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## **SAUNDERS TRADES & TECHNICAL HIGH SCHOOL SCHOOL POLICIES 2018-2019**

- **HEADGEAR** – Students are not permitted to wear any items on their head, except for headgear worn for religious or medical purposes, from the time they enter the school building in the morning until the time they exit the building in the afternoon. In other words, students are never permitted to wear these items when in school. Prohibited headgear items include, but are not limited to the following: hats, do-rags, head scarves, bandanas, sweatbands, and hoodies.

Students that do not comply with the *NO HEADGEAR* policy will receive the following consequences:

- 1) **First infraction**: Headgear item is confiscated and the student receives one detention. Confiscated items will only be returned to students after they serve their detention. Additionally, however, the parent/guardian of a student may retrieve his/her confiscated item at any time.
- 2) **Second and subsequent infractions**: Headgear item is confiscated and the student receives two detentions. The confiscated item will not be returned to the student. The item can only be returned to the parent/guardian of the student.

**Note**: When a student does not comply with the *NO HOODIE* policy, his/her hooded sweatshirt will not be confiscated. Instead, consequences will be administered as follows:

- **First infraction**: one detention
- **Second infraction**: two detentions
- **Third & subsequent infractions**: three detentions

- **HEADPHONES, EARPHONES, EARBUDS, OR ANY OTHER AUDIO DEVICE PLACED IN, ON, OR OVER THE EAR** – Students are not permitted to have any of these devices in the school building, unless they are packed away in a backpack, duffel bag, purse, etc. If any of these devices are removed from safekeeping or visible to school staff, the *NO AUDIO DEVICES* policy is violated.

Students that do not comply with the *NO AUDIO DEVICES* policy will receive the following consequences:

- 1) ***First infraction***: Audio device is confiscated and the student receives one detention. Confiscated items will only be returned to students after they serve their detention. Additionally, however, the parent/guardian of a student may retrieve his/her confiscated item at any time.
- 2) ***Second and subsequent infractions***: Audio device is confiscated and the student receives two detentions. The confiscated item will not be returned to the student. The item can only be returned to the parent/guardian of the student.

- **MUSIC/AUDIO SPEAKERS** – Students are not permitted to have music/audio speakers in the school building.

Students that do not comply with the *NO MUSIC/AUDIO SPEAKERS* policy will receive the following consequences:

- 1) ***First infraction***: Music/audio speaker is confiscated and the student receives one detention. Confiscated speakers will only be returned to students after they serve their detention. Additionally, however, the parent/guardian of a student may retrieve his/her confiscated speaker at any time.
- 2) ***Second and subsequent infractions***: Music/audio speaker is confiscated and the student receives two detentions. The speaker will not be returned to the student. The item can only be returned to the parent/guardian of the student.

- **CELL PHONES** – Cell phone usage is not permitted in the hallways or classrooms of Saunders High School. In other words, students may not use cell phones to talk, text, or play games/music in the aforementioned locations. Cell phone usage is only permitted in the cafeteria during lunch or study hall. Additionally, students must turn off or place their cell phones on *vibrate* before entering the school building. Noises emitted from cell phones are oftentimes disruptive to the learning environment.

--- **EXCEPTION**: For instructional purposes, students are permitted to use cell phones in class when requested by teachers.

Students that do not comply with the *CELL PHONE* policy will receive one or more detentions. Frequent violators of this policy will have their cell phones confiscated.

- **FOOD/BEVERAGE DELIVERIES** – Students are **not** permitted to receive food/beverage deliveries at any time during the school day. These deliveries seriously compromise the safety and security of all Saunders students and staff. Prohibited deliveries include, but are not limited to those from businesses, friends, family members (other than parents/guardians), and food delivery services. If parents/guardians wish to personally deliver food to their children for lunch, the following steps must be followed:
  - 1) Parents/guardians must enter the school building through the main doors and report to the main office.
  - 2) In the main office, parents/guardians will give a designated Saunders staff member their child’s name and food package.
  - 3) The staff member will complete a *Food Delivery Approval Sticker* and affix it to the student’s food package.
  - 4) At the beginning of the student’s lunch period, he/she will be called to the main office to pick up the food package.
  - 5) The completed *Food Delivery Approval Sticker* must be presented to Saunders staff, if requested, to demonstrate that the student is permitted to have outside food/beverage in his/her possession.

--- **IMPORTANT:** The Saunders Administration will turn away businesses and food delivery services if they attempt to deliver food/beverages to students on or off the school campus. In addition, Saunders High School is **not** financially responsible for losses incurred by students that do not receive their food/beverages because they violated school policy.

**Only** students with a *Food Delivery Approval Sticker* are permitted to have outside food/beverage in their possession. Students that do **not** have a *Food Delivery Approval Sticker* affixed to their food/beverage will receive the following consequences:

- 1) **First infraction:** The food/beverage is confiscated and the student receives **one** detention. The student may retrieve the confiscated food/beverage after school dismissal. Students may not, under any circumstance, get a hall pass from class or use time in between class periods to retrieve their food/beverage. The food/beverage will **only** be returned to students after the completion of their regular school day.
  - 2) **Second and subsequent infractions:** The food/beverage is confiscated and the student receives **two** detentions. The student may retrieve the confiscated food/beverage after school dismissal according to the rules outlined above (under “*First infraction*”).
- **STUDENT DRESS CODE** – Saunders High School is committed to ensuring that **all** students comply with the district’s dress code. To read the dress code in its entirety, refer to pp. 29 of *Yonkers Public Schools: Code of Conduct*. For further guidance pertaining to the “*not limited to*” clause of the district’s dress code, the Saunders Administration elaborates below:

- 1) *Extremely brief, revealing garments* – Additionally, besides the garments that are listed, students may not wear the following:
  - shirts that are sleeveless (no material from the shoulder down to the wrist)
  - shirts that reveal any portion of the stomach
  - skirts, dresses, and shorts that do not reach the knees
  - ripped jeans/pants with tears above the knees
- 2) *Footwear* – In addition to the footwear listed, students may not wear slides or slippers.
- 3) *Other inappropriate clothing* – Students may not wear pajamas or any type of sleepwear.

--- **IMPORTANT**: The Saunders Administration has full and sole discretion in deciding whether clothing meets the criteria of extremely brief and/or revealing and whether a student is in violation of the district's dress code.

Students that violate the district's dress code must modify their appearance by changing clothes/footwear, covering inappropriate clothing with acceptable garments, etc. Furthermore, students will not be permitted to class until their appearance fully complies with the dress code. If students violate the dress code more than once during the same school day, they will receive detention(s) and/or further disciplinary action.

- **LEAVING SCHOOL WITHOUT PERMISSION** – Students are not permitted to leave the school campus without first being signed out by their parent/guardian. The Saunders Administration enforces the closed campus policy to protect students and ensure their safety. Students that violate this policy will receive detention(s) and/or further disciplinary action.
- **HALLWALKING/LATENESS TO CLASS** – Maximizing the amount of time that students spend in class contributes to a high quality education. Therefore, the Saunders Administration encourages all students to be in their classrooms before the late bell rings and prohibits unnecessary hallwalking during instructional time. Students are not permitted to arrive late to class without a pass excusing them. Additionally, types of student hallwalking that are not permitted include, but are not limited to the following:
  - Being in the hallways without permission (i.e., an appropriate pass)
  - Deviating from the direct route to/from a destination
  - Cutting class
  - Hallway loitering

Students that violate the *NO HALLWALKING/LATENESS TO CLASS* policy will receive detention(s) and/or further disciplinary action.

## **DETENTION POLICY**

- **Students may only serve detention after school: Monday through Thursday, 2:45 pm – 3:30 pm (45 minutes). The Saunders Administration reserves the right to revise this schedule during the school year. Parents/guardians will be informed of any changes.**

**The following rules/guidelines will govern student detentions:**

- 1) Saunders High School will notify parents/guardians, via telephone, when students are issued detentions. In addition, the school will provide parents/guardians with important information regarding detention(s) – type of infraction, approximate time/date of infraction, number of detentions issued, etc.**
- 2) The school and parent/guardian will select the day(s) in which the student will serve his/her detention(s).**
- 3) Students are responsible for reporting to their detention on the day in which they were assigned and must serve the entire 45 minutes. Students will not receive any reminders about their detention(s).**
- 4) If a student fails to report to his/her assigned detention, further disciplinary action will follow.**

**--- IMPORTANT: Students will not be excused from detention under any circumstance. They must serve their detention in its entirety before attending any extracurricular activity, including interscholastic sports.**