERG MEMORIAL ALUMNI PARENTS ASSOCIATION (KAPA)

The purpose of this association is to keep alive and perpetuate an active interest in the Kellenberg Memorial Family. Its specific aim is to promote the best interests of Kellenberg Memorial High School, as well as a social interest among its members. Any parent or guardian whose son, daughter or charge has graduated from Kellenberg Memorial is eligible for membership. Dues are ten dollars per family per calendar year.

#### SCHOOL PHYSICIAN

Emmanuel St. Louis, M.D.  
905 Uniondale Avenue  
Uniondale, NY 11553  
(516) 489-3681

#### SCHOOL NURSE

Mrs. Mary Lauterbach, R.N.  
Kellenberg Memorial HS  
(516) 292-0200, ext. 212

#### SCHOOL ATTORNEY

John Spellman, Esq.  
229 Seventh Street  
Garden City, NY 11530  
(516) 747-1640

### COMMUNICATION WITH PARENTS

The Kellenberg Memorial website ([www.kellenberg.org](http://www.kellenberg.org)) is a very efficient and timely method of communicating with parents and students. It is recommended that parents consult the website on a regular basis. Weekly parent bulletins are sent via email with information of concern to parents and students. Report Cards are provided electronically on a secure section of the Kellenberg website. Please consult the school calendar for the dates and times when report cards are made available.

Kellenberg Memorial uses the School Messenger system when time sensitive communications to parents is necessary. Depending on the communication, email, voice and text messaging may be used; parents are asked to ensure all contact information is kept up-to-date with the school. Tests of the system will be conducted in October, January and April. You must opt in to receive text messages by texting yes to 68453. Additionally, your mobile number must be up to date with Kellenberg for you to receive our messages. The dates of the tests will be provided in the Parent Bulletin the week of the test. It is Kellenberg Memorial policy to mail communications to only one street address. The mailing will be made to the address the school has on file. If parents are separated or divorced, it is the obligation of the parent who lives at the address Kellenberg Memorial has on file to communicate information to the other parent, to the extent required by law.

Kellenberg Memorial often uses emails to communicate with parents. It is Kellenberg Memorial policy to email communications to only one email address. The email will be made to the email address Kellenberg Memorial has on file. It is suggested, but not required, that parents who are separated or divorced create an email account dedicated exclusively for the receipt of Kellenberg Memorial emails. It is further suggested that both parents share the username and password. While this is the suggested method, this is by no means required. It is the responsibility of the parents to work out how email communications will be shared (to the extent required by law). Any changes in address, telephone number and e-mail communication should be made through the office of the Assistant Principal for Academics.

## **ADMISSION**

### **GRADES SIX AND SEVEN**

In order to be considered for admission to the Latin School, students must successfully complete the grade previous to their entry into Kellenberg Memorial and present adequate academic credentials. If a student receives a failing grade for the year previous to enrollment at Kellenberg Memorial, he/she must contact the Admissions Office immediately. Failing grades in June must be made up in summer school. Three or more failures in June forfeit a student's admission to the Latin School. The usual means of application is through presentation of the elementary school transcript, including standardized testing and the latest report card. For the health and safety of the entire school community, every student entering Kellenberg Memorial High School must submit a Certificate of Immunization, with all required Immunizations, before entry is permitted. All students are also required to have a complete physical examination before the first day of school. This physical examination must be taken on or after June 1, 2016, and before the beginning of school. A Baptismal Certificate and letter of intent from the perspective student are also required. An interview with the student applicant may also be requested. Applications are not accepted for the eighth grade. Applications to grades six and seven may be submitted beginning Monday, October 3, 2016. The deadline for all applications is Monday, December 5, 2016. Each applicant will receive a written response in the mail by late January.

### **FRESHMAN YEAR**

In order to be considered for admission to the freshman year, students must successfully complete the eighth grade and must present adequate academic credentials. If a student receives a failing grade for the year previous to enrollment at Kellenberg Memorial, he/she must contact the Admissions Office immediately. Failing grades in June must be made up in summer school. More than two failures in June forfeits a student's admission to Kellenberg Memorial.

The usual means of application is through the Catholic High School Entrance Examination, which is administered by the Catholic Secondary School Administrators. The examination date is Saturday, October 29, 2016. Details of this program are available from Kellenberg Memorial High School Admissions Office or the various parochial schools and parishes. For the health and safety of the entire school community, every student entering Kellenberg Memorial High School must submit a Certificate of Immunization, with all required Immunizations, before entry is permitted. All students are also required to have a complete physical examination before the first day of school. This physical examination must be taken on or after June 1, 2016, and before the beginning of school.

Candidates for admission to the freshman year are notified of their status by mail at the end of January. For the current school year, the notification date is Wednesday, January 11, 2017. Additionally, candidates for admission will be notified of their status via electronic communication, after 6:00 PM on Thursday, January 12, 2017.

### **SOPHOMORE, JUNIOR AND SENIOR YEARS**

Kellenberg Memorial does not normally accept transfer students after the freshman year. Any inquiry in this regard should be directed to the Kellenberg Memorial High School Admissions Office. The final judgment for admissions is reserved to the sole discretion of the Principal.

### **ADMISSIONS OFFICE**

The Admissions Office telephone number is (516) 292-0200.  
High School Admissions Ext. 210      Latin School Admissions Ext. 380

### **OPEN HOUSE**

Kellenberg Memorial High School sponsors an Open House Program in order to allow prospective students and their families the opportunity to tour the school and to meet with members of the faculty and student body. The Open House Program will be held on Saturday, October 1, 2016, from 10 a.m. until 1:00 p.m.

Two additional evening tours and presentations are offered on Tuesday, October 18, 2016 and Thursday, November 17, 2016 at 7:45 p.m. For additional information, please call the High School Admissions Office (516) 292-0200, extension 210; or the Latin School Admission Office at extension 380.

## **TRIPLE "A" PROGRAM**

The Triple "A" Program is an orientation program required of all 6th, 7th and 9th grade students attending Kellenberg Memorial High School in September, 2016. The program will concentrate on Adjustment, Awareness and Atmosphere in the areas of Academics, Athletics and Activities. The Program is as follows:

### Wednesday, August 31, 2016:

- All New 6th and New 7th grade Latin School students - 9 a.m. to 2 p.m.
- All New Freshmen - 8:10 a.m. to 2:50 p.m.

### Thursday, September 1, 2016:

- All 6th and 7th grade Latin School students - 9 a.m. to 2 p.m.
- All Freshmen - 8:10 a.m. to 2:50 p.m.

### Friday, September 2, 2016:

- All 6th and 7th grade Latin School students - 9 a.m. to 2 p.m.
- All Freshmen - 8:10 a.m. to 2:50 p.m.

## **ACADEMICS**

### **CURRICULUM**

The Kellenberg Memorial High School course of studies has been drawn up in conformity with the school's consistent policy of promoting the greatest intellectual competence together with the highest moral character. The scope of the curriculum provides for a liberal education which meets the most stringent of college entrance requirements.

### **ACCREDITATION AND PROFESSIONAL AFFILIATIONS**

Kellenberg Memorial High School is registered by the Board of Regents of the University of the State of New York and accredited by the Middle States Association of Colleges and Schools. Kellenberg Memorial is a member of the New York State Association of Independent Schools, CSAANYS, and NCEA.

## **COURSE DESCRIPTIONS**

### **ART**

The Art Department seeks to provide some of the fundamentals of art and to expose students to a wide range of artists and their works, via art history and the studio experience. All sixth grade students take Art 6 and all eighth grade students take Art 8. All Seniors will take Art 12. Seniors are offered an optional full credit course entitled Art Portfolio Preparation, to better train them and gain additional material for their college-entrance portfolio. Seniors who take this course must successfully complete it in order to graduate.

### **HORIZONS AND TECHNOLOGY**

Computer Education offers Horizons & Technology; a one-year program for all high school students. During the Sophomore year, the half-unit course focuses on acclimating a student to purposeful use of social and educational technology to supplement their academic coursework in other subjects, including some digital SAT and ACT preparation. Advanced Computer Applications is a one year, half-unit elective course offered to Seniors. Advanced Computer Applications involves IT education, creative graphic layout and design, and basic programming.

### **ENGLISH**

The English Program combines the study of literature with developmental instruction and exercise in composition, grammar, vocabulary and reading. Classroom discussion of reading assignments covers the major aspects of American, English, and world literature. The writing program covers seven years. Students in the Academic II program take two classes in English, which provide intensive instruction to improve their writing and reading skills. All sixth grade students take reading. Seniors in the Academic I program take College Writing in place of a World Language course.

### **WORLD LANGUAGES**

Kellenberg Memorial High School offers a four-year program of studies in French, Latin and Spanish for grades 9 - 12. High school students in the honors program study World Language for four years, while the students in the Academic I program study World Language for three years. Students in the Latin School study Latin in grades 7 and 8. Academic II students will study American Sign Language in the eleventh and twelfth grades.

## **HEALTH**

The Health Education course is taught during the Sophomore year. The principal aim of the Health Education course is to develop in the student a clear understanding of the principles of physical and mental health habits and behavior.

## **HISTORY**

Latin School students take three years of history. Courses for the high school include a year of World History, a year of European History and a two year course in American History which includes Economics in the senior year. Students also examine the Constitution, current events, studying contemporary trends in the context of political, economic and social history.

## **MATHEMATICS**

The math program seeks to emphasize the basics of computational skills, as well as developing a conceptual understanding of math. Students are required to take math during each year. The high school math program consists of the traditional program of Algebra, Geometry, Algebra II and Trigonometry. The senior course is either Pre-Calculus or Introduction to Calculus for students in the Honors and Academic I programs. Students in the Honors program are required to complete a project in math each year.

## **MUSIC**

All 9th grade students participate in a half credit Choral Program called Music 9. An Introduction to Music course is given to all students during their Junior Year. This course presents the historical development of music and includes biographies of master composers, their principal works, and their contribution to the advancement of musical composition. All seventh grade students take Music 7, which presents fundamentals of music theory.

High School students may choose to perform in Chorus, Band or Orchestra. Interested students should arrange an audition with the appropriate director. All Latin School students perform in Band, Orchestra or Chorus. During the Senior year, students may elect to take a Music Theory class. In this class, students will explore the fundamentals of music composition, harmony, melody, rhythm, form and structure.

## **PHYSICAL EDUCATION**

All students are required to take six years of physical education for grades 6-11. Juniors on an athletic team are exempt from physical education class for the trimester of that athletic season. The activities of the program for the six years include but are not limited to physical fitness testing, body conditioning and circuit training, weight training, aerobics, yoga, gymnastics, badminton, softball, basketball, team handball, lacrosse, soccer, flag football, volleyball, wrestling, archery, floor hockey, and adventure games. Freshman study the martial art of Tae Kwon Do.

## **RELIGION**

The religion program seeks to demonstrate the vitality of Christ's message to the present age and to impart an understanding of the Roman Catholic tradition. The seven-year course includes the study of Scripture, the person of Christ, Church History, the sacraments, the growth and development of the person, self-knowledge, human relationships, the meaning of Christian maturity, faith and belief in God.

## **SAT PREP**

All juniors are scheduled for an SAT preparatory course as part of their regular school day. The students are helped to prepare for this test by becoming familiar with the types of questions contained in the verbal and mathematics sections and learning the most successful approaches to each. No academic credit is awarded for this course.

## **SCIENCE**

Latin School students take general science in the sixth grade, life science in the seventh grade and physical science in the eighth grade. Students in grades 9 - 12 are required to study four years of science. These students usually take Earth Science, Biology, Chemistry and Physics.

The goal of the science program is to develop and encourage an appreciation and an understanding of significant natural occurrences, facts and events in human experience.

## **SENIOR SEMINARS**

At the conclusion of the senior year, seminars are offered to seniors in Calculus, Statistics and Physics. These seminars are designed to bridge the gap between the high school and college experience of Calculus, Statistics and Physics. The seminars are offered for three hours a day two days per week throughout late May and June. It is the intention of these seminars to ease the transition to collegiate studies for those seniors who choose to avail themselves of this opportunity.

## **JUNIOR SEMINARS**

At the conclusion of the junior year, a Chemistry seminar is offered to the juniors. This seminar is designed to prepare the students for science study in college as well as the SAT II test in Chemistry. This seminar is offered at the conclusion of the school year, five days a week through the last week of summer school in July.

## CURRICULUM

### LATIN SCHOOL PROGRAM OF STUDIES

CADETS	TYROS	SQUIRES
Religion 6	Religion 7	Religion 8
History 6	History 7	History 8
English 6	English 7	English 8
Mathematics 6	Mathematics 7	Mathematics 8
Science	Life Science	Physical Science
Reading	Latin 7	Latin 8
Art 6	Music 7	Art 8
Chorus, Band, or Orchestra	Chorus, Band, or Orchestra	Chorus, Band, or Orchestra
Physical Education	Physical Education	Physical Education

### HIGH SCHOOL PROGRAM OF STUDIES

#### FRESHMEN

Honors Program	Academic I Program	Academic II Program
Scripture	Scripture	Scripture
World History	World History	World History
English 9	English 9	English 9
Algebra I	Algebra I	Algebra I
Earth Science	Earth Science	Earth Science
World Language	World Language	English Composition 1
Music 9	Music 9	Music 9
Physical Education	Physical Education	Physical Education
	Electives: Band, Chorus, or Orchestra	

- \* Incoming ninth grade students who pass a validation exam in Algebra I may be accelerated to Geometry.
- \* Incoming ninth grade students who pass a validation exam in Earth Science may be accelerated to Biology.
- \* Incoming ninth grade students who pass a validation exam in World Language may be accelerated.

## SOPHOMORES

Honors Program	Academic I Program	Academic II Program
Christ & His Church	Christ & His Church	Christ & His Church
European History	European History	European History
English 10	English 10	English 10
Geometry	Geometry	Geometry
Biology	Biology	Biology
World Language	World Language	English Composition 2
Health	Health	Health
Horizons & Technology	Horizons & Technology	Horizons & Technology
Physical Education	Physical Education	Physical Education
	Electives: Band, Chorus, or Orchestra	

## JUNIORS

Honors Program	Academic I Program	Academic II Program
Christian Morality	Christian Morality	Christian Morality
American History I	American History I	American History I
English 11	English 11	English 11
Algebra II & Trigonometry	Algebra II & Trigonometry	Algebra II
Chemistry	Chemistry	Chemistry
World Language	World Language	English Composition 3
Introduction to Music	Introduction to Music	Introduction to Music
Physical Education	Physical Education	American Sign Language 1
S.A.T. Preparation	S.A.T. Preparation	Physical Education
	Electives: Band, Chorus, or Orchestra	S.A.T. Preparation

## SENIORS

Honors Program	Academic I Program	Academic II Program
Christian Existence	Christian Existence	Christian Existence
American History II	American History II	American History II English
English 12	English 12	12
Intro to Calculus or Pre-Calculus	Intro to Calculus or Pre-Calculus	Trigonometry
Physics	Physics	Physics
World Language	College Writing	English Composition 4 Art
Art 12	Art 12	12
	Electives: Band, Chorus, or Orchestra	American Sign Language 2
	Advanced Computer Applications, or	
	Art Portfolio Preparation, or Music	
	Theory	

**Notes:**

1. The following are half unit courses:
 

Horizons & Technology	Art 6	Music 7
Chorus	Art 8	Introduction to Music
Health	Art 12	Physical Education
Music Theory	Advanced Computer Applications	
2. Accelerated students in science will take Environmental Studies during the senior year.
3. Accelerated students in math will take Introduction to Calculus in their senior year.
4. Kellenberg Memorial High School does not require nor offer Regents Exams. Kellenberg Memorial does not offer AP courses or examinations.
5. Seniors may apply for a full credit course in Art as an elective.

6. Students who qualify may earn college credits in conjunction with Farmingdale State College, St. John's University or Molloy College. The eligible courses are as follows:
- |                                |                             |
|--------------------------------|-----------------------------|
| American History II (HIST 122) | Senior Religion (THE 252)   |
| English (ENG 161)              | College Writing (ENG 110)   |
| English Comp (ENG 100)         | Intro to Calculus (MTH 150) |
| Art Portfolio Prep (ART 1200)  | French 4 (FRE 2030/2040)    |
| KM Latin 12 (LAT 2030/2040)    | LS Latin 12 (LAT 2030/2040) |
| Spanish 4 (SPA 1010/1020)      | Spanish 5 (SPA 2030/2040)   |
| ASL 1 (ASL 101)                | ASL 2 (ASL 102)             |
7. Based on projected college course of study and historical academic performance, Seniors may take either Pre-Calculus or Introduction to Calculus.

## ACADEMIC REQUIREMENTS

1. All high school students take four years of English, History, Religion, Science and Mathematics. Students in the honors program take a World Language for four years. Academic I program students take a World Language for three years and a second English course, College Writing, in the Senior year. Students in the Academic II program take an additional English course in place of a World Language. Academic II students will study American Sign Language in the eleventh and twelfth grades. In addition, all students take half-unit enrichment courses in Introduction to Art 12, Introduction to Music, Health and Music 9. All students must take Horizons & Technology Sophomore year. Students enrolled in the Chorus, Band or Orchestra programs must also take Introduction to Music and Music 9. A student must carry six full-unit courses and a one-half unit enrichment.

2. Additional credits may be earned for successful participation in the Kellenberg Memorial High School Band, the Kellenberg Memorial High School Chorus, the Kellenberg Memorial High School Orchestra; or in a summer study program conducted by Kellenberg Memorial High School. Band, Chorus and Orchestra are scheduled in place of a study hall. Study halls are used for study, tutorial help and library research.

3. For grades 9-12, all English, English Composition, History, World Language, Mathematics, Religion and Science courses for grades 9-12 terminate with a three-hour Comprehensive Examination. Introduction to Music and Health terminate with a Comprehensive Examination. These examinations count as half of the final grade for the course. All students take these examinations. The Comprehensive Examination is constructed by members of the respective departments, under the direction of the department chairperson. The final average for Band, Chorus, Orchestra, Art 12, and Physical Education is the average of the three trimester grades.

4. For grades 6-8, all English, Latin, Religion, Science, Mathematics, Reading and History courses terminate with a two-hour Comprehensive Examination. Music 7 also terminates with a Comprehensive Examination. These examinations count as half of the final grade for grades 7 & 8 and one quarter of the final grade for grade 6. All students take these examinations. The Comprehensive Examination is constructed by members of the respective departments, under the direction of the department chairperson. The final average for Band, Chorus, Orchestra, Music, Art and Physical Education is the average of the three trimester grades.

5. All students must pass all courses in order to be promoted.

6. An illegal absence on the day of a Trimester Examination will result in a zero on the Examination and a grade of fifty for the term. If a student has an illegal absence on the day of a Comprehensive Examination, the student will receive a zero on the Examination and a grade of fifty for the year. If a student is absent from an Examination for a reason which is approved by the Administration, then he or she must sit for a make-up examination. The make-up Comprehensive is given during the summer. If the student fails the course in the summer, he or she may not return to Kellenberg Memorial High School.

7. Students who fail a course for the year are required to complete successfully a Make-up Comprehensive Examination in that subject before being readmitted to Kellenberg Memorial High School in September. This examination is given during the summer. The only recommended method of preparation for the examination is the Kellenberg Memorial High School Summer Studies Program. This program is designed to enable students who have failed courses during the regular school year to do remedial work in the appropriate areas in preparation for the Summer Make-up Comprehensive Examinations. No credit is given for attending courses. Students must pass the Make-up Comprehensive Examination to gain academic credit for that subject. A student who does not receive a passing grade on the Summer Make-up Examination may not return to Kellenberg Memorial High School.

8. Seniors who fail one or two courses for the year are required to complete successfully a Comprehensive Examination in that subject in order to qualify for graduation. A review program is offered. The review program prepares the seniors for the Examination. The date for the Make-up Senior Comprehensive Examination is found in the School Calendar. A senior who does not receive a passing grade on the Make-up Senior Comprehensive Examination is not eligible for graduation with the Senior Class. Therefore, he or she may not attend the graduation ceremony. If a student passes the Make-up Senior Comprehensive Examination, he or she is given a 65% for the course.

9. Seniors with three or more failures at the end of the year are not eligible for graduation with their class. Therefore, he or she may not attend the graduation ceremony. In order to receive their diploma, such seniors must pass the Make-up Senior Comprehensive Examinations in the courses they have failed. Such seniors may gain credit for two courses by successfully passing the Senior Make-up Comprehensive Examinations given during the time preceding graduation. The remaining credit(s) may be gained by passing the appropriate Comprehensive Examination(s) as scheduled at a later date. Seniors should review the dates for Summer Comprehensive Make-up Examinations. Students passing these Examinations receive a 65% for the course.

10. Students with three or more failures in June are not permitted to return to Kellenberg Memorial High School in September. It is recommended that students with three or more failures make-up their courses in the summer school program of the school that they will be attending for the



next school year. Such students may gain credit from Kellenberg Memorial High School for only up to two courses by successfully passing the summer Comprehensive Examination.

11. Any exceptions to promotion or graduation requirements are made by the Administration.

## **GRADING**

1. Courses operate on a trimester basis. The first trimester extends from the first day of school until the Christmas recess; the second trimester extends from the end of the Christmas recess to the Easter recess; the third trimester extends from the end of the Easter recess until the Comprehensive Examinations in June.

2. Trimester Examinations are given at the end of the first and second trimesters, and a Comprehensive Examination is given for all full-credit lecture courses at the end of the third trimester. The Comprehensive Examination covers the work of the entire year. The Comprehensive Examination counts as half of the final grade. The three trimester grades formulate the second half of the final grade.

3. First and second trimester grades are based upon the following formula: one-third for class work, quizzes and homework; one-third for tests; one-third for the trimester Examination. The third trimester grade is based entirely on class work, quizzes, tests and homework.

4. Trimester Report Cards are issued at the end of each trimester. Progress Report Cards are issued in the middle of the first and second trimesters. All report cards are issued electronically. The dates for the posting of the report cards are indicated on the school calendar. Parents are required to establish an online account for the reception of report cards. Instructions will be available on the website.

## **REPORT CARDS**

1. The student's academic average is presented on the Report Card. All subjects are included with equal weight in the computation of the academic average. Physical Education, Band, Orchestra, Chorus, Music 9, Music Theory, American Sign Language, Advanced Computer Applications are not included in the computation of the academic average. The lowest passing grade is 65% (64.5%). The Honor Roll grade is 85% (84.5%).

2. Students excused for medical reasons are assigned the grade "MW", medical waiver. Incomplete work is assigned the grade "I"; this work must be completed before the next marking period.

3. On the First and Second Progress Report Cards, students receive letter grades. The letter grades indicate the following levels of performance: A: Excellent; B: Good; C: Satisfactory; D: Poor; P: Passing; F: Failing.

4. In order to be eligible for promotion, a student must satisfactorily complete all academic requirements and exhibit the quality of behavior and cooperation which is normally expected of Kellenberg Memorial High School students. Promotion to the next year at Kellenberg Memorial High School is not automatic but is at the discretion of the Administration.

5. Only one report card is issued to the created student account. Report cards are obtained electronically by each individual family by accessing the Kellenberg website. A parent who is separated or divorced and does not have custody of the child may inquire about the grades but will not receive a separate report card from Kellenberg Memorial High School.

6. To access the online report cards, open your web browser and go to the Kellenberg website at <http://www.kellenberg.org/>. Once at the Kellenberg Memorial website, click on "Parents" and then "Online Report Card". First time users of the online report card are required to register. If you have used the site before, you may log in using your user ID and password. There is only one user ID and password per family in the school.

To register, click the registration link. On the registration page, you will be asked for your email address (the email where you receive parent bulletins) and your home telephone number. Once the information has been submitted, check your email for your password. You may then return to the online report card site home page (<http://family.kellenberg.org/rptcard>) and log on using your email address and the password that was sent to you.

Please contact the Kellenberg IT help desk by emailing [itsupport@kellenberg.org](mailto:itsupport@kellenberg.org) if you have any technical issues accessing the report card site.

## **ACADEMIC RANK**

Academic rank is calculated based on the students cumulative 3 year average, to the first decimal point only. Students whose averages are identical share the same rank. For example, if there are 10 students with a cumulative 3 year average of 97.5 and they are ranked number 7 in the class, all 10 are ranked number 7. The next group of students with a 97.4 cumulative 3 year average are all ranked number 8. Kellenberg does not go past the first decimal point to break ties. Further, both cumulative 3 year averages and ranks are unweighted.

## **PARENT-STUDENT-TEACHER INTERVIEWS**

Parent-Student-Teacher Interviews are held after the reception of every report card, with the exception of the last trimester's final grades. The dates of these interviews are found in the official school calendar. These interviews are held to discuss the academic work of those students whose achievement has been unsatisfactory.

Parents will receive a notice on the report card indicating that they are to come with their son or daughter to the Parent-Student-Teacher interview night for a conference. Students attend the Parent-Student-Teacher Interviews in full school uniform. All Parent-Student-Teacher Interviews begin at 7:00 p.m. A map of the school will be available in the auditorium lobby.

Parents whose son's or daughter's work is satisfactory may also meet their son's or daughter's teachers on a Parent-Student-Teacher Interview night. However, the length of their interview should be considerably shorter than that of parents whose son or daughter is doing poorly.

## **NATIONAL HONOR SOCIETY**

The Kellenberg Memorial High School Chapter of the National Honor Society seeks to create an enthusiasm for scholarship, to stimulate leadership, and to encourage the development of good character. Only Juniors and Seniors are eligible for membership in the National Honor Society.

Membership is determined by meeting certain standards in the areas of scholarship, leadership, character, and service. Specific criteria for selection as outlined in the Chapter By-Laws can be accessed from the Kellenberg Memorial website. The selection and induction of new members is made by the faculty. Inductions take place at the beginning of each school year. Once a student is inducted, he or she is expected to continue serving the school in various projects throughout the year. Members of the National Honor Society will be assigned for various functions during the school year. Students who are not able to make these assignments are expected to secure their own substitutions for the events. Failure to appear at assigned events or to secure appropriate substitutes will result in a review of a student's membership in the National Honor Society.

There is also a Chapter of the National Junior Honor Society for 7th and 8th grade students in the Bro. Joseph Fox Latin School. Requirements for membership in the National Junior Honor Society are the same as those for the National Honor Society.

### **M.A.S.H.**

More After-School Help is an after school extra help peer program open to all Latin School students. M.A.S.H. is moderated by the teachers and 8<sup>th</sup> grade students of the National Junior Society. 6, 7 and 8<sup>th</sup> grade students may attend M.A.S.H. to seek additional help with subjects and study techniques. M.A.S.H. meets from September thru May.

## **KELLENBERG MEMORIAL HIGH SCHOOL HONOR SOCIETY BRO. JOSEPH C. FOX LATIN SCHOOL HONOR SOCIETY**

A student who maintains a minimum yearly average of 85% (84.5%) without a failure becomes a member of the Kellenberg Memorial High School Honor Society.

Kellenberg Memorial High School Honor Pins are awarded to students in grades 9-12 according to the following schedule: Students who for the first time have a yearly honor roll average are awarded a bronze pin; the second time this occurs they receive a silver pin; the third time this occurs they receive a gold pin. Students who maintain an honor roll average for four years of high school receive a plaque at graduation.

Students in the Brother Joseph C. Fox Latin School who maintain a minimum yearly average of 85% (84.5%) are inducted into its Honor Society. Bronze pins are awarded for the first year on the Honor Roll, silver for the second year and a gold pin for the third year.

### **HONOR ROLLS**

Students who achieve an average of 85% (84.5%) or better on their grades for the first trimester, the second trimester, and the ending year have their names listed on the Kellenberg Memorial High School Honor Roll. The Honor Roll is displayed prominently in the school to recognize the outstanding achievement of the students who are listed on it.

### **ASSIGNMENTS**

Homework and out-of-class assignments are an integral part of the Kellenberg Memorial High School educational experience. Three hours of this work are required for a normal school day.

Students are required to complete all homework assignments. Carelessly done assignments are not accepted. A student who fails to complete a homework assignment or who does an assignment carelessly may be given an Academic Deficiency Slip. Students receiving such a slip must report to the Academic Deficiency Room at 2:52 p.m. on the same day to complete their assignment. The student's guidance counselor is informed of each Academic Deficiency.

Ordinarily, the school library is open until 5:30 p.m. each school day to give students an appropriate environment for studying.

Student term papers should follow the Kellenberg Memorial Style Sheet. Each student receives a copy of the Style Sheet in the freshman English course. Additional copies are available through the Bookstore.

The common format for assignments, quizzes and tests is:

J.M.J

Student's Name  
Period

Date  
Subject

### **IRREGULARITIES DURING TESTS AND CHEATING**

There are standard regulations affecting all testing: the students have no extraneous material on their desks, they keep their eyes on their own papers, they stop writing when told to do so, etc. Understandably, these regulations are made to assure the validity of testing. Students follow them to assure this and their own personal honesty. All irregularities during testing, e.g., looking on another's paper, are failures against these standard regulations and indications of possible dishonesty. The Dean of Students is informed by the supervisor of all such infractions. All irregularities during testing may have both an academic and disciplinary penalty decided upon by the Dean of Students in concert with the Assistant Principal for Academics. Where in the judgement of the Dean of Students an irregularity related to the Examination has taken place, commensurate demerits are assigned and the following academic penalty takes effect: in a Trimester Exam the offender receives a zero for the exam and fifty for the course; in a written Comprehensive Exam the individual involved receives a zero for the exam and a grade of fifty as the final mark for the course.

## PHYSICAL EDUCATION CLASSES

Kellenberg Memorial High School requires three years of physical education for graduation. Exceptions to the program are made as follows:

Students who must be excused from physical education class for a prolonged period of time must present a note from their family physician to the Health Office. Students in this situation are not expected to make up missed classes.

Students requiring an excuse from an individual gym class must present a note to the Health Office before 8:05 a.m. Students with a doctor's note are excused from class and need not make up the class. The Health Office will issue a permission form assigning the student to a study hall for the day.

Students who must follow a modified program of activity must present the Health Office with a note from the family doctor indicating limitations.

For uniformity of dress, the physical education uniform is worn during all gym classes. Students are issued a full uniform when they enter Kellenberg Memorial. Replacement uniform parts are purchased in the school bookstore. All students are expected to have each piece of their equipment clearly identified with their name. The dress code of physical education is a Kellenberg Memorial gym shirt, Kellenberg Memorial gym shorts, plain white socks and sneakers. The sneakers must have laces. Skips and platform sneakers are not allowed. In addition to the above, the Kellenberg Memorial sweat shirt and/or the Kellenberg Memorial sweat pants may be worn. Boys must wear an athletic supporter. Freshman boys and girls will also wear the proper Tae Kwon Do attire, which is issued during the first gym class. No jewelry of any kind may be worn in class. The gym uniform does not include boxer shorts, cut-off or ripped sweats. Spandex shorts are not acceptable. A student not complying with the dress code will be marked unprepared and an assignment will be given to the student to be completed in class.

Students who are unprepared or absent twice in a marking period are required to attend a make-up class as assigned by the department. Unprepared students are required to make up all examinations and physical fitness tests. Physical education make-up classes are held as needed. If a student fails to report for the make-up class, a green slip will be issued and the student will be referred to the Dean for disciplinary action. As a further consequence for failing to report to a make-up class, the student will not receive credit for the missed classes. Any student who misses more than 35% of the classes and fails to make them up will receive a failing grade for that marking period.

## GRADUATION

### GRADUATION INFORMATION

1. The Baccalaureate Mass is held prior to the Commencement Exercises. Parents of seniors are cordially invited to accompany their sons and daughters. The date is Sunday, June 4, 2017 at Hofstra University. The Mass is at 9:00 AM.
2. The graduation ceremony will take place on Sunday, June 4, 2017 at Hofstra University. The graduation is at 2:00 p.m.
3. For graduation exercises the graduates wear academic caps and gowns that are supplied by the school.
4. The Kellenberg Memorial High School diploma and honor character certificate are presented on the occasion of graduation.
5. A DVD is made of the Baccalaureate Mass and the commencement exercises. Each graduate receives a copy of this edited DVD of the graduation ceremonies. The cost is included in the tuition.
6. Graduates keep the cap and gown as a memento of graduation day.
7. Seniors are invited to the public graduation ceremonies: Baccalaureate Mass and Commencement Exercises, at the end of their senior year upon completion of academic and conduct requirements. Academic deficiency and behavioral inadequacies can deprive seniors of participation in these public graduation ceremonies.

### GRADUATION AWARDS

1. The Kellenberg Memorial Award – This award is given to that young woman and to that young man in the graduating class who most exemplify the school philosophy of civility, order, and respect as expressed in character, academic life, activities and service.
2. The Edward J. Dunn Award – This award is given to the most outstanding young woman and young man student-athlete. The student-athlete should have participated in two athletic seasons in each of the four years of high school.
3. Brother Richard J. Hughes, S.M. Service Award– This award is given to the young woman and young man who are most outstanding in service to the school community.
4. Father Francis T. Keenan, S.M. Valedictorian Award and Salutatorian Award - Students are appointed to these positions of honor in the graduation exercises by the Administration after a consultation of the graduating class. Primary qualities considered in both the consultation and appointment are scholastic achievement and speaking ability.
5. A certificate is awarded to those students who have maintained a high character rating for four years. No student will be considered for this certificate who has ten or more demerits in a given school year.
6. A plaque is awarded to those students who have attained a perfect attendance record for four years.
7. Academic Excellence Award -- This award is given to the student who has attained the highest cumulative average at Kellenberg Memorial.
8. Subject Area Awards -- An honor plaque is awarded to the young woman and young man who are selected by the department chairperson as the most outstanding in each of the following areas: Religion, English, History, French, Latin, Spanish, ASL, Mathematics, Science, Music and Art. An individual student cannot receive more than two of these subject area awards.

9. Activity Awards -- Activities awards are given to the young woman and young man who have contributed the most in the following activities: Drama, Speech and Debate, Phoenix, Yearbook, Chorus, Band, Orchestra and PREP.

## **FINANCES**

### **EXPENSES**

All arrangements concerning finances are handled through the Office of the Financial Supervisor. Checks for tuition should be drawn payable to Kellenberg Memorial High School. Post-dated checks will not be accepted.

The tuition for the 2016-2017 school years is \$9,675.00 for the high school (grades 9-12). For students in the Latin School (grades 6-8), the tuition for the 2015-2016 school year is \$9,475.00.

Parents must choose one of three tuition payment options, all payments must be made through FACTS.

1. A one-time payment in August with a \$150.00 discount.
2. Two equal payments in August and January.
3. The direct debit to your checking or savings account in ten installments, August through May, via FACTS.

For families with more than one child enrolled in Kellenberg Memorial (grades 6-12), a tuition reduction of \$100.00 for the second child and of \$75.00 for the third and fourth child will be given.

A service fee will be charged for any check that is returned by a bank. After the second bounced check, payment will be accepted only by cash or by money order. Any accounts which are not processed by FACTS will incur a \$500.00 charge.

All freshmen are obligated to pay a one-time deposit of \$100 towards the "lease to own" iPad program by June 15, 2016. In August 2016, all freshmen, sophomores and juniors will pay an additional \$200 toward the iPad. The \$200 fee will be paid yearly by all freshmen, sophomores and juniors as part of the "lease to own" iPad program.

All sixth and seventh graders are obligated to pay a \$100 deposit and \$200 rental fee with their registration toward an iPad rental. The \$200 fee will be paid by all sixth and seventh graders through and including eighth grade as part of this rental program.

No students may sit for their trimester examinations if their tuition is not paid up-to-date. In the event that tuition is in arrears at Comprehensive Examination time, the student may not sit for the Examinations and will be given a grade of Incomplete. If the tuition is not paid prior to the make-up examinations in the summer, the grade is automatically changed to an (F) Failure for the year. In the event a student withdraws, for whatever reason, tuition will be refunded on a prorated basis. If a student's tuition is not current at the time of withdrawal, his or her transcript will not be forwarded until the tuition charge is satisfied. Senior privileges, including the Senior Trip and Senior Send Off, may be revoked if tuition is not up to date. Any payments made towards the Senior Trip or the Senior Send Off will be transferred to pay down tuition should this occur.

Notarial services are provided, free of charge, at the Financial Supervisor's Office.

### **KELLENBERG MEMORIAL HIGH SCHOOL DEVELOPMENT FUND**

The Kellenberg Memorial High School Development Fund exists for the purpose of promoting and supporting the educational work and activities of Kellenberg Memorial High School.

The Kellenberg Memorial High School Development Fund will assist in the financing of the many expansions and renovations of the Kellenberg Memorial High School facilities. The newest activity of the Development Fund is the SHEPHERD'S FUND, Kellenberg Memorial High School's program of annual giving. The SHEPHERD'S FUND solicits unrestricted gifts to the Development Fund. Earnings from Development Fund investments are used to reduce tuition costs by providing additional revenues to the school. A long term goal of the Development Fund is to accumulate sufficient investments to allow for substantial tuition reductions for all students. To provide a greater support to students in need, we have instituted burses. This is a time honored way of supporting scholars. The burse can be an individual or family fund into which members of a family can continue to contribute. Often a burse is established in memory of a family member or of a faculty member or of a student. Further information about the Kellenberg Memorial High School Development Fund, Inc., may be obtained from the Financial Supervisor.

### **FINANCIAL AID SCHOLARSHIP PROGRAM**

This Scholarship Program is for families who experience the death of a parent or guardian who is a source of financial support for the student enrolled in our school. Two names of parents or guardians may be registered for this financial aid scholarship program. Any scholarship grant shall be on a charitable basis and be at the sole discretion of Kellenberg Memorial.

## ATTENDANCE

### ATTENDANCE REGULATIONS

The Comprehensive Attendance Policy is available on the Kellenberg Memorial website.

1. Students are expected to be in school and on time on all days when school is in session. Class days are noted on the School Calendar which is available online to parents in August.

2. In recent years there have been a number of changes in the state laws and in the regulations of the Commissioner of Education regarding attendance at school. These laws and regulations give very little discretion to either parents or to schools regarding what constitutes legal absence from school.

The following are the reasons which constitute legal absence from school: sickness, death in the family, health treatment, and court appearances.

State laws and regulations distinguish two types of illegal absence: unlawful detention and truancy. Students whose parents expect them to be in school and who do not attend for reasons other than the legal reasons listed above are truant. Unlawful detention occurs when students are absent with the knowledge and consent, stated or implied, of their parents, for other than legal reasons. According to publications of the state, such excuses as "visiting," "vacation," "away," "needed at home," "work," "overslept," "caring for baby," and so on, fall under the category of unlawful detention.

Kellenberg Memorial High School is mandated to record each absence in the category under which it falls, namely legal absence, unlawful detention, or truancy. These records are part of the student's permanent record.

3. Parents inform the school of the absence by giving their child a note, which is presented to the Attendance Office on the day the student returns to school. This note, signed by the parents, gives the date(s) and reason for the absence. Students who fail to present an absence note are liable to disciplinary action. For extended absences of more than two days, parents are asked to call the school to advise the reason for the absence and the anticipated duration.

4. Parents whose child will be out of school due to hospitalization should call the Kellenberg Memorial High School Guidance Department concerning the work the student is missing. If a student will be absent for several days due to illness, the parents or student should contact a fellow student concerning work that will be missed. Students can consult the teacher's web site for homework assignments and test dates.

5. All aspects of the school day are important. This includes assemblies and study halls. Courses such as physical education, art, and music are not given every day in a cycle. With this in mind, the school urges parents to allow absence on such days for only the most serious of reasons.

6. Upon arrival on the school premises, the student must enter the building immediately. Once students arrive at school in the morning, they may not leave the premises until the school day is over without parental permission and clearance with the Dean. Parents wishing to have their child excused early, inform the school by note to the Dean before homeroom, and a pass will be provided. Without this parental permission, students are not allowed to leave school before 2:52 p.m. Requests for early dismissal that would constitute an illegal absence (i.e., vacation, work, etc.) cannot be approved. Likewise, requests for early dismissal due to weather conditions are not approved. Rather, if school remains open, all students are expected to complete the school day as scheduled. All requests for legal early dismissals should be confirmed upon return to school.

7. Students not present in their respective homerooms for the 8:10 a.m. attendance check are tardy and must report to the General Office for a tardy slip. These tardies are noted on the school records and the report card. Parents aware that their child will be coming in late on a given day should give their child a note for the Dean of Students. If they are tardy, students must report to the Dean for detention after school on the day of the tardiness unless excused by the Dean of Students. Repeated offenders are liable to further disciplinary action.

8. Any student who is ill and cannot follow the school program must return home. These students must report to the Health Office. After being evaluated, the nurse may determine that the student can return to class or return home. The parent/guardian will always be contacted by the nurse if the student is returning home.

9. Students requiring an excuse from an individual gym class must present a doctor's note to the Health Office before 8:05 a.m. The Health Office will make an administrative decision concerning the validity and cogency of the request; the mere presentation of a parental note does not guarantee an excuse from gym class.

10. The penalty for truancy may involve demerits and Saturday detentions. Repeated offenders will be disciplined at the discretion of the Dean. Students who are absent from a classroom or from assemblies are also liable to demerits. Students who are absent for reasons which constitute unlawful detention may also be liable to demerits.

11. A student who has been absent from or late on a school day may not participate in any activities, sports, practices, etc., on that day. Any exception to this must be cleared directly with the Dean of Students in advance of the activity, game, etc.

12. Students with excessive absences threaten the integrity of the school year. Such students are liable to disciplinary action and appropriate remediation, which may include mandatory Saturday make-up classes.

### ATTENDANCE RECORDS

1. Parents are informed of their child's absence and tardiness on the report card. Parents wishing a more current record are free to call the Attendance Office any school morning.

2. In checking the report cards, parents may feel that there is an error in the absence or tardy record of their child. All errors in a marking period must be rectified within two weeks of that marking period. After two weeks the listing becomes official school record and will not again be reviewed. Parents bring errors to the attention of the school through a letter to the Attendance Office..

3. Students and their parents should be conscientious concerning the question of absences and tardiness. Attendance and promptness, marks of reliability and responsibility, must be a day to day concern through the years.

4. Attendance records include the facts of all legal absences, unlawful detentions, truancies, tardies, and early dismissals. To be recorded present, five attendance checks are required. Attendance records are part of the permanent record of each student.

### **WEATHER EMERGENCY**

Notification of school closing will be made by the SchoolReach system when classes are cancelled for the day. Additionally, school closing information will be posted on the school website ([www.kellenberg.org](http://www.kellenberg.org)) and through News12 website and television station. Radio announcements will only be used in the event we cannot communicate through the means mentioned above.

WCBS--880 AM	WINS--1010 AM
WKJY--98.3 FM	WHLI--1100 AM
Cablevision - Channel 12 News	

If classes are cancelled for the day, this information will be available during the morning hours after 6:15 a.m. Parents and students should not call or email the school.

Parents and students that would like to receive text notifications regarding school closings must have their current mobile number on record with the school and have opted into the SchoolMessenger system with that same number by texting yes to 68453 from the mobile device. Texting yes to 68453 does not automatically subscribe you to our notifications; your mobile number must also be current at Kellenberg.

### **EXTRAORDINARY EXCLUSION**

When students make application for entrance to Kellenberg Memorial High School, they thereby 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 and agreed that Kellenberg Memorial High School, or any of its administrative officers or faculty, shall not be liable in any way whatsoever for such exclusion.

Students and parents give signed agreement to this contract by signing the Student Handbook Card before official acceptance by Kellenberg Memorial High School.

### **PRINCIPAL'S PROBATION**

In order to be eligible for promotion, a student must satisfactorily complete all academic requirements and exhibit the quality of behavior and cooperation which is normally expected of Kellenberg Memorial High School students. Promotion to the next term at Kellenberg Memorial High School is not automatic but is at the discretion of the Administration.

### **SUSPENSION**

A suspended student must leave school immediately and return home with all his or her books and belongings. Such a student may not attend school or any school function until the suspension is lifted.

### **IN-SCHOOL SUSPENSION**

An In-School Suspension is issued for some offenses. In this case, the student is required to come to school, but not permitted to attend classes until officially reinstated. A student who receives an In-School Suspension may not participate in any after-school activities during the period of suspension. In addition, the regular penalties of suspension may be imposed, including up to twenty demerits.

### **RELIGIOUS EXPRESSION**

The Kellenberg Memorial experience is primarily a faith experience in the context of a school community. The religious life of the school centers around the ARK. The ARK is our campus ministry center. The word ARK stands for Apostolic Response at Kellenberg. Known for its spiral staircase, the ARK is home for our religious activities and serves as the place that organizes the faith life of our school.

Each day at Kellenberg Memorial is a religious experience:

- 1) Daily Mass is offered before the beginning of the school day at 7:20 a.m. in Maria Regina – Chapel of Our Lady. All the members of the Kellenberg Memorial family may attend--students, parents, family members, faculty and staff.
- 2) The school day begins with a short prayer video in homeroom which is broadcast over the school television system. The spirit of prayer continues through the entire day with prayer before each class, with the daily recitation of the Angelus at noon (during the Easter Season, the Regina Coeli) and with our final prayer, the "Three O'Clock Prayer," at the end of the day.
- 3) Midday Prayer - Students have the opportunity to attend the Mid-Day Prayer Service which is held before each of the lunch periods. Led by Seniors, this short service provides time to slow down and experience God as a daily routine in the school day.
- 4) In addition to these daily events, the faith dimension is emphasized through the following:
  - a) On the Feast of The Triumph of the Cross, the year spiritually begins when the entire school gathers outside near the cross for an opening Prayer Service. The Feast of The Triumph of the Cross is a focal moment at Kellenberg Memorial, a time where we recall the power of God's love for us and his triumph over sin and death.
  - b) Each month the entire school comes together for the celebration of the Eucharist. Three Masses are celebrated simultaneously in the auditorium, gymnasium and cafeteria.
  - c) The Sacrament of Reconciliation is held annually for the entire student body and also available at any time from one of the priests on the staff.

d) Special emphasis is given to the liturgical seasons of Advent, Lent and Easter. One major focal point at these times is the school-wide Prayer Service which is presented by the Kellenberg Memorial students.

e) Each year the Kellenberg Memorial Family gathers for an annual communion breakfast. Mass is celebrated in the auditorium followed by breakfast in the cafeteria. There are two communion breakfasts, one for the 6th, 7th, 8th and 9th grades on the Fifth Sunday of Lent, and the other for the 10th, 11th and 12th grades on Palm Sunday.

f) The Christmas Midnight Mass is celebrated each year in the auditorium for the Kellenberg Memorial Family. The celebration begins at 11:30 p.m. with traditional Christmas carols sung by the chorus.

g) As a Marianist school, particular emphasis is given to Mary as Mother of God. The Rosary Prayer Service is held in conjunction with the Feast of Our Lady of the Rosary. In addition, each May we crown Mary our Mother in the presence of our entire school community. Throughout the course of the year, other Marian feasts are highlighted.

h) Faith Fridays are held throughout the school year by division. The Theme of Faith Friday is building relationships through a Community of Faith. These spiritual events are planned on the school calendar on Fridays throughout the year.

5) Students are encouraged to become involved in the many religious and service activities which are conducted in school. Students are invited to join in the prayer of the Universal Church before each lunch period. Midday prayer is recited in the Maria Regina student chapel.

### **EMMANUEL - The Marianist Retreat House**

Emmanuel, the Marianist Retreat House, enables the school to intensify its efforts in the spiritual formation of its students. Emmanuel means "God with us" and the goal of each retreat program is to make all individuals more aware of the daily presence and power of God in their lives. The retreat staff has developed many programs for the school:

a) Sixth Grade Retreat - The Sixth Grade Retreat takes place at the Shrine of Our Lady of the Island in Eastport. This day retreat focuses on the basic devotional elements of our faith including a spiritual journey of Jesus' suffering using life-size Stations of the Cross.

b) Seventh Grade Retreat - The Seventh Grade Retreat is a full day retreat that focuses on the Sacrament of Confirmation and the significance of what it means to be a young Catholic in the faith. In preparing for their final Sacrament of Initiation, the students engage themselves in discussions led by the Junior Retreat Staff about the formation of their faith life and how they look to utilize the gifts and fruits of the Holy Spirit. By day's end, the students discover how to become "defenders of the faith" by learning about the impact of cyber bullying during their middle school years.

c) Eighth Grade Retreats – The full-day retreat for the Eighth Grade students focuses on learning service through the corporal and spiritual works of mercy. The call of every Catholic is to be Jesus Christ to others. Through our baptismal call, our relationship with God the Father, our commitment to Jesus and the indwelling of the Holy Spirit, our mission as Jesus' disciples is to go out, to spread the Good News of Christ, and to work to alleviate the pain and suffering of others. Through discussions with the Junior Retreat Staff, skits, and active participation in Mass, students make the works of mercy applicable to their daily life and challenge them to continue to live out their faith in both word and deed.

d) Freshman Retreats – Starting in the Second Trimester, the Freshman class is divided by young men and young women for their retreat experience. The Freshman men spend their day focused on what it means to be a Catholic man, while the Freshman women focus on what it means to be a Catholic woman. Each retreat is meant to instruct the men and women on how to live their lives as children of God. These retreats are run with the assistance of members of the Junior Retreat Staff. Through challenging discussions, presentations from moderators, and visits with religious brothers and sisters, the Freshman are challenged to continue to grow in their relationship with Him with the help of divine grace.

e) Sophomore Retreats - At the beginning of the year, Sophomores attend a full day retreat in Emmanuel. The program focuses on the discovery and the development of the spiritual life for teens. Discussions and presentations cover themes that deal with self-esteem, contrasting the values of Jesus with the values of the world and developing a personal relationship with Jesus. Members of the SAINTS Program assist with this retreat.

f) Junior Retreats - The Junior retreat is a full two day, overnight program with an emphasis on "Self Knowledge through Community," using themes from the junior religion course, Christian Morality. The Junior Retreat is a community experience where the students prepare common meals, share in discussions, participate in common recreation in an attempt to form a Christian Community of one heart and one mind. Celebration of the Eucharist, prayer services, Exposition of the Blessed Sacrament, time for quiet prayer and opportunities for the Sacrament of Reconciliation emphasize the fact that faith flourishes in community.

g) Senior Retreats - The Senior Retreat is also a full two day, overnight program that focuses on the challenges that the Seniors are meeting as they go through the personal transition that soon leads to college. The highlight in the evening is a Eucharistic Adoration Candle Prayer Service which focuses on spiritual needs including hope, honesty, courage, truth, and the Blessed Virgin Mary.

h) Sodality/Sports/Activity Retreats - Each season, every high school sports team has the opportunity to attend a team retreat. The retreats seek to answer the question: "How can athletics give glory to God?" Through the reflection on scriptures and the personal witness stories of professional athletes, the team comes to a better understanding on how God can be found on the athletic field and how the skills learned can help their spiritual life. The retreat experience is communal in nature, focused on team building activities, a meal and a prayer. The Varsity level retreats are held in the evening after practice, whereas the JV and Freshman level retreats are held in the afternoon.

### **FOUNDER'S HOLLOW**

This 200-acre plot of scenic property in upstate New York was acquired by the Province of Meribah to augment apostolic and retreat work. Founder's Hollow is named in honor of Father William Joseph Chaminade, founder of the Society of Mary, who was beatified by Pope John II on September

3, 2000 in Rome, Italy. Various activities and athletic teams may use the facility for retreats, workshops, work weekends, seminars and training programs of an educational nature. All activities at Founder's Hollow are coordinated by the Director of Founder's Hollow.

### **THE SODALITY OF OUR LADY OF THE PILLAR**

The Sodality of Our Lady of the Pillar takes its origins from Father Chaminade and the work of the earliest Marianists. The Sodality movement became a great source for evangelizing youth after the turmoil of the French Revolution in an age where the practice of religion was almost nonexistent. At Kellenberg Memorial the Sodality has several goals:

- a) To foster awareness of our baptismal commitment to live as a Christian.
- b) To develop a greater sense of Christian community in each individual Sodality group. Jesus founded a community and it is the goal of Sodality to make each member realize the strengths that come from being in and praying with others.
- c) To acquire a deeper knowledge of Jesus and Mary by discussing and praying the Scriptures.
- d) To reflect on serious faith and moral issues which touch the lives of a young person today.

These goals are achieved through:

- a) Weekly Sodality Meetings are held every Monday beginning at 3:00 p.m. and concluding at 3:30 p.m. This time is considered so valuable that no other school activities are scheduled at this time.
- b) Students are encouraged to participate in retreats, religious activities and community volunteer programs. Because no other activity meets during Sodality, participation is not listed as a school activity.

All students enrolled in grades nine through twelve are eligible for joining Sodality. The Sodality groups are faith evolving groups, where the individual can grow spiritually with the same Faculty Moderator and group each year. The Sodality groups are organized according to division by the Directors of Sodality.

### **EUCCHARISTIC ADORATION**

The ARK sponsors First Friday Adoration of the Blessed Sacrament during the school day in the Maria Regina Chapel. All members of the Kellenberg Memorial Family are welcome to attend. The Eucharistic Ministers will sponsor a prayer experience to begin Adoration during each period of the school day.

### **XLT**

XLT (Exalt) is an intense worship experience centered around Adoration of the Blessed Sacrament. On one Wednesday evening a month, students are invited to join their classmates and faculty for dinner, a presentation by a notable speaker, and prayer.

### **RELATIONS WITH SCHOOL DISTRICTS**

Under New York State Law, Public School Districts must provide textbook and transportation services to all students residing in the district, whether they attend public or private schools. State law is very clear that these services are provided to the parents and not to the schools. Consequently, there is little that Kellenberg Memorial High School can do directly to insure the proper delivery of these services. Parents may most effectively guarantee the performance of these services by directly asserting themselves to the School District, exercising their rights as taxpayers of the district.

Kellenberg Memorial High School can provide assistance to the parents in explaining the laws concerning textbooks and transportation services. The Assistant Principal for Academics is the liaison officer with the Public Schools.

Parents are reminded to observe carefully the deadlines established by their districts concerning textbooks and transportation:

- a) Transportation applications for the following year are due to the district offices by April 1. Parents are directly responsible for submitting these applications. Parents are reminded to observe carefully the particular requirements and deadlines established by their districts. Parents should check with their local district to ascertain particular requirements and deadlines.
- b) Textbook requisition forms for the following year are submitted directly to the local school district by the Office of the Assistant Principal for Academics on behalf of the parents. This process is completed by May 15.

### **ASBESTOS/PESTICIDES**

Kellenberg Memorial High School contains minimal amounts of asbestos. All care and maintenance is conducted in full compliance with all Federal and State regulations. A copy of the school's maintenance management plan is available for viewing by appointment.

### **STUDENT SERVICES**

#### **BICYCLES**

Students who ride bicycles to school should securely lock them in the area provided. In the event of theft, the fact should be reported promptly to the Dean of Students. In such a situation, little can be done unless the family has a record of the serial number of the bicycle and a proof of purchase; without such information, the police are unable to pursue the matter further.



## BOOKSTORE

The Kellenberg Memorial High School Bookstore is open before and after school and online to supply students' needs of textbooks, school supplies, physical education equipment, and specialty items. The Bookstore sells locks for use on student lockers. Gift Certificates are available as well. The Lost and Found Department is located in the Bookstore.

## CAFETERIA

The school cafeteria provides food service for the students before, during and after school. Breakfast service offers the opportunity for a light breakfast, e.g., pastry and milk from 7:40 a.m. until 8:05 a.m. Both hot and cold lunches are available during the students' lunch periods. No beverages (water, soda, etc.) may be brought into the school. No food deliveries are allowed in the Cafeteria. No beverages or foodstuffs may be taken from the cafeteria. Foodstuffs and beverages may only be consumed in the cafeteria. The cafeteria is open after school until 5:30 p.m. for snacks and until 6 p.m. for studying. When the weather is favorable, after the students have finished their lunch, they may relax in the Queen of Apostles Courtyard.

Kellenberg Memorial has implemented a system in the cafeteria that enables the students to pay for purchases through their ID card. Parents load money into the student's account through the MySchoolBucks/NutriKids website. Students use their Kellenberg issued ID cards to make payments for purchases in the cafeteria. The amount of their purchases is deducted from the balance of the MySchoolBucks/NutriKids account.

Students are not required to use the MySchoolBucks/NutriKids system. Students may also purchase items with cash. Kellenberg Memorial High School may revoke a student's privilege to use the MySchoolBucks/NutriKids system at any time if it is found that the student is unable to properly manage their account or is misusing the system.

### The benefits of the new system are:

- Speeds the lunch lines. Allows a student more time to eat and chat.
- Parents can see details of items purchased.
- Less lost money in the hallways.
- Simple on-line access for parents.

Students must present their own-current ID card for purchases using the MySchoolBucks/NutriKids account.

Students may not use previous years ID cards. Students are not permitted to pay for items verbally with their student ID number.

Funds placed on the ID card are not immediately available. Parents must allow 24-48 hours before funds appear on the ID card.

Please note, there are no refunds or transfers of funds in the MySchoolBucks/NutriKids Account. The students Balance will be carried over each year, but there are no refunds or transfers for students leaving Kellenberg Memorial.

Helpful information can also be obtained on the Kellenberg Memorial web site at <http://www.kellenberg.org/myschoolbucks>

## CALLS

Students may receive only emergency calls during the school day. The caller must notify the secretary of the Dean of Students. Students will be called to the main office during the Afternoon Announcements. There should be no interruption of classes for telephone calls.

## CANTEEN

A canteen is open in the cafeteria from 3:00 p.m. to 5:30 p.m. for the sale of snacks. Food is to be eaten in the cafeteria only. No food deliveries are allowed in the canteen.

## CARS AND STUDENT PARKING

The privilege of parking on school property is open to Seniors who have a valid New York State Class D license. Students who drive to school, even occasionally, must register their cars with the Dean of Students. In order to register their cars, students must bring their valid Class D New York State drivers' license and vehicle registration to the Dean of Students office. Students will then be given a parking sticker. This sticker must be visible at all times when parking on Kellenberg Memorial property. It must be affixed to the left rear bumper of the car. The parking sticker is not transferable to other vehicles. Students may park only in the assigned areas, in front of the building, facing the Meadowbrook Parkway. Student drivers must remain parked until all buses have left the property. Students parking in other areas will face disciplinary action. Flagrant violators will lose the privilege of parking on school property.

Kellenberg Memorial High School does not assume any responsibility for vehicles that are parked on or off campus. Students who choose to park off campus must be mindful of all legal parking regulations as well as conducting themselves with COR in the neighborhood.

## COLLEGE PLACEMENT OFFICE

As part of its services, the College Placement Office provides a full range of college and career placement services. During the Junior and Senior Year, the department conducts several programs for the students and their parents in order to assist them in selecting an appropriate college and career.

College Night is held Wednesday, September 14, 2016. Approximately one hundred and fifty college representatives are present from 6:30 p.m. to 8:00 p.m.

College Financial Aid Night is held on Thursday, October 6, 2016 at 7:30 p.m. A Financial Aid Officer from one of the local colleges will address the senior parents on how to fill out the Financial Aid Form and the scholarships, grants, work opportunities, and loans that are available to parents.

College Information Night takes place on Wednesday, February 1, 2017 at 7:30 p.m. for the Junior Class. Topics presented to the Juniors and their parents pertain to the use of Naviance as a search engine, Scholastic Assessment Test, the high school transcript, and available sources of financial aid.

The Guidance Department, in conjunction with the Alumni Association, sponsors a Career Night for the Junior class on Tuesday, May 2, 2017 at 6:30 p.m. The program offers presentations and discussions on a wide range of careers. The members of the Junior class are required to attend this program.

In addition to these programs, the College Placement Office maintains an extensive reference library of material on career selection, college choices, financial aid information, and other data pertinent to the selection of a college. Students, as well as their parents, are encouraged to make use of the services of the College Placement Office.

The College Placement Office maintains liaison with the Directors of Admission at the various colleges and universities. The College Placement Office sponsors visitations from college representatives at 2:50 p.m. daily. Seniors have the opportunity to discuss admission requirements, cost and curriculum with the college representatives individually. Seniors are notified weekly of the colleges visiting Kellenberg Memorial and are encouraged to meet with these college representatives.

All college applications are filed through the College Placement Office. Early processing of these applications is encouraged. The following deadlines are to be adhered to:

September 13, 2016 - Applications to the US Academies are due in the College Placement Office by this date.

September 15, 2016 - Seniors applying for Early Decision at universities or colleges should have met with the College Placement Counselors by this date to ascertain as to the feasibility of applying Early Decision.

October 11, 2016 - All applications due at colleges before December 25, 2016 must be submitted by this date. This includes all Early Decision and Early Action deadlines.

November 23, 2016 - Applications due in colleges by January 1, 2017, must be submitted by this date. All applications are due in the College Placement Office by this date.

Seniors may submit applications as Early Decision and Early Action deadlines. Early Decision at universities/colleges means you wish to attend only one college, meet the school requirements and, if accepted, forward a deposit to the college by date requested by the college, usually within a month. Applications sent to other colleges must be withdrawn.

Early Action at universities/colleges means you can apply to as many colleges as you wish and notification of acceptance is during the early months of 2017. The deposit is not due until May 1, 2017.

Applications take several weeks to process in the College Placement Office. The process of accepting applications is first come first served. Seniors must adhere to the dates found in the School Handbook or in College News notes. Applications submitted after November 23, 2016, have no guarantee of being in colleges by January 1, 2017. It is very important that seniors access applications during the summer months or in September. Applications can be found online or can be obtained from the college directly.

Visiting the college campus has value in determining which college one would like to attend. In general, these visitations should take place on weekends, on high school holidays or during the various vacation periods. Plans for college visitation during school time must be made in conjunction with the College Placement Counselors and must have prior written approval from this office. College Visitation requests should be obtained from the College Placement Office, signed by the parent and submitted to the College Placement Counselor three school days in advance of the visit. Approval will be granted only in those instances in which the student has a formal interview with a college officer. Visiting a college during school time without authorization is an illegal absence.

### **NAVIANCE FAMILY CONNECTION FOR JUNIORS AND SENIORS**

Through self-discovery and collaboration with parents, teacher and school counselors, Naviance helps students be better prepared for attending college. Each junior receives a user name and password so they can access the Family Connection website. Together with their College Placement Counselors the students can get a better feel for the colleges they are planning on applying to. Naviance allows Kellenberg Memorial to send student transcripts and letters of recommendations directly to the colleges electronically. The junior class is instructed on the use of this college search engine in February of the Second Trimester.

Students and parents should check their Naviance account once a week after they receive their password in junior year and throughout senior year. All information about the college process will be posted on Naviance, including upcoming college visits and new "College News Notes". "College News Notes" will only be posted on Naviance and not in paper form.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Kellenberg Memorial adheres to the Family Educational Rights and Privacy Act. Under this act parents and eligible students:

1. Have access to records directly related to the student by making an appointment with the Director of Guidance;
2. Are able to challenge those records on the grounds that they are inaccurate, misleading or in other ways a violation of the student's privacy or other rights;
3. Must give written consent for the release of personally identifiable information about the students contained in the educational records.
4. There is no fee charged for a copy of their records. The records will be stamped "unofficial". Parents may arrange to see the official school records of their children by contacting the Director of Guidance. Items in the Student File are listed below.

5. The type of records that will be available are:
  - a. Permanent Record Card
  - b. Attendance Record
  - c. Disciplinary Record
  - d. Testing Record
  - e. Administrative Correspondence
  - f. Teacher Failure Reports
  - g. Student Self-Study Profiles (The Student Self-Study Profile includes the Freshman Autobiography, the Freshman Coat of Arms, the Sophomore Self-Evaluation and Reflection, and the Junior Family History Project.)
  - h. Activity Report
  - i. Parent Information Form
  - j. Final Report Card for each academic year
  - k. Grammar School Records

### **GUIDANCE DEPARTMENT**

The services of the Guidance Department are offered as an integral part of the educational program sponsored by the school. The Department assists the students in their goal-planning, decision-making, and personal development, individually, through counseling, and collectively, through the various programs it sponsors. To promote the effectiveness of their efforts, counselors often consult with teachers, parents, and others significant in the lives of the students.

In addition to the services offered to the students, the members of the Guidance Department offer their assistance to the parents of the students through various Guidance Programs, as well as through personal interviews.

The Guidance Department also sponsors peer support groups. The program is called Spectrum. It is designed for students who are dealing with grief due to the loss of a parent due to death or divorce. Student participation is voluntary. Spectrum groups share twelve meetings, one a week. The Spectrum Program is generally directed to the ninth and tenth grade student.

An official transcript accompanies each college application submitted by seniors. Copies of report cards are occasionally released to those grade schools seeking to evaluate the effectiveness of their instructional programs. Written permission is required for any other release of student records.

The following tests are administered by the Guidance Department:

Cadets	Iowa Tests of Basic Skills
Tyros	Iowa Tests of Basic Skills
Squires:	Cognitive Abilities Test
	Iowa Test of Educational Development
	SRA Placement Test
Sophomores:	Preliminary Scholastic Assessment Test
Juniors:	Preliminary Scholastic Assessment Test
	National Merit Scholarship
	Qualifying Test
	Scholastic Assessment Test: SAT I
Seniors:	Scholastic Assessment Test: SAT I and SAT II

### **HANDICAPPED STUDENTS**

The Kellenberg Memorial High School facilities are able to accommodate students with different types of temporary physical handicaps, such as crutches and a student wearing a cast. If a student arrives at school with crutches they must immediately report to the nurse's office with a doctor's note. Most handicaps require the use of the elevator for movement between classes. The elevator is available for use by students possessing an elevator pass. An elevator pass is obtained from the nurse's office; it specifies the time for which it is valid.

In the event of a fire or a fire drill, students who are unable to use the stairs may not do so; instead they should report to the nearest classroom opposite the courtyard and wait by the red escape window. In the event of emergency, they would be easily rescued from those locations.

Parents of students with more serious handicaps should contact the Administration for further information and details about the procedures and services available.

Application to Kellenberg Memorial High School and acceptance thereto implies willingness and capacity to achieve within the existing academic program as described in our Handbook. Because of limitations in resources and finances exceptional programs for individual needs cannot be adequately provided for within existing parameters.

### **HEALTH SERVICES**

Each student receives a number of health services through the Uniondale School District. These services are mandated by state law; they are financed by tax dollars paid to local school districts.

A registered nurse is available during the entire school day. In the event that a student becomes ill or is injured, appropriate first aid is provided. If a student is not well enough to attend class, the parents are informed by the Administration. Students must report to the school nurse before an administrative decision is made to call the parents. In such cases a parent must personally come to pick up students to bring them home; state law prohibits the use of public transportation in such instances.

State law concerning medication in schools is quite specific and clear. The School Nurse may not prescribe or administer any medication whatsoever, even aspirin. If a family doctor prescribes medication for a student which must be taken during the school day, the student may not carry the medication in school. In the morning the student should bring the medication and the prescription to the Nurse's Office for safekeeping; at the proper time the student should report to the Nurse's Office to take the medication. No medication of any type may be kept in a school locker. Parental permission for the medication is required.

The School Nurse also administers the various health records mandated by state law. For the health and safety of the entire school community, every student entering Kellenberg Memorial High School must submit a Certificate of Immunization, with all required immunizations, before entry is permitted. All students are also required to have a complete physical examination before the first day of school. This physical examination must be taken on or after June 1, 2016, and before the beginning of school. All such physical examinations are to be made by the student's family physician or the school physician. The school physician will be in school on Tuesday, August 23, 2016 at 8:00 a.m. until noon to give examinations to students. State law is very strong and very clear in its requirement that the appropriate Certificate of Immunization and record of Physical Examination must be on file at Kellenberg Memorial High School before a student can begin attending school.

The School Nurse also administers the various screenings, such as vision, hearing, scoliosis, urine and the like, which are mandated by state law, for sports physicals. In the event of a finding which may suggest a problem, the parents are informed so that they may have the family doctor pursue the matter fully.

## **HOMEROOMS**

Each student is assigned to a homeroom which serves as the basic unit of organization in the school. Homeroom is the first class of the day. All students should be present for Morning Prayer and announcements. After announcements, only an Administrative pass will excuse a student from homeroom.

All student business should be concluded by 8:05 a.m.

## **IDENTIFICATION CARDS**

All Kellenberg Memorial High School students are issued identification cards. These cards are to be carried at all times for school activities. Students need their ID card in order to withdraw books and materials from the library. Upon request, these cards are to be shown to school personnel, bus drivers, guards, etc. Kellenberg Memorial students must bring their identification cards to all interscholastic sporting events or any social events sponsored by Kellenberg Memorial. Students who lose their cards must report this immediately to the IT Help Desk, who will issue a replacement. There is no charge for the original ID card; replacements are \$5.00

## **INSURANCE**

Kellenberg Memorial High School does provide student accident insurance. Coverage is provided as a secondary insurance covering all school-sponsored activities. The premium is included in the tuition. A description of the coverage is provided for each family at the beginning of the school year.

## **KELLENBERG MEMORIAL HIGH SCHOOL IPAD GUIDELINES AND ACCEPTABLE USE POLICY**

### **Introduction**

Kellenberg Memorial High School recognizes the rapid expansion of modern technology and its benefit to education. It is the focus of Kellenberg Memorial to provide tools and resources for the 21<sup>st</sup> Century Learner in order to further enrich his/her education. The iPad is the educational tool we have selected in order to help maximize the students' full potential and prepare them for future endeavors.

We welcome the opportunities presented by the iPad technology and will authorize the use of such devices. Their use will be guided by the KMHS philosophy of Civility, Order, and Respect. The use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies.

The iPad is issued to the student on a lease to own basis, as such, the device is considered the property of Kellenberg Memorial High School until the student successfully graduates from the school. The iPad will be issued to students according to the guidelines set forth in this document. We retain the right to collect and/or inspect the iPad at any time, and to alter, add or delete installed software. Once received, the iPad is the responsibility of the student. The cost to repair or replace the iPad outside of those covered by AppleCare is the students' responsibility. All repairs and replacements must be coordinated through the Kellenberg Memorial High School Help Desk.

### **Apple ID**

All students will be assigned an Apple ID. Instructions regarding the Apple ID will be provided during the Triple A Orientation Program.

### **Taking Care of your iPad**

Students are responsible for the general care of the iPad. iPads that are broken or fail to function properly should be taken to the Help Desk for an evaluation of the device. Some general precautions include:

- iPads that are broken or fail to function properly must be brought to the Kellenberg Memorial High School Help Desk.
- iPads must remain in a **protective** case at all times.
- Each Student is responsible for the security of the iPad. The device must be secured when required to be left unattended.

- Do not subject the iPad to extreme heat or cold.
- Avoid putting excess pressure on the iPad screen.
- Avoid placing items which might cause scratches or other damage on the device.
- Take care not to knock the iPad against walls, floors, lockers, or anything hard to avoid breaking the screen.
- Replacement chargers, cases, and accessories are the responsibility of the student.

The iPad screen should only be cleaned with either a soft cloth or approved laptop screen cleaning solution available at most electronics store or on the Kellenberg website.

### **Repairing or Replacing the iPad and Accessories**

The Kellenberg Memorial Help Desk will assist students in the use and function of the iPad. Please report any issues to the help desk as soon as possible.

Students/parents are not permitted to repair, alter, modify or replace iPads without coordinating through the Kellenberg Memorial High School Help Desk.

Kellenberg facilitates all repairs with Apple. The following are charges for damaged iPads, including cracked screens. These charges are the student's responsibility:

1<sup>st</sup> Incident - \$50.00

2<sup>nd</sup> Incident – \$100.00

Additional incidents will be the cost of a replacement iPad. Price will be dependent on actual cost to procure a replacement device.

### **Cost of Repairs**

Excessive repairs due to neglect or carelessness may become the responsibility of the student. The cost of lost or damaged items such as cases, chargers, and cables are the students responsibility. Any repairs not covered by AppleCare is the students responsibility.

### **Lost or Stolen iPad**

In the event that an iPad is lost, stolen, or damaged please report immediately to the IT Help Desk. **The cost of replacing a lost or stolen iPad is the student's responsibility, in addition to the annual iPad fee.** Notification of a missing iPad during non-school hours should be sent to [itsupport@kellenberg.org](mailto:itsupport@kellenberg.org).

### **Using the iPad at School**

Students are required to have a fully charged iPad each day. Individual teachers may impose additional policies for their individual classes.

### **Wi-Fi**

Students are only permitted to use the iPad on the KMHS-Student Wi-Fi network at school. Use of other networks, personal hotspots, VPN's, or pairing with other devices / phones is prohibited. Attempts to circumvent network filters will be subject to disciplinary action.

### **Updates**

It is the student's responsibility to ensure the iPad is kept up to date. Updates must be installed at home to avoid down time during school hours.

### **iPad Identification**

The iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of the iPad's serial number in a School database
- Labeling of protective case

### **Preparedness**

It is the students' responsibility to bring the iPad to school each day fully charged. The help desk has a limited supply of chargers for emergency use during the school day. The loaning of chargers is at the discretion of help desk personnel and subject to availability. Students that require a charger will be charged a daily rental fee of \$2.00 to cover the cost of supplying and maintaining chargers. iPads must be brought to the help desk when requesting a charger. Chargers must be returned at the end of the school day. Students that repeatedly are unprepared may be subject to disciplinary action.

### **Screen Savers and Background Photos**

Screen savers and background photos must be appropriately selected and cannot violate C.O.R. (Civility Order and Respect).

### **Security**

iPads should be password protected. During Triple A, the students will be encouraged to choose a 4-digit passcode to protect their device. Students are prohibited from sharing this password with anyone else except for their parents/guardians or help desk personnel. iPads must be stored in a secure location (i.e. locked locker) when they must be left unattended.

## **Backup**

Students are expected to back up all educational work on the iPad. Kellenberg Memorial High School does not take responsibility for any lost data.

## **Recording**

Use of the recording mechanisms of the iPad in class is only permitted with the expressed permission of the teacher in a specific class. Any use of the recording capabilities of the iPad must comply with the C.O.R. (Civility, Order, and Respect) philosophy.

## **Headphones**

Students may have personal headphones to use in conjunction with the school issued iPad. When using headphones in school, students should be engaged in academic course work. Students may only use headphones in class or study hall with the express permission of the teacher.

## **Sound, Music, Email, Games or Programs**

Students may have music on the iPad. However, during the school day sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Kellenberg Memorial will provide the student with an @kellenberg.org email address. This is the only email address approved for use on the device. Email is monitored and archived by Kellenberg Memorial High School.

**Since the iPad is to be dedicated exclusively for academic work, the following actions are prohibited:**

- Removal of the Mobile Device Management Software (MDM).
- Illegal installation and transmission of copyrighted material.
- Sending, accessing, downloading or uploading offensive, profane, threatening or obscene materials.
- Use of chat rooms or texting apps.
- Adding additional email addresses to the iPad.
- "Jailbreaking" the iPad.
- No games or game apps are to be installed on the iPad.
- Use of social networks not previously approved.
- Any actions that are in contradiction to Civility, Order, and Respect.

Preloaded apps and materials provided by Kellenberg may not be deleted and they must be updated periodically. Academic content takes precedence over personal files and apps. In case of memory space conflict, personal media/files/apps/music must be removed from the device.

## **Inspection**

Students may be asked to provide their iPad for inspection at any time. Inappropriate content will be removed and result in disciplinary action by the dean.

## **LIBRARY**

The school library is at the service of all Kellenberg Memorial High School students and faculty members. It is usually open daily from 7:50 a.m. to 5:30 p.m. for the purpose of reading, study, research and the borrowing of books. An air of quiet and decorum is preserved in the library at all times. The adjoining computer lab is open daily from 3:15pm to 5:15pm.

All students are permitted and encouraged to withdraw books from the library. The student I.D. Card must be used when borrowing books from the library. Books are borrowed for a period of two weeks. There is a fine of five cents per school day on overdue books. Reference books and magazines may be used only in the library. There is a copier available for student use in the library. Copies of library materials are free. All other copies cost \$.10 per page. The internet is available in the library. Access to the internet is restricted to research for KMHS class assignments. Interested students may join the student library service, a school activity.

## **LOCKERS**

All students are assigned two private lockers for their use. One locker is located in the hallway for general use. The second is located in the locker room for physical education and sports use. Only combination locks with protective covers obtained in the Kellenberg Memorial High School Bookstore are permitted on lockers. Protective covers are required for the locks to prevent scratching the lockers. Students new to Kellenberg Memorial are given two locks - one for their hallway locker and one for their physical education locker. Student lockers are the property of the school; the Administration reserves the right to inspect student lockers at any time.

Lockers should always 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. On Monday, June 12, 2017, the last day of regular classes, students clean out their lockers and take home all their belongings. Any locks or items remaining in lockers following dismissal on the last day of the school year are considered abandoned and will be removed.

Interference with another student's locker is a serious offense against that student's rights, rendering one liable to disciplinary action.

## LOST AND FOUND

All items found in the school are placed in the Lost and Found Department, located in the Bookstore. Students should check the Lost and Found Department before claiming that a missing item has been stolen. Lost and found departments for athletic equipment are also located in the Girls' Locker Room and the Boys' Locker Room. Students who lose items of significant value should report to the Dean's Office to fill out a Lost Item Report.

## SCHOOL RINGS

Students desiring school rings are measured in the fall of their Junior Year. These rings are distributed in the spring of the Junior Year. The Junior Council of the General Student Organization sponsors a Junior Ring Ceremony at which time the rings are blessed and distributed. Family members are invited to the ceremony. Following the reception of the rings, members of the Junior class may attend the Ring Banquet. See Dress and Appearance for attire. Limousines are not to be used for transportation to and from the Banquet.

## TAXI SERVICE AFTER SCHOOL PROGRAMS

There are several school events in the evenings that end after 5:30 p.m. or on weekends when students depend upon parental or personal transportation to return home. In the event that a student is not picked up within thirty minutes from the scheduled end of an evening's function, the school will call All Island Taxi at (516) 481-1111, and they will drive the student directly home. The school will pay the initial fare, but on the following morning, the student is to reimburse the school the full amount.

## TRANSCRIPTS

A copy of the student's transcript is forwarded to each college or university to which a student applies. Unofficial transcripts may be obtained from the Guidance Secretary for personal use.

## ACTIVITIES

An important part of the high school experience is the participation with fellow students and faculty members in activities of personal interest and development. Kellenberg Memorial High School offers a full range of sports and activities which stimulate and develop the interests of each student. Co-curricular activities allow the student to pursue interests and talents related to the course of study. Extracurricular activities give the student a chance to serve and to pursue interests not directly related to their studies. Athletics, on both the intramural and interscholastic levels, combine physical development and exercise with competition and enjoyment.

### Co-curricular Activities:

Academic Quiz Bowl  
Art Guild (3 levels)  
ASL Club  
Bagpipe Club  
Band (4 levels)  
Book Club  
Chamber Music Society

Jazz Band (2 levels)  
Jazz Chorus (Firebird Swing)  
Laboratory Squad  
Latin Club (2 levels)  
Literary Magazine (Renaissance)  
Mathematics Club (2 levels)  
Orchestra (4 levels)

Pep Band  
Pit Band  
Schola  
Science Club (3 levels)  
Science Olympiad Teams (2 levels)  
Spanish Club (2 levels)  
Speech and Debate  
Website and Social Media Club

Chorus (5 levels)  
Computer Club  
EMT Training Program  
Fiddle Club  
French Club  
History Club (2 levels)

### **Extracurricular Activities:**

Amateur Radio Club  
Auditorium Service  
Boy Scouts of America  
Catholic League  
Chess Club  
Communications Club  
Community Service Club  
Crafts Club  
C.R.O.S.S. (5 levels)  
Culinary Club  
Divisional Newspaper  
Drama Club (2 seasons)  
Educational Television Service

Eucharistic Ministers  
Founders Keepers  
General Student Organization (5 levels)  
Gregorian Consortium  
Guitar Club  
Hiking Club  
Jubilee Choir (2 levels)  
Library Service  
Marianist Mentors  
National Honor Society (2 levels)  
Newspaper (Phoenix)

Parish Religious Education Practicum  
Phoenix Emporium  
Photography Club  
Retreat Staff (2 levels)  
Sacristans  
S.A.L.T.  
S.M.A.R.T.  
St. Cecilia's Recording Club  
Ushers of Mass  
Woodworking Club  
XLT Staff  
Yearbook (Blue and Gold)

### **ACTIVITY ELIGIBILITY**

All students are eligible for participation in school activities. Academic failure may render a student ineligible for participation in these activities, as determined by the Assistant Principal for Activities. Disciplinary problems may also render a student ineligible for participation in these activities, as determined by the Dean of Students.

### **SCHOOL AWARDS FOR ACTIVITIES**

Students receive a Kellenberg pin for each activity whose requirements they successfully fulfill. Students may wear any three school pins on their school blazer.

### **AWARDS ASSEMBLIES**

The Academic Awards Assembly is held at the beginning of each academic year. At this school assembly recognition is given to students who have attained scholastic honors.

The Activity Awards Assembly is held at the end of the school year to present all non-athletic awards.

### **ACADEMIC QUIZ BOWL**

The Academic Quiz Bowl is open to any students who have a warehouse of academic knowledge, are quick thinkers, and are fast with a buzzer (or are good at Jeopardy). The teams compete at a number of different academic-based tournaments ranging from Internet competition against schools across the nation to a local Quiz Bowl League.

### **ART GUILDS**

The Art Guild provides students with the opportunity to work creatively in the field of art. The guild provides individual instruction to its members in a variety of media and works as a group on various school wide projects. Further, the guild assists the Art Program in a service capacity. The Art Guild provides posters for school events, submits cover designs for the school concerts and various publications, and creates the stage decorations for the music concerts. The Latin School Art Guild is similar in scope, but geared exclusively for members of the 6th to 8th Grades.

In addition, the Art Department sponsors a separate group called Animè. Animè explores one of the most popular forms of contemporary international art today: the stylized drawings of Japanese pop culture. Students from Freshman through Senior years are invited to draw and share their individual expertise with fellow members in the art of animè and manga. Lessons are given in adapting their own renderings into this particular Asian style. At several points in the year, the best pieces are given a display in the school. In addition, various films are shown.

### **ASL**

The ASL Club is open to students interested in learning basic American Sign Language. It will expose students to the Culture of Deaf Americans. The club will provide opportunities to use ASL in interactive activities, games and song. The purpose of the club is to expose students to a beautiful visual language and inspire a deeper understanding of Deaf Americans and their rich culture. The students will have opportunities to meet Deaf students and adults living on Long Island.

### **AUDITORIUM SERVICE**

The Auditorium Service operates the lighting, sound and projection facilities of the auditorium. It provides technical assistance for all assemblies, Masses, prayer services, divisional movies, concerts, dramatic productions, and so on which occur in the auditorium or in other parts of the school.



## **BAGPIPE CLUB**

The Bagpipe Club is open to all students at Kellenberg. No prior experience is required. The aim of the club is to educate students about the techniques and skills required for mastery of the instrument. In addition, students also learn about the history and culture of the music itself. Our group is dedicated towards performing at various school functions.

## **BAND**

The band provides interested students with a variety of co-curricular and extracurricular musical activities. The band is open to all students who are not already members of the chorus or the orchestra.

There are four bands at Kellenberg Memorial. Two bands exist on the high school level, grades 9 to 12. The Phoenix Band is for the more experienced high school musicians. The Firebird Band is for the less experienced high school musicians. The Latin School level, grades 6 to 8, also has two bands. The Praetorian Band is for the more experienced musicians, and the Centurion Band is for the less experienced musicians. Musical talent, not academic grade level, determines your placement in our high school and Latin School level band program. All students must audition to be selected for any band. All band members are required to participate in the NYSSMA Solo Festival.

All bands, in conjunction with the chorus and orchestra, give two public performances each year; the Christmas and Spring Concerts. Attendance is mandatory at these two concerts. In addition, the Phoenix Band is required to perform at the school's graduation ceremony. Failure to fulfill these requirements can result in dismissal from the band.

All members of the band are required to take individual, weekly music lessons which are scheduled during regular school program hours. The weekly thirty-minute lesson fee is \$26.00 and is paid directly to the music teacher.

Because of the dual purpose of the Band Department, namely, personal proficiency in instrumental music and participation in a performing art, school credit is given to band members.

Band practices are held every school day as a regular part of the school schedule. Since these practices are scheduled for the school day, members of the band program are free to participate in all other non-athletic and athletic activities.

Students electing to participate in band are committed to this program for one academic year. Students are permitted to renew or discontinue their participation only in June for the following school year. Auditions for the bands are held each May.

Drummers who do not make it into the band program can join our independent study program. This program is managed by our drum instructor and is designed to help the individual gain strong skills, which can help them on this highly competitive instrument. This program requires lessons outside the school. The drummers may also audition for the band next May.

## **BOOK CLUB**

The Book Club is open to interested sophomores, juniors, and seniors. The main purpose of the club is to allow students the opportunity to read and discuss books not studied in their English classes. The Book Club meets once a month to exchange ideas concerning different classic and contemporary novels.

## **PHOENIX EMPORIUM**

The Emporium staff is open to all students. The staff works in the morning before homeroom and in the afternoon until 4:00 p.m. Members are involved in a variety of activities. Dependent upon need, there are opportunities to sell, maintain inventory, stock merchandise and prepare displays. Members are sometimes needed to work at certain school functions during which the Phoenix Emporium is opened beyond regular school day hours.

## **BOY SCOUTS**

A Boy Scout troop is sponsored by Kellenberg Memorial High School. A student may be registered in both Kellenberg Memorial Troop 87 and his hometown troop. Emphasis is placed on assisting scouts in advancement, religious award instruction, as well as learning citizenship and outdoor skills. Meetings are held weekly after school until 5PM. The troop camps out once a month and attends summer camp.

## **CATHOLIC LEAGUE**

Students who are members of the Catholic League seek to understand, enhance and protect the religious and civil rights of all people, especially Catholics. Discrimination because of religious beliefs can take many subtle forms; these forms are identified, studied, and combated. Many groups, such as the unborn, the handicapped, the aged, and parents who select private schools for their children have rights which are not always protected. The Catholic League defends these rights and pursues ways of allowing greater expression of these rights.

## **CHAMBER MUSIC SOCIETY**

This club is open to musicians of all stringed instruments. Depending on the participants, we will establish chamber groups (anything from duos to octet or even nonets) which will explore the wealth of chamber music written from the Baroque era right up to contemporary compositions. All styles and genres will be investigated.

## **CHESS CLUB**

The school sponsors a Chess Club which is open to all students. Students can learn and challenge their chess skills in regular meetings and matches.

## **CHORUS**

The Chorus is a co-curricular activity which is open to all students who are interested in choral music who are not already in the Band or Orchestra. There are five co-curricular Choruses at Kellenberg Memorial: Cadet, Tyro and Squire Choruses, Firebird Chorus for grades 9 and 10, and Phoenix Chorus for Grades 11 and 12. Chief among the activities of the Chorus are the Christmas and Spring Concerts, which are produced in conjunction with the Kellenberg Memorial Fine Arts Department. Members of the Chorus must be present at these concerts. In addition, the Chorus may sing at several community performances. Choruses perform both sacred and secular music of all styles and from many different cultures around the world.

Chorus practices are held every day as a regular part of the school schedule. Extended rehearsals are held according to a published schedule. Membership in the Chorus is contingent upon interest, cooperation, and singing ability. Since Chorus practices are held during the school day, members are free to participate in all after-school sports and activities. Vocalists may also participate in NYSSMA solo festivals, all-county music organizations, and extra-curricular groups such as the Fall musical and Jazz Chorus. Chorus members in grades 9-11 may elect to participate in the private lesson program in which students take individual, weekly voice lessons scheduled during regular school hours. The weekly thirty minute lesson fee is \$26 and is paid directly to the voice teacher.

Students electing to participate in Chorus are committed to this program for one academic year. Students at the High School level are permitted to renew or discontinue their participation only in June for the following school year.

## **COMMUNICATIONS CLUB**

Open to all divisions, the Communications Club provides members with practical experience in television broadcasting and public speaking. The club provides announcers for the televised morning announcements and the afternoon public address announcements. The club also maintains the school's bulletin board of coming events.

## **COMMUNITY SERVICE CLUB**

The Kellenberg Memorial High School Community Service Club allows students to participate in various service projects throughout the surrounding neighborhoods. Club members get a "hands on" experience of serving others through a variety of projects. Past projects have ranged from cleaning up yards to painting and spackling, from demolition to basic construction and carpentry. All aspects of the club, from organizing donations of materials to finding people in need to serve, are run in part by the students with the assistance of several club moderators. In the past, this group coordinated Katrina relief, Nazareth Farms and super Sandy relief.

## **COMPUTER CLUB**

The Computer Club provides students with the opportunity to learn and enhance technology skills. Some of the skills practiced include programming, working with microprocessors, and the use of technology to solve problems. The computer club also contains a service component where students assist at the Kellenberg Help Desk.

## **CRAFTS CLUB**

The Crafts Club is open to students of all grade levels. The members get to try their hand at a variety of crafts touching on glass etching, wind socks, sewing, working with wood, painting scarfs and sweat shirts, and holiday crafts. Members also make candy, bake and get acquainted with some of the handicrafts.

## **C.R.O.S.S.**

C.R.O.S.S. stands for "Christians Reaching Out Spreading Spirituality" and it is a faith-oriented activity which is organized on a divisional basis with the goal of spreading the gospel both in and out of school. What can we do to wake people up to the power and presence of God in our lives? How do we do this?

- a) Through using artistic talents to create posters to make people aware of liturgical, spiritual and social issues;
- b) Through sponsoring religious services, such as stations of the cross, prayer services, and Faith Fridays.
- c) Through creating spiritual reflections on the daily gospels during the seasons of Advent and Lent, and saints during October and Mary during May, for [www.kellenberg.org](http://www.kellenberg.org).
- d) Through volunteer visitations to different homes for the elderly (A. Holly Patterson, Queen of Peace Nursing Home, and The Bristol).

## **CULINARY CLUB**

Kellenberg Memorial introduced the Culinary Club to its extensive list of extracurricular activities in September 2000. Taught by a trained Chef, the Culinary Club is a "hands on" cooking class that meets weekly, throughout the year, in the kitchen of Emmanuel Retreat House. Participation is open to Juniors and Seniors.

The Culinary Club provides lessons in kitchen safety, knife skills, cooking techniques, organizational skills, recipe interpretation, kitchen math, and culinary terminology.

## **DIVISIONAL NEWSPAPERS**

The Latin School, Freshman, and Sophomore Divisions sponsor a newspaper.

The Latin School Newspaper's purpose is to acquaint the Latin School students with Kellenberg Memorial, its activities, and events of interest on the Latin School level. The "Early Bird" is a blend of serious news and entertainment.

The Freshmen and Sophomore newspaper gives these students opportunities to write about events, activities and interests specific to their classes. The "Blue Blazer Bulletin" is a blend of serious news and entertainment.

### **DRAMA CLUB**

The Drama Club offers interested students an opportunity to develop in the creative theater arts. These arts include acting, speaking and oral interpretation, stage management, set design, stagecraft, costumes and make-up. The Drama Club presents a musical in the fall and a drama or comedy each spring.

The Drama Club presents an annual Variety night for its juniors and senior members. The Drama Club also sponsors a three week summer drama workshop. The Drama Auditions are open to all students in grades 6-12.

### **EDUCATIONAL TELEVISION SERVICE**

Members of this organization are responsible for the technical production of the morning television announcements, for the taping of educational programs for classroom use and for the taping of various school functions, activities and athletics. They learn the fundamentals of videotaping, computer graphics and editing. Time is spent learning proper camera techniques and uses. Members learn the basics of what is involved in a modern-day TV studio.

### **EMT TRAINING PROGRAM**

The EMT Training Program, in cooperation with the Nassau County Emergency Medical Services Academy, offers students an opportunity to become New York State Certified Emergency Medical Technicians. The program is open to seniors who will be 18 years old by May 31st of their senior year. Registration for the program takes place during the spring of junior year.

### **EUCCHARISTIC MINISTERS**

A Eucharistic Minister is a strong Christian, a friend of Christ and one who extends the friendship of Christ to others through the distribution of the body and blood of Christ at Mass and at Communion Services. Each April, the Kellenberg Memorial Family commissions a select number of Juniors as Special Ministers of the Eucharist to serve the school community during their Senior Year. In addition to serving the Kellenberg Memorial Community, our Eucharistic Ministers are also committed to a relationship with the four neighboring health related facilities: The Bristol, Sunrise, Fulton Commons and Island Assisted Living. Each Wednesday, during the school year and through the summer, Kellenberg Memorial Eucharistic Ministers conduct Communion Services and spend time at each of these facilities serving the elderly in the local community.

Any student who meets the following requirements may apply in the spring of their Junior Year:

- a: A baptized and confirmed practicing Roman Catholic.
- b: A person who is faithful to prayer.
- c: A person who attends Mass in the local parish every Sunday.
- d: A person who participates in the recitation of midday prayer before lunch.

A person who is willing to participate in a formal period of diocesan and school training that begins in the Spring of their Junior Year. All applications are reviewed and submitted to the Administration for approval.

### **GENERAL STUDENT ORGANIZATION**

The object of the General Student Organization (GSO) is the participation of the student body with the faculty and parents in promoting the goal of the school: the formation of the Christian person of civility, order and respect in all areas of life -- religious, moral, intellectual, social, physical and emotional. To this end the GSO organizes apostolic, recreational, intramurals, divisional night, and social activities for the students. Through their activities the members of the GSO render a service to their fellow students while they themselves experience the maturing demands of responsibility and commitment which help to develop reliability and competence.

In order to encourage greater participation from the student body, the General Student Organization is organized on a divisional basis. Membership is open to all students who attend weekly meetings. Divisional Councils are guided by the Divisional Moderators.

The Divisional Moderators and their respective councils run school events and activities. All funds and budgets are under the supervision of the Divisional Moderators.

### **GIRL SCOUTS**

Membership in the Girl Scout Troop is open to students of all grade levels. The troop meets one afternoon per week. Girls will work on their troop badges and projects. Outings are also in the schedule.

### **GREGORIAN CONSORTIUM**

This is an activity that enables the students to grow in faith through their expression in song. A select group of students are chosen to lead liturgical events throughout the year such as school masses and prayer services. The students are exposed to the makeup of the liturgy, especially the origins of prayers and rites that comprise the Mass. The students are also trained as cantors. A major goal of this activity would be to help the students to see the evolution of Christian music and to provide a practical application through singing and playing.

### **GUITAR CLUB**

The Guitar Club is an organization for students who want to improve their existing guitar skills. The club focuses on the appreciation history and further study of the instrument. This includes the study of guitar players, strumming and technique. Students who are members of other performing groups (i.e. Gregorian Consortium, XLT, etc.) are encouraged to join to further their practice of the instrument.

### **HIKING CLUB**

Enjoy challenging nature hikes to regions on Long Island's East End, Harriman State Park, the Delaware Water Gap and the majestic Appalachian Trail (a trail that goes from Maine to Georgia). Learn how to follow a trail map so that, if so inclined, you may enjoy hiking for years to come. Learn more about geological phenomena that makes New York State what it is today. You will know what it feels like to climb an approx. 2000 foot mountain, walk across a refreshing mountain stream and, in the winter, climb across a frozen lake. In addition, you will become educated about the wildlife and plant life that New York has to offer. The Hiking Club provides opportunities for adventurous experiences.

### **HISTORY CLUB**

The History Club has for its object the investigation, discussion and debate of the major national and international issues of the day. There is both a High School and Latin School section of the History Club. The club also studies the varied cultural and ethnic traditions of the human community. This organization restricts its activities to the school proper and does not directly participate in the political life of the community. The club conducts several field trips a year. The club also hosts a yearly tribute dinner honoring patriotic activities of local community members and participates in other service projects. We also enter students in oral and written competitions at the local and state level.

### **JAZZ BAND**

The Jazz Band is open to strong instrumentalists who wish to have a second performance opportunity. Performances include the spring jazz concert as well as various school and community functions. The Jazz Band performs a wide variety of music from the big bands of the forties to current music. There is both a High School and Latin School Jazz Band. Auditions are held in September for the High School Jazz Band and in December for the Latin School Jazz Band.

### **JAZZ CHOIR**

Firebird Swing is Kellenberg Memorial's Jazz Choir. This group focuses on vocal jazz music in the style of Manhattan Transfer and New York Voices. Membership in this group is limited to 16-20 singers who are chosen by audition. Rehearsals are held after school at a time and day convenient for all members. Performances include Spring Jazz Concert and various school and community functions.

### **JUBILEE CHOIR**

The Jubilee Choir is the musical ensemble for Student Body Masses held in the Gymnasium for Freshman students. The group is composed of high school students and faculty members, with membership by audition only. Musical styles range from traditional to contemporary, and consist of various vocalists and instrumentalists. Recording on annual school CDs is another major feature of the group. Auditions are held in September, in conjunction with Gregorian Consortium auditions.

### **LABORATORY SQUAD**

The "Lab Squad" meets during homeroom and on various afternoons each week. Students learn how to handle and take care of many types of animals. Lab squad is open to all students in grades 6 to 12.

### **LANGUAGE CLUBS**

The Language Clubs provide interested students with the opportunity for enrichment beyond the classroom experience. Through various club activities, such as films, slides, cultural banquets, and field trips to museums and restaurants, the students increase their knowledge of foreign cultures. A highlight of the Language Clubs is their preparation for and participation in Language Week. Language Week activities increase cultural awareness among all Kellenberg students. High School students may participate in the French, Latin or Spanish Club. The Latin School may participate in their own Latin Club.

### **LIBRARY SERVICE**

Opportunities are available for any student who wishes to join the library service. Under the librarian's direction, members are instructed in library science skills and are responsible for assignments designed to aid the smooth functioning of the library and the school's audio-visual resources.

### **MATHEMATICS CLUB**

The Mathematics Club is open to all students with an interest in mathematics. The purpose of the club is to stimulate an interest in mathematics and to challenge the students with problems and opportunities beyond those encountered in the classroom. Students challenge their mathematic skills for quickness and accuracy. The members of the High School section compete with other such students through events sponsored by the New York Math League and the Nassau County Interscholastic Math League. The Latin School Math Club competes in the Math Olympiads, Math League and Math Counts.

## **MARIANIST MENTORS**

Members of the Senior Class are nominated by Faculty members as Marianist Mentors for the freshman home rooms. These students visit the home rooms on a regular basis and help the students adjust to the school environment. The Marianist Mentors also assist the Home room Moderator with home room activities.

## **NEWSPAPER**

The Phoenix is the school newspaper, published by the students of Kellenberg Memorial High School seven times per year.

Membership on the Phoenix staff is open to all students in grades 6 through 12 interested in the various aspects of newspaper publishing, such as writing articles, editing, formatting the paper using Desktop Publishing software and distribution.

## **ORCHESTRA**

The Orchestra consists of the string instruments; i.e., violin, viola, cello and string bass. There are four Orchestras at Kellenberg Memorial. One orchestra exists on the Latin School level for grades 6, 7 and 8, called the Praetorian Orchestra; and two orchestras exist on the high school level, for grades 9 to 12. The Phoenix Chamber Ensemble is for the more experienced musicians. The Firebird Orchestra is for the less experienced high school musicians. There is also an Instructional Orchestra for grades 6 - 9.

In conjunction with the Band and Chorus, the Orchestra participates in two public performances each year: The Christmas and Spring Concerts. Attendance is mandatory at these two concerts.

The Orchestra meets every day during the school week. In addition, all members of the Orchestra are required to take individual, weekly music lessons which are scheduled on a rotating basis during regular school hours. The cost for a full year of private lessons for members of the Orchestra is \$600. The lessons are given by the director of the Kellenberg Memorial Orchestra and other string instrument specialists. Students are required to participate in the NYSSMA Festivals, so they may be eligible for the All-County Orchestra.

## **PARISH RELIGIOUS EDUCATION PRACTICUM**

Kellenberg Memorial High School students have the opportunity to perform service to the local church by instructing children in religious doctrine through the Religious Education Programs of various parishes. Kellenberg Memorial High School provides transportation and supervision for this instruction in eight local parishes. Students are also encouraged to teach in their home parishes and will receive credit for the program.

Instruction in methodology and direction of class preparation are provided through a training workshop at Founder's Hollow during sophomore year. In addition, PREP teachers will prepare with their moderators from 3-3:30 on the afternoon of their teaching assignment.

## **PEP BAND**

The Kellenberg Memorial Pep Band is open to all interested students in grades 6-12 who play a woodwind, brass or percussion instrument. The group performs for all home varsity football games and several home varsity basketball games on the boys and girls level. Signups are held during the first week of school. Rehearsals begin the following week.

## **PHOTOGRAPHY CLUB**

The Photography Club is open to all students interested in learning the art of photography. The chief purpose of the Club is to provide photographs for the school publications. The club also sponsors a training program for the students who have no photographic experience.

## **PIT BAND**

The Pit Band serves as the musical accompaniment for the Drama Club's Fall Musical Production. The group is composed of full woodwind, brass, string and rhythm sections. Membership is determined by auditions. Sign-ups are held in mid-September, followed by the show in late November.

## **RENAISSANCE**

An important extra facet of the academic life at Kellenberg Memorial is the literary magazine, Renaissance. Published twice a year in Fall/Winter and Spring/Summer issues, it contains the creative writings and artistic talents of students from grades six through twelve.

The creative voice heard in the poems, short stories, essays, and art is one often unheard in the day to day work within the classroom.

## **RETREAT STAFF**

The Kellenberg Memorial Retreat Staff consists of students, members of the Junior and Senior classes, who work on the retreats and give talks and presentations on the St. Martin's, Latin School, Freshman and Sophomore Retreat Programs. This is an opportunity for students to minister to students and share their own faith experience. These students participate in an extensive training program in preparation for this work. Members of the Retreat Staffs are nominated by faculty members and submitted to the Administration for approval.

## **SACRISTANS**

Sacristans serve as assistants in the A.R.K. on a daily basis. Student's work on organizing and preparing for the many religious activities in the school.

Sacristans prepare for School Masses which are held in the auditorium and gymnasium on a monthly basis. Some students prepare the altar and the vessels and take care of the details which are necessary in order to celebrate the Mass. Others assist as servers, lectors or Eucharistic Ministers.

Sacristans also work on the Annual Communion Breakfast preparations, Midnight Mass and the Baccalaureate Mass.

Advent, Lent and Easter become opportunities for the Sacristans to exercise their creativity as they attempt to make the school faith community aware of the religious significance of these seasons. During these times Prayer Services are held in the auditorium where the Sacristans take a particular theme and develop it through music, drama and simple prayer.

Sacristans put up posters throughout school on a regular basis highlighting particular religious themes and religious events. Throughout the course of the year, the Sacristans organize the distribution of many prayer cards and liturgical leaflets which are given to all students.

#### **S.A.L.T.**

The purpose of S.A.L.T. (Service Allegiance Leadership and Teamwork) is to assist the school community with the various events scheduled throughout the year. The Kellenberg student is very generous, enthusiastic, and always has a desire to be of help; it's the Kellenberg trademark. S.A.L.T. hopes to bring about an even greater identification of leadership and service in the Kellenberg Memorial community. S.A.L.T. emphasizes leadership through service, a way of life that the gospel encourages us to embrace. Select students are invited to be members of S.P.I.C.E.. They are involved in high-end catering events.

Leaders of S.A.L.T. are referred to as S.P.I.C.E., or Special Personnel Involving Culinary Expertise.

#### **SCHOLA**

The Schola consists of select members of the Latin School Chorus. Students who excel in the Chorus or express a desire to improve their abilities audition for this group and perform primarily jazz and popular music. Rehearsals are held once a week for approximately one hour after school. The Schola performs at Jazz Night, Latin School Orientation and possible Community Outreach Programs.

#### **SCIENCE CLUB**

The Science Club has as its objectives the cultivation of an awareness of science, the familiarization of the student with scientific research, the encouragement of critical thinking and the involvement of students in scientific activities under the supervision and guidance of the departmental advisors. Club activities include regular meetings, lectures, films and field trips. Science Club also meets as C.S.I. twice a month, where students learn the techniques of forensic science. The weather section meets each day using the club's weather station. Data will be reported via E.T.V.

#### **SCIENCE OLYMPIAD TEAMS**

The Science Olympiad involves students seeking an alternative to traditional science fairs and who are interested in science beyond the classroom context. During the course of the year it trains them to get ready for a competition which consists of a series of 18 to 32 individual and team events that encourage learning in biology, earth science, chemistry, physics, problem solving and technology. Scrambler, Tower Building, Cell Biology, Qualitative Analysis, Rocks, Minerals and Fossils, and Tree-mendous are just some of the events. Although some events are based on individual achievement, all events involve teamwork, group planning, and cooperation. There are over 12,000 schools which participate across the nation. Normally, Kellenberg has four teams, two high school teams for grades 9-12, and two middle school teams for grades 6-8. They compete in similar events adapted to the level of the student.

#### **S.M.A.R.T.**

Students can express interest and be selected to assist with the Saint Martin Afterschool Recreational and Tutoring Program. Students involved in this program assist on one afternoon a week at St. Martins. Through volunteering, the students participate in wonderful programs with the young children at St. Martin. Besides tutoring, students also enjoy dancing, art projects, sports and fun filled Christian activities. Transportation is provided.

#### **SPEECH AND DEBATE CLUB**

The Speech and Debate Club is an activity composed of students from grades 9 - 12. Its purpose is to develop public speaking, debating and acting abilities in its members. To this end the students compete in local, state, and national tournaments. There are seven speech categories to choose from: Oral Interpretation, Declamation, Extemporaneous, Dramatic Performance, Humorous Performance, Original Oratory and Duo Interpretation.

The debate team is divided into three competitive levels: Novice, Intermediate and Varsity. The team also competes in student congress, where students write, propose and debate legislation. Students also have the opportunity to be on our Mock Trial Team. Students act as attorneys and witnesses and present civil and criminal cases. The Speech, Debate, Student Congress teams are open to all Freshmen, Sophomores, Juniors and Seniors. For Mock Trial, a Latin School team is open to seventh and eighth graders and a High School team is open to all ninth through twelfth graders.

#### **THE ST. CECILIA'S RECORDING CLUB**

The St. Cecilia's Recording Club is an activity that produces the Kellenberg CDs. In this activity, students become involved in the entire recording process. They learn how to use state of the art recording equipment as they record and mix the liturgical music produced at Kellenberg Memorial. The students who are recorded will be able to develop their talents through the recording process. The recording center, which was completed in June 2002, is located in the choir loft area. The studio is entirely digital and enables the students to have the most professional of recording experiences. The club is open to singers, musicians and any student willing to learn the recording process.

#### **USHERS**

Each year ushers are chosen to assist at the various Masses for the school year. Students are selected based on leadership and service to Kellenberg Memorial High School. Ushers also assist at special Masses held on Sundays or for special celebrations held at Kellenberg Memorial High School.

### **WEBSITE AND SOCIAL MEDIA CLUB**

Kellenberg Website & Social Media Club offers students the opportunity to learn how to manage and maintain a professional website and how to utilize various forms of social media including Facebook, Twitter, and podcasting in order to promote Kellenberg Memorial High School. Students with strong writing skill, an interest in online media, and social networking will be given instruction on how to use these talents and abilities with focus and direction while gaining technical experience.

### **WOODWORKING CLUB**

The Woodworking Club enables students with an interest in the manual crafts to learn the basic skills of carpentry and cabinetmaking. Students assist on construction projects in the school and work on their own projects. Instruction is given in the use of both hand and power tools.

### **YEARBOOK**

The BLUE AND GOLD, Kellenberg Memorial High School's yearbook, is an artistic and literary work published specifically to memorialize a year in the history of the Kellenberg Memorial High School Family. For this reason, membership on the yearbook staff is open to all divisions. Each member of the student body automatically receives a copy of the yearbook upon returning to school in September. Seniors receive their yearbooks at a social held in August. An advertising campaign is conducted at the beginning of the school year to finance the yearbook.

### **OTHER ACTIVITIES**

Other activities are initiated as need and interests arise. Usually new activities are suggested by members of the student body. All such requests are forwarded to the Assistant Principal for Activities. The Activities Committee will give recommendations to the Administration, who will either approve or disapprove of the request. Kellenberg Memorial High School assumes no responsibility for activities not approved by the Administration.

It is the policy of Kellenberg Memorial High School not to conduct, to approve, or to support ski trips or similar recreational trips. Students who organize private trips may not in any way involve the name or the property of Kellenberg Memorial High School in any aspect of their private activity. Kellenberg Memorial High School assumes no responsibility whatever for the quality, safety, or reputability of any such privately organized trip. The involvement of Kellenberg Memorial High School in any such privately organized trip is a serious action, rendering the student liable to very serious disciplinary action.

# ATHLETICS

## Kellenberg Athletic Philosophy

The Kellenberg Athletic program exists to support our educational mission, working in close conjunction with our Spiritual and Academic programs, and to fulfill our overall mission of educating the whole student: the Heart, the Mind and the Body. Our Athletic program is designed to combine physical development, competition, and enjoyment as well as to promote integrity, fair play, and sportsmanship for those students who participate in it. Success in the program is geared towards team oriented accomplishments and not necessarily individual achievements. The “win at all cost” culture which currently permeates professional athletics is not permitted.

### Interscholastic Sports

#### Varsity Sports

Baseball  
 Basketball (Boys & Girls)  
 Bowling (Boys & Girls)  
 Cheerleading  
 Cross Country (Boys & Girls)  
 Dance Team  
 Football  
 Golf (Boys & Girls)  
 Gymnastics  
 Diving  
 Lacrosse (Boys & Girls)  
 Soccer (Boys & Girls)  
 Softball  
 Swimming (Boys & Girls)  
 Tennis (Boys & Girls)  
 Winter & Spring Track (Boys & Girls)  
 Volleyball (Boys & Girls)  
 Wrestling

#### Junior Varsity

Baseball (A & B)  
 Basketball (Boys & Girls)  
 Cheerleading  
 Cross Country (Boys & Girls)  
 Dance Team  
 Diving  
 Football  
 Gymnastics  
 Boys Lacrosse (A & B)  
 Girls Lacrosse (A & B)  
 Soccer (Girls, A & B)  
 Soccer (Boys, A & B)  
 Softball  
 Winter & Spring Track (Boys & Girls)  
 Girls Volleyball  
 Wrestling

#### Freshman

Baseball  
 Basketball (Boys)  
 Cheerleading  
 Cross Country (Boys & Girls)  
 Diving  
 Football  
 Winter & Spring Track (Boys & Girls)  
 Wrestling

#### Latin School Sports

Baseball  
 Basketball (Boys & Girls)  
 Cheerleading  
 Cross Country (Boys & Girls)

Football  
 Lacrosse (Boys & Girls)  
 Soccer (Boys & Girls)  
 Softball

Volleyball (Girls)  
 Winter & Spring Track (Boys & Girls)  
 Wrestling

Kellenberg Memorial High School assumes no responsibility for athletic activities not approved by the Administration.

### WEIGHT TRAINING

St. Sebastian Hall will be open for weight training from 3:30 p.m. to 5:00 p.m. Tuesday through Friday. On Mondays it will be open from 3:45 p.m. to 5:00 p.m.

A moderator will be on duty at all specified times. No unsupervised training may take place. A Moderator or a Coach must be present when training takes place.

### ATHLETIC CLUBS

Archery Club	Intramural Program
Blue and Gold	Ladies Golf Club
Equestrian Club	Rugby Club
Fitness Club	Senior Spirit Committee

### ARCHERY CLUB

The Archery Club meets once per week for ten weeks during the winter season and is conducted at an off campus training facility with certified Archery instructors. The main focus of the club is for members to learn and master the use of traditional, recurve, and compound archery bows in a non-competitive setting. The club is open to any high school student but is limited to twenty members. There is a fee charged for the club by the training facility.

### BLUE AND GOLD

Blue and Gold is a Girls' Sports Night. Scoring is based on the result of the show. Points are given for creativity and spirit during all Blue and Gold related events.

Upon entering Kellenberg Memorial High School, girls are given the opportunity to choose a blue or a gold chip in their gym class. The color that each student chooses represents the team for which she may compete.

The events for competition include hip hop, jazz, tumbling, tap, entrance, and narration. There are tryouts for each event. All girls wishing to participate will be chosen for an event.



Any Senior girl who has participated in Blue and Gold for at least two years may be considered for leadership positions on each team. Captains are selected by the Moderators. All leadership positions must first be approved by the Moderators. All rules for interscholastic teams apply to Blue and Gold.

### **EQUESTRIAN CLUB**

The Equestrian Club meets in the Fall and in the Spring. The purpose of this club is to develop each participant's equestrian skills. There is a participation fee for this club.

### **FITNESS CLUB**

The Fitness Club is a year round club for high school students who possess an interest in physical fitness. The club concentrates on overall physical wellness through proper nutrition, high intensity calorie burning workouts, and stretching. Workouts include traditional weight lifting, kickboxing, zumba, power stepping and yoga. Fitness levels from beginners to advanced exercisers are welcome to get fit and have fun.

### **INTRAMURAL PROGRAM**

Kellenberg Memorial High School encourages and supports intramural competition in as many sports and activities as possible during the three athletic seasons. The program is meant to foster a competitive spirit in a non-interscholastic setting while promoting fair play, sportsmanship, and teamwork. The program is co-ed and open to all high school students, but no member of an interscholastic team may participate in the program during their season.

### **LADIES GOLF CLUB**

The Girls' Golf Club tries to foster an enthusiastic understanding of the rules and game of golf. The basic elements of the golf swing, rules, and etiquette are introduced to club members. The club meets twice a week during the fall and is open to all girls in grades 6-12.

### **RUGBY CLUB**

The Rugby Club is open to boys in grades 9 to 12. The purpose of the club, which meets in the spring, is to introduce the game of rugby to all participants by teaching the rules of the game, proper techniques, game philosophy and strategy. The Rugby Club is a contact activity.

### **SENIOR SPIRIT COMMITTEE**

The Senior Spirit Committee is a senior student-athlete leadership program with two goals:

a. To help plan and present the various enterprises designed to promote school spirit. The main, but not sole, responsibilities will lie with the design and promotion of the three seasonal spirit rallies. In a broader sense, their responsibility will be to create spirit throughout the year for a variety of events and in a variety of ways.

b. To work on creating a presentation that will be given to the students at St. Martin de Porres Marianist School. As Christian athletes they will explain why fair play and sportsmanship are part and parcel of C.O.R.

**Our goal is to provide a positive school spirit and a way for students to spend their free time by promoting positive athletic experiences.**

### **INTERSCHOLASTIC SPORTS**

Kellenberg Memorial High School is a member of the Nassau-Suffolk Catholic High School Athletic Association, the Nassau-Suffolk Catholic High School Girls Athletic Association, the Catholic High School Football League, the Catholic High School Athletic Association of Greater New York, the Athletic Association of Private Schools, the New York State Catholic High School Athletic Association, the Long Island Athletic Association of Independent Schools, the National Federation State High School Associations, the United States Women's Lacrosse Association and the Women's Sports Foundation.

### **ATHLETIC ELIGIBILITY**

1. All Kellenberg Memorial High School students are eligible to participate in interscholastic sports. Prospective student-athletes are reminded that participation on athletic teams is a privilege and not a right. A student-athlete may be excluded from participation in athletics if deemed necessary by the Administration of Kellenberg Memorial High School.

2. Students participating in interscholastic sports must meet the eligibility provisions of the league which governs the particular sport involved, namely, the Catholic High School Football League for football, the Catholic High School Athletic Association of Greater New York for boys' swimming, the Nassau-Suffolk Catholic High School Athletic Association and the Nassau-Suffolk Catholic Girls Athletic Association for all other sports. Students in the Latin School in the 7th and 8th grades are eligible to participate in interscholastic athletic competition provided they meet the eligibility provisions of the Long Island Athletic Association of Independent Schools. Students entering Kellenberg Memorial High School at the beginning of their Freshman Year are eligible for four years of competition in each sport.

3. Students entering Kellenberg Memorial High School at any time other than the beginning of the Freshman Year are governed by the transfer provision of the appropriate league. Full details of these provisions are available from the Athletic Director.

4. Students wishing to try out for a particular team must submit the following information to the Athletic Director before they will be permitted to try out:

a. A completed Kellenberg Memorial High School Athletic Permission Form signed by a parent or guardian.

b. A completed Kellenberg Memorial High School Physical Examination Form signed by a New York State Licensed physician, approving his or her participation in athletics. Both Parts I and II of the Physical Examination Card must be completed.

c. A completed Kellenberg Memorial High School Transportation Form.

5. Students absent during the regular school day are not permitted to participate in athletic activities of that day. Students who are excused from physical education classes for medical reasons are not permitted to participate in after-school physical activities. Exceptions to the above rule are made through the Dean of Students.

6. Following a Kellenberg Memorial Academic program and participation in school activities, particularly sports, a student has a full day and a full week. For this reason Kellenberg Memorial discourages DUAL PARTICIPATION, that is, membership on a Kellenberg Memorial team simultaneously with membership on a non-school team. For those students who do participate in non-school athletics and wish to remain on the Kellenberg Memorial team, ANY CONFLICT OF PRACTICE AND GAMES MUST BE RESOLVED IN FAVOR OF THE KELLENBERG TEAM.

7. A student may not participate on two Kellenberg sports in the same season.

8. A student who voluntarily leaves a team during the season will not be eligible for any awards and may be prohibited from joining other teams in the same school year or from trying out for that sport in the next year.

9. A student who is removed from a team by the coach with the approval of the Athletic Director will not be eligible for any awards and may be prohibited from joining other teams and athletic clubs in the same school year.

### ATHLETIC ATTENDANCE POLICY

1. KMHS Attendance Policy states that any student who is absent from or late on a school day may not participate in athletic games or practices on that day. Any exception to this must be cleared directly with the Dean of Student's one day prior to any anticipated absence or lateness.

2. All students at the high school level are allowed a maximum of two unexcused absences from practice/games per season. An unexcused absence is defined as an absence that is not due to one of the following: a documented medical reason, participation in the Parish Religious Education Program (P.R.E.P.), and participation in the Marianist Mentors Program or as defined in NYS Education Law. If a third unexcused absence occurs, the student may be removed from the team.

3. Family vacations are not an excuse for missing a practice or game. While practice may not be required every day during a school vacation such as Christmas, winter recess, and Easter, you should expect practices to be held at these times. Failure to attend a required practice/game during a vacation period will be counted as an unexcused absence.

### LEVEL OF PLAY FOR ATHLETES

It is the policy of Kellenberg Memorial High School that Juniors and Seniors play Varsity, Sophomores play Junior Varsity and Freshman play at the Freshman level. In some cases where programs have created "J.V. A" and "J.V. B" teams both Sophomores and Freshmen are eligible for those teams. In the absence of a lower level team, students will be allowed to play at the next level.

The following are the principles from which this policy is drawn.

1. In contrast to professional athletics, our athletic program exists for the educational and experiential welfare of our student body.

2. Where possible, "J.V.B"/Freshman level teams have been created. The purpose of this multiplication was to provide expanded opportunities for the greatest possible participation by the student body.

3. The participation of the student, not the perfection of the sport, is the guiding principle.

4. It would be better for a younger athlete to play with his or her contemporaries to achieve success on his or her own level, and to form team spirit with his or her peers, than to be precipitated into a significantly older age bracket where he or she replaces a Junior or Senior, and often jeopardizes his or her own playing experience.

5. Physical size and capability are not the absolute criteria for determining the level of a student's participation. Given the large difference in maturity between Freshmen and Seniors, it is felt that respecting these different team levels is psychologically important for the student.

It is the judgment of the Administration of Kellenberg Memorial High School that maintaining a student in his or her own age level is of greater benefit to him or her, and ultimately to the school, than any benefit that might accrue to the superiority of a varsity team. The Administration wishes to emphasize that there be as wide a participation as possible on all levels and in all programs.

Exceptions to this rule may be made when a varsity team fails to have a sufficient number of varsity-quality athletes available.

### TRYOUTS

Unfortunately, it is not always possible to accommodate the number of students who want to play on an interscholastic team. Tryouts are held to determine the **most skilled players** and the players with the **most potential**. Every effort is made to make this process fair to all concerned. When choosing a team, the decision of the coach is final.

### UNIFORMS AND EQUIPMENT

All sports teams are issued practice uniforms, game uniforms and, in most cases, equipment. Team members should only wear Kellenberg attire at practice and games. Team members are responsible for returning all practice uniforms, game uniforms and equipment at the end of the season. The procedures for returning equipment are as follows:

1. All equipment will be returned on the date arranged by the coach of each team. Any uniforms or equipment returned after the arranged date must be returned directly to the Equipment Manager by the user. No uniform or equipment will be accepted if returned by a third party.

2. If a student fails to return a part of the uniform or equipment, the value will be assessed and the proper reimbursement will be expected. Students will pay for individual items not returned.

## KELLENBERG MEMORIAL HIGH SCHOOL

### PARENT/SPECTATOR CODE OF CONDUCT

The Kellenberg Memorial High School philosophy is to have our Athletic program work in conjunction with our Spiritual and Academic programs to complete our educational mission of creating good Christian young men and women in the image of Jesus Christ. As we strive to complete our mission, we must be diligent not to permit certain unacceptable behaviors, on the part of athletes/parents/spectators, which may exist in the professional athletic culture, to take root in our athletic teams, creating an atmosphere that is contrary to our values of Civility, Order, and Respect, C.O.R. In order to foster a well-balanced athletic culture of C.O.R., sportsmanship, and fair play along with good natured, healthy competition, and school spirit, the Administration at Kellenberg Memorial High School does insist that conduct by parents/spectators at Kellenberg Memorial High School events be in line with these morals. The following is a guideline of expected conduct by parents/spectators at KMHS athletic events:

#### **DO**

1. Cheer for your team in a manner that promotes sportsmanship, civility, order, and respect as a positive role model for our student-athletes.
2. Understand that as a parent/spectator, attendance at athletic events is an opportunity and privilege to observe the event, not to berate players, coaches, or officials.
3. Remember that interscholastic sports are a part of the Kellenberg educational mission and the experience is for the students and not the adults.
4. Respect the decisions of the game officials as well as the coaches during the game.

#### **DO NOT**

1. Ridicule or berate players, coaches, officials, or fellow spectators.
2. Engage in unsportsmanlike conduct such as booing, taunting or using profane language or gestures.
3. Encourage or condone any behavior that would contradict Kellenberg C.O.R. values.
4. Coach from the sidelines or grandstands during an event.
5. Engage any KMHS coach in a conversation regarding playing time or game strategy.

**Behavior by parents/spectators not in accordance with C.O.R. may result in exclusion from attendance at KMHS Athletic events.**

### KMHS CONCUSSION POLICY

Concussions or mild traumatic brain injuries are a serious concern in any athletic activity and especially in youth sports. In compliance with the New York State "Concussion Management and Awareness Act" the following shall be the concussion policy of Kellenberg Memorial High School:

#### **Pre-Concussion Baseline Testing**

All KMHS student-athletes will take part in the IMPACT baseline testing program every two years which will be administered in the KMHS computer lab. This test will provide a pre-concussed baseline cognitive score which can be utilized by healthcare providers in the treatment of a concussion. It will also serve as a tool to evaluate the readiness for concussed student-athletes to resume full participation in athletic activity by their healthcare provider.

#### **Concussion/Suspected Concussion**

Any KMHS student-athlete who has suffered, or is suspected of suffering from, or exhibits signs, symptoms or behaviors consistent with a concussion, no matter where the injury occurred will be removed from athletic activity immediately by their coach or moderator and rendered immediate appropriate first aid care. A parent/guardian will be notified immediately for all suspected concussions.

#### **Return to Play**

Any student who has been diagnosed with a concussion by a licensed medical provider may not return to full physical activity until:

- 1- He/she has been concussion symptom free for a period of not less than 24 hours from the time of injury and;
- 2- Has been evaluated by a licensed New York State physician, nurse practitioner, or physician's assistant and has provided the Health Office with written authorization allowing the resumption of full physical activity and;
- 3- Has completed the **Gradual Return to Play Program** administered by the KMHS certified Athletic Trainer.

## SIGN-UP DATES

Each season will begin with a Sign-up day. The purpose is to enroll for tryouts and to receive information on tryout dates, times, and what equipment will be needed. No student may try out for a team unless he/she has submitted proof of medical eligibility as stated on the Physical Card. Students who enroll after the Sign-up date may risk missing tryouts.

The Sign-up dates are as follows:

### High School

Football Program

Varsity Soccer Teams

Varsity Cheerleading

All other Fall Sports

Winter Sports

Spring Sports

### Latin School

Fall Sports

Winter Sports

Spring Sports

### High School – Varsity, Junior Varsity A, Junior Varsity B

Friday, August 19, 2016 – 10:00 am to 12:00 pm

### Varsity – Boys and Girls

Friday, August 19, 2016 – 10:00 am to 12:00 pm

Friday, August 19, 2016 - 10:00 am to 12:00 pm

### High School – All levels

Monday, August 22, 2016 – 10:00 am to 12:00 pm

Tuesday, September 27, 2016 – 3:00 pm

Tuesday, January 26, 2017 – 3:00 pm

Friday, September 9, 2016 – 3:00 pm

Tuesday, October 11, 2016 – 3:00 pm

Tuesday, January 24, 2017 – 3:00 pm

## PARENT/ATHLETE/COACHES MEETING

At the beginning of each season, a **MANDATORY** meeting is held with the athletes, parents and coaches. This meeting is held for athletes at all high school levels. The purpose of this meeting is to distribute scheduling information and to review the requirements for each sport. There will be no practice or games on the day of each meeting for lower level teams. Varsity teams will conduct practices and home games. The meeting itself will be counted as a legal practice. Failure to attend the meeting will count as an unexcused absence.

The dates for each meeting are as follows:

### High School Parent/Athlete/Coaches Meetings

Fall Sports

Winter Sports

Spring Sports

Wednesday, September 7, 2016

Monday, November 21, 2016

Tuesday, March 14, 2017

## AWARD CEREMONIES

At the end of each sports season, Kellenberg Memorial sponsors award ceremonies to honor the hard work and dedication of the season's high school athletes. Varsity teams will be honored at a banquet held at Kellenberg Memorial which is open to athletes and their parents. The lower level teams will be honored at an assembly during the school day.

### High School Athletic Awards Banquets

Fall

Winter

Spring

Friday, December 2, 2016

Tuesday, March 7, 2017

Thursday, May 24, 2017

Attire should be classic and traditional in style and color. Gentlemen are required to wear a business suit or sports jacket with dress slacks, a collared shirt (must be light in color) with a tie, socks and polished shoes. Gentlemen must be clean shaven. Ladies are required to wear one of the following three options: a knee-length dress; or a blouse that will fully cover the shoulders and upper arms, with the skirt to the knees; or a pants suit with a jacket. Denim clothing of any type is not permitted. For both the gentlemen and the ladies, there is no exception to the school handbooks procedure on jewelry for this day. The following are excluded: jeans, shorts, sneakers, tee shirts and jogging attire.

### Lower Level Athletic Awards Assemblies

Fall

Winter

Spring

Wednesday, November 16, 2016

Friday, March 10, 2017

Tuesday, May 23, 2017

## **GENERAL REGULATIONS**

### **ALCOHOLIC BEVERAGES**

The use and/or possession of alcoholic beverages by a Kellenberg Memorial High School student on the school property or at any school event is strictly forbidden. The presence of any Kellenberg Memorial High School student in any state of intoxication on or off campus is strictly forbidden. Failure to observe either of these regulations merits severe punishment, including the possibility of expulsion.

### **APPOINTMENTS**

Interviews with members of the faculty or Administration are by appointment only.

### **ASSEMBLIES**

Students move to all assemblies in an orderly manner at the direction of their class teachers or moderators. Appreciation of the assembly is shown by attention and applause. Return from assemblies is at the direction of the teacher.

### **BIRTHDAYS**

Displays of balloons, flowers or gifts are not to be carried by a student through the school during the school day. Lockers should not be decorated. Balloon collections are to be moored in the general office during the school day.

### **BOOKS**

Students must have their names, homerooms, and the school year written in all their books. The names of previous owners should not be crossed out, but simply identified by year.

Books are to be kept in good condition. Any interference with the books of another student is considered a serious offense rendering the student liable to disciplinary action.

Most textbooks are loaned to individual students by their local school district. These books remain the property of the school district and therefore must be returned at the end of the scholastic year. Kellenberg Memorial has informed each school district that we will fully cooperate in the textbook retrieval process. The following is our policy with regard to the return of textbooks.

Before final grades are released, all students must return all loaned materials or make restitution for missing material in the manner determined by the individual district. School districts will inform Kellenberg Memorial of any student who has failed to comply with the return procedures. Students who remain deficient in the return of these materials may jeopardize their enrollment for the following year. In the case of a senior, he or she may not receive a diploma if his or her account is not in order with the district.

Kellenberg Memorial accepts the word of the school district authorities as final in matters regarding textbook return.

Each school district will inform students individually of the dates, places and times to return loaned materials. For students who reside within the boundaries of New York City, return of books should be made to the Textbook Office before school on the morning of the last Comprehensive Examination. 6<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> grade students should consult the KMHS iPad guidelines on page 41.

### **BULLYING**

Kellenberg Memorial High School maintains a zero tolerance for bullying. All aspects of C.O.R. must be maintained when communicating with other students in person, by phone, texting, on the Internet or through a third party. Anyone who is aware of bullying should report this information immediately to the Dean of Students Office.

### **CAFETERIA**

Students are to maintain the good order of the cafeteria and to observe the proper forms of etiquette. After finishing lunch, the students should clear their tables, place the chair back to its proper position, and deposit all waste paper in the proper receptacles. No books or reading materials are to be taken into the cafeteria. No student may exempt himself or herself from the lunch period. No food deliveries are allowed in the Cafeteria. Students may not leave the cafeteria without permission of the cafeteria supervisor. Before school, students may enter the cafeteria only after they have gone to their lockers and put on their full uniform. No outside coats are to be worn into the cafeteria.

### **CAMPUS ACCESS**

Student parking is by permit only. The parking spaces on either side of the main entrance are reserved for visitors.

Visitors to the campus during the school day, must enter thru the Main entrance and report to the porter. Returning alumni are welcomed to visit the school. The learning environment of the school should be respected.

All students should be dropped off at the Holy Family Entrance. At the end of the school day, drivers who wish to pick up students may not enter the school property after 2:30 p.m. and before 3:30 p.m. Drivers should not attempt to pick up their children before 3:30 p.m.. It is illegal to stand or park a vehicle on Glenn Curtiss Boulevard. When parking on the Kellenberg Memorial property, respect must be shown for the Telecare parking spaces on both sides of the driveway in front of Telecare. The parking spaces are clearly identified as Telecare parking and should not be used by KMHS clientele.

Visitors who arrive on foot at the end of the school day to meet Kellenberg Memorial students are to wait by the main campus entrance on Glenn Curtiss Boulevard or outside the gate on Galley Street.

Kellenberg Memorial students are responsible for the behavior of their guests.

## **CANTEEN**

At the end of the school day, students may purchase snacks from the school canteen. The canteen is open from 3:00 to 5:30 p.m. every day. Students are responsible to follow the after-school dress code: school uniform minus the jacket and tie. Students participating on athletic teams may wear only KMHS approved athletic attire while in the cafeteria. All other forms of attire are prohibited. All athletic equipment is strictly prohibited in the cafeteria i.e. bats, lacrosse sticks etc. Students are expected to clean up after themselves. Students who engage in disruptive behavior after school are subject to disciplinary action. No food deliveries are allowed in the canteen.

## **CARDS AND SIMILAR GAMES**

Cards and similar games are not to be played at any time during the school day. Gambling is strictly forbidden.

## **CELL PHONES**

Cell phones are never to be used in the school building to make or receive calls while school is in session. Cell phones may only be used outside the building before school or in the Lobby and cafeteria after school. Phones must be turned off and secured in the student locker during the school day. In case of an emergency, please consult the Dean. This also applies to all wearable technology.

## **CHANGE OF CLASS**

In moving from class to class, students must be at their assigned place by the second bell. If a student is inexcusably late, the teacher takes disciplinary action; regular offenders are referred to the appropriate Dean.

## **CYCLE OF DAYS**

The school week is on a six day cycle. Each trimester begins on Day A of the cycle. In the event of a holiday or school closing due to weather emergency, assigned cycle days remain the same. Tests and assignments are scheduled according to the day of the cycle.

## **DISCIPLINE**

Kellenberg Memorial High School assumes that students intend to do their best in all areas of school life. Students and their parents are expected to willingly support the philosophy, policies, and rules of the school.

Kellenberg Memorial High School students are expected to maintain a normal grade of Christian conduct of civility, order and respect. Students involved in any noteworthy failure to observe rules of conduct or application to required work are referred to the Dean. Referral is made by the issuance of a "green slip" (demerit slip) or "grey slip" (detention slip) or "yellow slip" (incomplete homework). Students receiving green slips report to the appropriate Dean immediately after school that same day. At that time the offense is reviewed by the Dean, who assigns the appropriate disciplinary penalty. Detention and A.D. is held Tuesday through Friday at 3:00 p.m. High School Detention is held in Room 226. High School Academic Deficiency is held in Room 222. Latin School Detention is held in Room 140. Latin School Academic Deficiency is held in Room 143. Students who receive slips on Monday are expected to report on Tuesday for Detention and A.D.

Kellenberg Memorial High School's character rating system runs on a ten, twenty, thirty basis:

- a) Upon reception of the tenth demerit, a letter is sent home listing the conduct offenses to date. Parents are required to call when they receive this letter.
- b) Upon reception of the twentieth demerit, a student is suspended from Kellenberg Memorial High School. This means that the parents are called and that the student must return home with all his or her books. Reinstatement takes place only after the Dean has met with the parents by appointment and the student has written a letter to the Administration requesting reinstatement to the Kellenberg Memorial High School student body. At this time, a second letter is sent to the parents.
- c) Upon reception of the thirtieth demerit, a student proves himself or herself unworthy of school attendance and thereby forces his or her own withdrawal.
- d) A second suspension during a student's tenure at Kellenberg Memorial High School results in his or her withdrawal.
- e) A certificate is awarded at graduation to those students who have maintained a high character rating for four years. No student will be considered for this certificate who has ten or more demerits in a given school year.
- f) A student expelled from Kellenberg Memorial is not allowed back on the school property. An expelled student may not actively or passively participate in any activity at or sponsored by Kellenberg Memorial.

## **DISPLAYS OF AFFECTION**

Inappropriate displays of affection on campus are out of order. Students engaged in such a display will be referred to the appropriate Dean for disciplinary action.

## **DISTURBANCES**

Any behavior which is considered by the Dean to be inimical in any way to the school program will be treated accordingly.

## **DRESS AND APPEARANCE**

Kellenberg Memorial High School has a code of dress and appearance. All students are expected to have a neat, well-groomed appearance. The Administration reserves to itself the right to reject unsuitable modes of appearance and to suspend a student from classes if he or she is not in uniform.

The parent must also assume responsibility for the student's appearance. Current fads in make-up and hairstyle can be distracting to others and detrimental to the school climate. Hair color should remain natural, not colored.

For girls, the wearing of jewelry should be kept to a minimum because of the possibility of loss and of distraction. Girls are limited to one ring per hand, covering only one finger. Girls may wear only one earring per ear on the lower ear lobe. The earrings must not be bigger than a quarter in size and must be modest in presentation. Jewelry associated with all other piercings that are visible are not to be worn. Ankle bracelets may not be worn. Girls are not allowed to wear excessive hair ornamentation. Tee shirts with or without logos may not be worn as undershirts nor may tee shirts of any type be visible. Tank tops may not be worn. Girls may not wear turtlenecks under their blouses. Turtleneck shirts and blouses must be neatly tucked into the skirt. The skirt's waistband should be visible. The hem of the jumper or skirt must reach the middle of the knees. Clothes are not to be oversized. Girls' hair is to be neatly kept and no part of the head may be shaved. Headbands must be moderate in style. The wearing of outer apparel displaying logos of cults or groups whose values are contradictory to those of Kellenberg Memorial High School is in bad taste and reflects poorly upon the school and upon the judgment of the individual. Consequently, these items are prohibited. Make-up is to be moderate.

For boys, the hair is to be neatly kept, combed properly without covering the face and may be neither excessively long nor too short. Hair would be too long that touches the shirt collar when the collar is buttoned. Razor cuts for boys should be no lower than #2 length. The sides of the skull may not be shaved above the ears. Again, no extremes are acceptable. Hair which involves variations in length that are apparent and distracting is prohibited. No lines or sharp demarcations may be inserted into the hair. The top of the hair may not be thicker than one inch. The hair may not be shaped into tops, steps, or ski slopes nor may any signs, symbols or alphanumeric notations be carved into the hair. The Dean of Discipline has final decision on the appropriateness of a hairstyle.

Students are to be clean shaven. Moustaches are not allowed. Sideburns may not go below or above the ear. Boys may not wear earrings. Boys are limited to one ring per hand, covering only one finger. Only plain white under shirts may be worn beneath the uniform shirt. Boys may not wear turtlenecks under their shirts. Boys should wear full length, solid, dark dress socks with the uniform. No other color socks are permitted. Dark dress belts are to be worn. There are to be no designs on the belts. Clothes are not to be oversized. The wearing of wristbands and outer apparel displaying logos of cults or groups whose values are contradictory to those of Kellenberg Memorial High School is in bad taste and reflects poorly upon the school and upon the judgment of the individual. Consequently, these items are prohibited.

School uniforms are required. For the sake of uniformity, they must be purchased through the clothing company which services Kellenberg Memorial High School. Variations of the uniform are not acceptable. For 2016-2017, the uniform clothing and uniform shoes (classic black penny loafers) may be purchased through Flynn & O'Hara at 1-800-441-4122. Uniform orders for 2016-2017 were required to be placed by April 15, 2016.

#### Grades 6, 7 & 8 - Classes of 2023, 2022 and 2021

Gray uncuffed pants worn with dark dress belt/jumper

Maroon blazer with school emblem (55% Dacron polyester/45% worsted wool)

Shirts:

Boys: White or blue Oxford cloth buttoned-down collar shirt

Girls: White uniform blouse

School tie:

Boys: Navy blue with gold and white stripes

Girls: Gray and maroon paisley clip-on tie

Shoes: Classic black penny loafers - polish able and polished

Socks:

Boys: Dark dress socks

Girls: Navy blue or white knee length socks or navy blue or black tights

Sweater: Navy blue V-neck sweater (sleeve or sleeveless) with gold and white trim may be worn beneath the blazer.

#### Grades 9 & 10 - Classes of 2020 and 2019

Gray uncuffed pants worn with dark dress belt/jumper or skirt

Navy Blue blazer with school emblem (55% Dacron polyester/45% worsted wool)

Shirts:

Boys: White or blue Oxford cloth buttoned-down collar shirt or white cotton turtleneck

Girls: White uniform blouse or white cotton turtleneck with white bra

School tie: (not worn with turtleneck shirt)

Boys: Navy blue with gold and white stripes

Girls: Gray and maroon paisley clip-on tie

Shoes: Classic black penny loafers - polish able and polished

Socks:

Boys: Full length, dark dress socks

Girls: Stockings (navy blue, black or flesh color)

Sweater: Navy blue V-neck sweater (sleeve or sleeveless) with gold and white trim may be worn beneath blazer.

#### Grades 11 & 12 - Classes of 2018 and 2017

Navy uncuffed pants worn with dark dress belt/jumper or skirt

Gray heather blazer with school emblem (80% wool/20% polyester)

Shirts:

- Boys: White or blue Oxford cloth buttoned-down collar shirt or white cotton turtleneck  
 Girls: White uniform blouse or white cotton turtleneck with white bra
- School tie: (not worn with turtleneck shirt)  
 Boys: Navy blue with gold and white stripes  
 Girls: Gray and maroon paisley clip-on tie
- Shoes: Classic black penny loafers - polishable and polished
- Socks:  
 Boys: Full length, dark dress socks  
 Girls: Stockings (navy blue, black or flesh color)
- Sweater: Navy blue V-neck sweater (sleeve or sleeveless) with gold and white trim may be worn beneath the blazer.  
 Turtlenecks may not be worn with the blouse or shirt.

The complete uniform must be worn at all times. This requirement includes orientation days at the beginning of the school year, as well as testing periods. The uniform is to be worn at any activity which takes place during the school day, including club or organizational meetings. Students leave their blazers in their hallway lockers during gym classes.

After school, students may remove the blazer and tie. Shirts must be tucked in at all times. Students are to change for practice only in the locker room.

PLEASE NOTE:

1. Oversized clothing is not acceptable.
2. The school uniform is to be worn before and after school while the student is on school property. Shirts and blouses must be tucked in upon entering the school building, during the school day, and after school. Athletic uniforms are an exception. Only the tie and blazer may be removed after school. The tie and blazer may be kept in the school locker overnight and must be put on as soon as the student arrives at school. Students are not to enter the cafeteria for breakfast, socialize or work with a teacher unless they are in full uniform.
3. Students who are not in uniform or whose appearance is not suitable are liable to detention and/or demerits. Non-uniform shoes, to and from school, is not permitted.
4. It is strongly recommended that a back-up uniform be purchased.
5. The wearing of any outer apparel and/or any type of sweater other than the school sweater is never permitted during the school day.

In addition, students may not wear hats in the building.

6. Valuable and ostentatious jewelry, watches and outer garments are not to be worn in school.

There are times when the uniform is not required for a Kellenberg Memorial activity, whereby the dress code for the event will be outlined by the moderator. Students must keep in mind propriety and modesty when dressing for a KMHS sponsored event. Clothing should be clean, not torn, frayed, oversized or tight. Short shorts, leggings, spandex short skirts, midriffs, tank tops, spaghetti straps and sun dresses are not appropriate attire at KMHS events. Students should dress neatly and respectfully. It is recommended that students purchase KMHS casual attire through the uniform company or in the KMHS Bookstore. The changing styles of day to day, the different values of parents and students, as well as individual interpretation, prevent a detailed description which encompasses every eventuality.

This renders adjudication in matters of dress a delicate art. Parents in sending their sons or daughters to Kellenberg Memorial High School and students in coming here accept the judgment of the appropriate Dean as final in matters of dress and appearance at school.

The following attire is NOT permitted at any school-sponsored dance: jeans, shorts, sneakers, T-shirts with logos, bare midriffs, ripped clothing and hats.

At Commencement Exercises, young men must wear a shirt and tie, dress pants, and dress shoes. Please be aware that boat shoes and docksiders are not considered dress shoes. Students do not have to wear a blazer or jacket under the graduation gown. Hair must be well groomed, evenly cut, an appropriate length, and above the collar. Students must be clean-shaven and earrings are not permitted. Young women must wear pantyhose that cover the toes and dress shoes with a heel no higher than 2 inches. Sandals, flip flops and backless shoes are NOT permitted). For both the gentlemen and the ladies, there is no exception to the school handbook procedure on jewelry for this day.

The following attire will be worn at the Athletic Awards Banquets, the Junior Ring Banquet, the Magnificat Dinner, the Pop Hop, and for the Communion Breakfast participants:

Attire should be classic and traditional in style and color. Gentlemen are required to wear a business suit or sports jacket with dress slacks, a collared shirt (must be light in color) with a tie, socks and polished shoes. Gentlemen must be clean shaven. Ladies are required to wear one of the following three options: a knee-length dress, or a blouse that will fully cover the shoulders and upper arms, with the skirt to the knees, or a pant suit with a jacket that covers the hips. In addition, ladies are to wear pantyhose, shoes or sandals. Backless shoes/slides are not permitted. Denim clothing of any type is not permitted. For both the gentlemen and the ladies, there is no exception to the school handbooks procedure on jewelry for this day.

Any student who displays a permanent tattoo which is visible while wearing the school uniform properly renders himself or herself ineligible to continue attendance at Kellenberg Memorial since they would not be in accordance with the uniform requirements.

Secondly, any student who displays a tattoo that is visible while wearing regulation athletic attire either in gym, practice or competition during Kellenberg Memorial sponsored events renders himself or herself ineligible for participation on athletic squads, home room nights, intramural events and other such athletic contests. Symbols and mottos expressed through the means of a tattoo, permanent or temporary, are in direct conflict with that philosophy.



## **DRUGS AND STEROIDS**

The use and/or possession of narcotics, chewing tobacco, drugs and steroids by a Kellenberg Memorial High School student on the school property or at any school event is strictly forbidden. The presence of any Kellenberg Memorial High School student in any narcotic or drugged state at any school activity or event on or off campus is forbidden. Failure to observe either of these regulations merits severe punishment, even expulsion. In the interest and safety of students, the Administration reserves the right to test for drugs and steroid use.

Any student notoriously involved with the use and/or possession of drugs at any time off school property is ipso facto liable to extraordinary exclusion, as described earlier. An information book is provided for each family at the mandatory "Because We Care" sessions (See page 6) at Kellenberg Memorial. Parents should take the time to familiarize themselves with this information.

## **EATING AND CHEWING GUM**

Any eating of food in school, except in the cafeteria, is out of order. Chewing gum in school at any time is not permitted.

## **EMAIL / INTERNET**

Any use of this medium of information or online community sites, such as My Space, Facebook, Twitter, Instagram, etc., that violates the principles of Civility, Order and Respect is subject to disciplinary action, including expulsion.

## **FIRE DRILLS**

1. All students observe absolute silence in moving out of the building.
2. Each class, following the lead of its teacher, shall proceed in single file and at a rapid pace.
3. All windows and doors are closed and the lights extinguished.
4. Students should familiarize themselves with the proper exit that their class is to use. A sign giving this information is posted in each room.
5. At the end of the drill, a signal is given for all classes to return to their rooms in absolute silence.

## **FIREWORKS**

The possession or use of fireworks is illegal and jeopardizes the safety of the student and of others. Accordingly, the possession or use of fireworks in school or at any school associated activity is strictly forbidden. Violation of this regulation is a very serious offense.

## **GOSSIP**

As a Catholic institution, Kellenberg Memorial fosters a faith-based community amongst the families of the students and the school itself. The dissemination of rumor and innuendo is detrimental to that community. People who participate in this behavior in person, in writing, or online, are subject to disciplinary action up to and including the termination of the relationship between Kellenberg Memorial and the family.

## **HALLWAY BEHAVIOR**

Students are to conduct themselves in an orderly manner in the halls, courtyard and stairwells at all times. Running, shouting, whistling, fighting, and any other form of disturbance are out of order.

## **HAZING AND HARASSMENT**

Hazing and harassment in any form is prohibited, personally, privately, publicly, physically, or by any technological medium. Any breach of this regulation is considered serious and merits severe punishment, including suspension. The threatening of another student, the possession of weapons in school, or even the mere illusion to such weapons is so diametrically opposed to the Christian atmosphere that forms the bedrock of a Kellenberg Memorial education as to make such actions completely intolerable. Anyone who is aware of hazing should report immediately to the Dean of Students Office. Any offense in this regard will be treated in the severest terms.

## **LOITERING**

Kellenberg Memorial High School is located in a residential neighborhood and has a responsibility to its neighbors. Therefore, loitering, littering or causing a disturbance anywhere in the neighborhood of the school is out of order. When students arrive at school in the morning, by whatever means of transportation, they are to enter immediately and remain in the school building. Students waiting for buses after school are to wait on the school property. Since the rights of people living in the neighborhood and the good reputation of the school are involved in this matter, any offense against this rule will be dealt with severely.

## **MANDATORY REPORTING**

All school personnel are mandated reporters of harm to children. They are required to report suspected child abuse or neglect to the appropriate authorities. Reporters do not need absolute proof to make a report. The requirement is "reasonable cause" or "reasonable suspicion".

## **NEWSPAPERS**

Newspapers and magazines not directly related to a specific class assignment are not to be brought into the school.

## **OFF-LIMIT AREAS**

The following areas are off limits:

1. Uniondale and Merrick Avenue 7-11 Stores
2. Reckson Plaza
3. The Meadows - senior citizens housing development
4. Telecare Diocesan Television Property and parking area
5. Meadowbrook Parkway right of way
6. The Delano Park Area outside the Galley Street exit is closed to non-resident students
7. Menard Street

Students are to remain in school after morning arrival.

Students in the Latin School may not leave the school property unless under school supervision from the time they arrive on the property in the morning until leaving for home in the afternoon.

## **ORDERLINESS**

Students are to keep all areas throughout the school, such as homerooms, displays, bulletin boards, hallways and desks, neat and orderly.

## **OTHER OFFENSES**

Dishonesty, immoral conduct, insubordination, disrespect, and theft are major offenses against Christian morality and will not be tolerated by school authorities. Violations of this nature will be treated as serious affairs entailing suspension or expulsion.

Any other offense which, in the mind of the Kellenberg Memorial High School Administration, fails against the spirit and philosophy of the school will be treated accordingly.

## **PARKING**

All parking is on a first-come, first-served basis, in solid yellow outlined spaces. All guests are asked to use the spaces furthest in from the school entrance so as to minimize traffic. All parking will be head-in parking. All traffic will keep to the right. Arrows on the road will indicate the flow of traffic. Please follow those arrows when entering and exiting the school property. Only a right turn must be made to exit the property. By order of Nassau County, at no time is parking, standing, picking up or discharging passengers permitted on Glenn Curtiss Boulevard. Cars illegally parked will be towed at the owners expense.

## **PEDDLING AND PANHANDLING**

Students may not engage in any peddling or panhandling.

## **PHOTO RELEASE**

Parents give permission for Kellenberg Memorial to use videos, photographs or likenesses of their daughter/son in publications or materials for use in the school's promotion and advancement initiatives and programs.

## **RADIOS AND OTHER ELECTRONIC EQUIPMENT**

No radios, cassette players, Walkman's, cameras, video cameras, beepers, MP-3 Players, I-Pods, Bluetooth or other similar electronic equipment is to be brought into school or used in school or anywhere on school property by students. Such equipment may result in disciplinary action.

## **REPORTING AFTER SCHOOL**

Teachers, for academic and/or disciplinary reasons, may ask students to report in full school attire. Failure to report is a serious offense incurring demerits and possible assignment to detention on Saturday. Failure on the part of students to report to the appropriate Dean when directed to do so renders them liable to suspension.

## **RESPECT FOR PROPERTY**

All property on campus, indoors and out, should command the full respect of the student body. This applies especially to desks, walls, lockers, library books and equipment. Vandalism of any sort will result in demerits, and restitution must be made.

Any student found violating the security of another student's locker, tampering with the property of another student, or found to be in unauthorized possession of another's property will be subject to serious disciplinary measures, including expulsion.

## **SATURDAY DETENTION AND CLASSES**

Students assigned to Saturday detention are to be present in the designated room by 9:00 a.m. on the assigned Saturday. Students enter and leave the school building through the main entrance. Students report to Saturday detention in full school uniform. Saturday detention lasts until 12:00 noon. When deemed appropriate, students may be assigned to attend Saturday tutorial classes to improve their academic situation. Students are expected to cooperate with these assignments.

### **SATURDAY ACADEMIC MAKE-UP SESSIONS (S.A.M.S.)**

Realizing the need for regular attendance and the detrimental effect of excessive absences, on occasion, a student will be required to report to school on a Saturday for a period of directed study. The assignments are provided by their academic teachers and the work is supervised by a member of the teaching faculty. Recommendations for a Saturday Academic Make-up Session are made by the guidance counselor in consultation with the Assistant Principal for Guidance and the Assistant Principal for Academics. Parents are notified by a letter sent home which requires a parental signature.

### **SCHOOL BUSES**

Students are expected to follow the rules and directions as established by the home school district. Those who fail to comply with the rules and directions as established may risk suspension from bus service by the home district. The Administration of Kellenberg Memorial High School will support any such suspension of a student from the bus by the home district. Further misconduct on the school buses and public buses may lead to further disciplinary action by the Administration of Kellenberg Memorial High School.

### **SCHOOL SECURITY**

All pedestrian gates and building doors will be securely locked from 8:10 AM until 2:50 PM. Access to the building is through the Main entrance only.

Practice Shelter – In/Lockdown drills are conducted during the course of the year to familiarize the students with emergency procedures. Parents are notified of such drills by the SchoolMessenger notification system.

### **SMOKING**

Smoking is not permitted at school or within a five block limit of the school. The penalty for this infraction is ten demerits. No cigarettes, e-cigarettes or tobacco of any kind may be carried on one's person during school hours, nor are cigarettes of any kind to be kept in one's locker. Smoking is not permitted at student affairs after school or on weekends, such as dances, athletic events, etc. If a student violates the smoking rule twice, which results in a suspension, the student must enroll in a rehabilitation program as a condition for readmission to school.

### **VISITORS**

To preserve the academic order of the school, visitors are not allowed to visit classes during school sessions. During school hours all visitors must enter through the main entrance and report to the porter. A visitor will be signed in, indicating the purpose of the visit and issued a visitors tag. All visitors tags must be returned to the porter at the end of the visit but before the end of the school day.

### **WITHDRAWAL**

In the event that parents wish to withdraw their son or daughter from Kellenberg Memorial High School, the following procedure is followed:

- a) A Withdrawal Form is obtained from the Principal's Office and completed by the parents. The Withdrawal Form asks the reason for the student's withdrawal and the school to which the student's records should be sent.
- b) The completed Withdrawal Form is returned to the Principal's Office. As soon as all debts are paid and all equipment returned, the complete transcript of the student will be sent to his or her new school.

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**FACTS AND FIGURES**

<b>GRADUATING CLASS OF 2016</b>	543
<b>SCHOLARSHIP AND GRANTS</b>	
Total Number of Scholarships/Grants	2898
Academic	2880
Athletic	18
Number of Students Receiving One or More Scholarships	415
<b>COLLEGE PLACEMENT</b>	
<b>Application</b>	
Total Number of Schools Applied to	469
Number and Percent of Senior Class Attending college	543 (100%)
<b>Number and Percent of Seniors Attending Institutions of Higher Learning:</b>	
<b>Four Year Colleges and Universities</b>	497(91.5%)
Catholic	220 (40.5%)
Public	137(25.2%)
Private	140(25.8%)
In-State	260(47.9%)
Out of State:	237(43.6%)
<b>Two Year College</b>	44 (8.1%)
In-State	43 (7.9%)
Out of State	1 (0.2%)
College Preparatory School	2 (0.4%)
<b>Number of Seniors Attending:</b>	
Four Year Colleges	
Including Merchant Marine Academy	497
Two Year Community Colleges	44
College Preparatory School	2