



SAUNDERS TRADES & TECHNICAL HIGH SCHOOL

SCHOOL POLICIES 2019-2020

- I. **ONE DOOR POLICY** – In adhering with the district’s *One Door* policy, **all** students, staff, parents/guardians, and visitors **must** enter/exit through the Main Doors of Saunders High School from the time that the building opens in the morning until it closes in the late afternoon/evening. The Main Doors are the ones parallel to Palmer Road and directly adjacent to the school’s main office. Compliance with this policy is imperative, at all times, for the purpose of maintaining a safe and secure school building.

The **only** exceptions to the *One Door* policy are as follows:

- 1) During lunch (periods 4-7), weather permitting, students may **only** use the doors by the Girls’ gymnasium to exit/re-enter the building for recess. The Saunders Administration will suspend outdoor recess for the day if they determine that the weather is inclement. However, through the winter months, outdoor recess is fully suspended. The *One Door* policy remains in full effect during periods 4-7 when outdoor recess is suspended.
- 2) When the school building is evacuated for an emergency drill, or otherwise, students and staff may exit/re-enter the building from other doorways.
- 3) At 2:39 pm, regular dismissal time, students and staff may exit the building from other doorways. If they need to re-enter, though, the *One Door* policy **must** be observed.

- II. **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 strictly enforces the district’s closed campus policy to protect students and ensure their safety. Students that violate this policy will receive detention(s) and/or further disciplinary action.

- III. **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:



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- 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. Furthermore, 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:

- ❖ **All infractions:** The food/beverage is confiscated and the student receives three detentions. 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.

IV. **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



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

Beginning this year, however, the Saunders Administration is implementing additional measures to deter students from arriving late to class. For periods 2 – 9, at the sound of the second bell, the following will occur:

- 1) Teachers will observe a *brief grace period*, allowing “almost late” students into class
- 2) After the brief grace period concludes, teachers will close and lock their doors, and **not** admit late students into class (except for students with passes excusing them)
- 3) Late students will then report directly to a designated location to obtain an *Unexcused Late Pass*
- 4) After obtaining the *Unexcused Late Pass*, these students are to proceed directly to their assigned class
- 5) At the end of the week, students are issued detentions based on the number of times that they were late (unexcused) --- **one** detention for every **two** instances of lateness (unexcused)
- 6) All students begin each school week with a fresh slate – **zero** times late to class

V. **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.



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--- **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. Lastly, students that violate the dress code will receive detention(s) and/or further disciplinary action.

- VI. **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. The confiscated item will not be returned to the student. It will only be returned to the parent/guardian of the student after his/her detention is served.
- 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. It will only be returned to the parent/guardian of the student after his/her detentions are served.

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 and subsequent infractions:*** two detentions

- VII. **EARBUDS, EARPLUGS, AIR PODS, HEADPHONES, OR ANY OTHER AUDIO DEVICE PLACED IN, ON, OR OVER THE EAR** – These devices are not permitted to be worn anywhere in the school building at any time – **NO EXCEPTIONS.** In addition, they must be packed away and kept out of sight throughout the school day – from before students enter the building in the morning until after they depart in the afternoon. If any of these devices are removed from safekeeping or visible to school staff, the *#SaundersUnplugged* policy is violated.



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Students that do not comply with the *#SaundersUnplugged* policy will receive the following consequences:

- ❖ ***All infractions:*** Audio device is confiscated and the student receives two detentions. The confiscated item will not be returned to the student. The item will only be returned to the parent/guardian of the student.

VIII. **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 will only be returned to the parent/guardian of the student.

IX. **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.

X. **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:



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- 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.