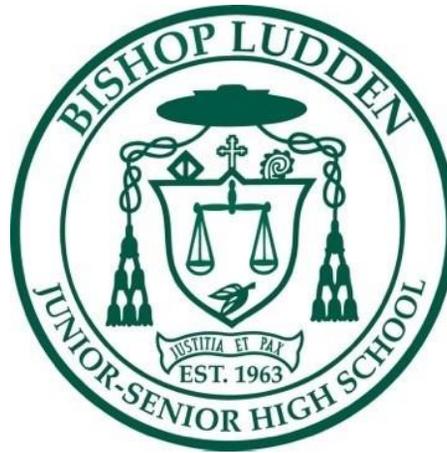


Bishop Ludden Junior/Senior High School



2016-2017 PARENT HANDBOOK

815 Fay Road, Syracuse, NY 13219 315-468-2591

Visit our website at www.bishopludden.org for school information or
[http:// www.schedulegalaxy.com/schools](http://www.schedulegalaxy.com/schools)
for Bishop Ludden sports info.

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**MISSION STATEMENT
OF
BISHOP LUDDEN JR./SR. HIGH SCHOOL**

Mission Statement

Bishop Ludden Junior Senior High School exists to further the mission of Jesus Christ by teaching and proclaiming the Gospel, according to the tenets and sacramental life of the Roman Catholic Church.

Through our educational ministry, we promote, develop and appreciate the sacredness of the whole person. We are called to provide a curriculum and school environment which fosters spiritual growth, moral development, academic excellence, critical thinking and life-long learning.

Through the educational process, we instill in our Catholic school community the need to serve as:

- † People who evaluate our world in the light of the vision of Jesus Christ.
- † Stewards who care for the earth and its gifts.
- † Active informed participants who collaborate in creating a world based on peace and justice.

We do this as a Eucharistic Community, in partnership with our parents, parishes, Church and the civic community.

*Reviewed and Approved by
Faculty and Staff
October 2014*

September 2016

Dear Parent/Guardian and Student,

We believe that we have created an outstanding educational environment for your child(ren). We believe that our spiritual, moral, physical and educational practices support you as parents/guardians.

With that in mind, this Handbook and Calendar have been developed to strengthen our partnership with you.

The Handbook portion outlines procedures and general expectations to enhance understanding of individual roles and responsibilities. Adherence to these directives helps in creating and maintaining a sound Christian environment for learning. We value this loving environment because we value you!

The Calendar section identifies month by month the numerous activities that go into making up a school year. Activities are the “other half” of education. I encourage parents, guardians, and students to actively engage in various experiences of our school community to experience the fullness of the “Ludden Spirit”.

We welcome all questions or comments because they help us to improve the quality of education that we are able to provide the young people of our community. Please contact the administration at 468-2591 or the Counseling Department at 488-3237 with your questions or comments.

Prayerful best wishes for a great school year!

Respectfully,

Bishop Ludden Administration

BISHOP LUDDEN JUNIOR/SENIOR HIGH SCHOOL

...is a unique community of students, parents, teachers, and administrators who create a special environment that combines learning and faith. This environment includes the following standards to live by: trust, truth, active listening, and respect.

Our curriculum is designed to assist all of our students. Our goal is to develop the gifts and talents of each student and to guide students toward achieving their fullest potential. Special emphasis is placed on the teaching of effective oral and written communication skills, the development of strong study skills, and the involvement of students in various create learning activities.

By stressing the doctrine of Christ's teachings, it is desired that the school's efforts will be the basis for continued growth into adult life—to witness to the teaching of Christ.

A VALUED PROGRAM LASTING A LIFETIME!

Our message is Christ-centered, which places a strong emphasis on the value of love. In its authentic form, the value of love is not so much characterized by feelings or emotions, but by external manifestations—actions.

These active forms of love on the part of teachers are viewed by students and parents in ways more commonly known as caring, comforting, understanding, challenging, supporting, and disciplining. All these responses seek to meet the moral, physical, spiritual, intellectual, and emotional needs of each student.

MAKING A DIFFERENCE

AS A CATHOLIC SCHOOL, BISHOP LUDDEN MAKES A DIFFERENCE IN THE EDUCATION OF YOUNG PEOPLE.

Jesus Christ is the center of our school where emphasis is on religious education and moral development.

Consistent, solid discipline, a structured teaching environment, and high standards characterize our school. Our achievement levels are consistently higher than the national average. National public research shows it is the faith community partnership which directly contributes to this achievement.

NOTA BENE

The policies, procedures, and regulations found in the HANDBOOK are not considered to be totally inclusive. Bishop Ludden retains the right to modify any of the handbook's contents when it is determined necessary, without notice.

TERMS OF ENROLLMENT

The following sets forth the nature, dynamics and character of the relationship between the School and its students and their parents. This summary will allow both students and parents to clearly understand their rights and obligations while attending the School and it will minimize any potential misunderstanding in this regard. It is understood that by seeking enrollment in and attend the School, the applicants, students and their parents understand and agree to this statement of rights and obligations. It is part of your agreement with the School.

The School warmly welcomes all of the students accepted for the coming school year and will work hard to provide them with a Catholic and academic education in a supportive learning environment. It is understood and agreed by the School's students, and their parents, that students shall obey the School's *Code of Conduct*, observe the rules and regulations of the School and perform the academic work required so as to result in sufficient academic success while attending the School. It is also understood and agreed that the School's students attend the School at the School's invitation, and not pursuant to any right that a student or parent may possess. The admission to, and continued attendance at the School require students to behave consistent with the *Code of Conduct*, all other rules and regulations of the School and in a manner befitting a student of a Catholic institution. These responsibilities exist both inside and outside of the classroom and during all school functions, whether on campus or located elsewhere.

In order to protect its standards of academics, discipline and character, the School reserves the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the School and its administrators. Through their application enrollment into the School, all students and their parents and/or legal guardians, concede and acknowledge that the School has this right. By a student's attendance at the School, he or she, and his or her parents or guardians, acknowledge the further important obligations and restrictions contained in the *Student Handbook*, and agree to be bound by its terms.

Students attending the School understand that they do not possess the same rights they might possess if attending a public school. For example, a student's freedom of speech is limited in many important respects at the School. Any speech, written or oral, that is contrary to the Roman Catholic faith, the teachings of the Church, the directives of the Bishop or Ordinary of the Diocese of Syracuse or contrary to the School's *Code of Conduct* are prohibited. Likewise, speech that is contrary or disruptive to the philosophy and purpose of the School is prohibited. Participating in prohibited speech at the School may be the basis for disciplinary action, up to and including suspension or expulsion.

Likewise, while students may have a constitutional right to be free from unreasonable searches or seizures while attending a public school, they understand and agree that the School has the right to search their person or property, if the School's instructors or staff reasonably believe that the search will produce evidence of a violation of a School rule, the School's Code of Conduct or the law. The School's students and their parents understand and agree that it is within the sole discretion of the School's administrators to determine whether such a reasonable belief exists. They further understand and agree that the School has the unfettered right to examine, search or inventory a student's desk, locker, or other space provided to the student for use at School. It is further understood and agreed that these areas may be searched by the School at any time and for any reason. Moreover, if the School permits on-campus parking, students and their parents understand and agree that the School has the unfettered right to search any automobile parked upon its premises. Students have no reasonable expectation of privacy relative to any of these areas (e.g., desks, hallway lockers, locker room lockers, automobiles parked on School grounds, etc.)

Additionally, it is understood and agreed by students, and/or their parents or guardians, that they waive and relinquish any right they may have to sue the School, any parish, the Diocese of Syracuse, and/or any individual acting on the half of the School, a parish or the Diocese, such as administrators, teachers, staff, volunteers or any of their agents relative to any matter directly or

indirectly concerning academic or disciplinary decisions or matters covered within the *Student Handbook*.

Each student and his or her parents or guardian, by their acceptance of enrollment at the School, agree they may not bring any civil action in any local state or federal court or in any administrative agency or body to challenge any school decision relative to academics or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and their parents or guardians agree that any challenge to any school academic or disciplinary action, any enrollment decision, any suspension or expulsion, or any decision relating to the rules, regulations, procedures or programs covered in the *Student Handbook* may only be challenged or appealed within the hierarchy of the School and/or Diocese, subject to the limitations and processes contained within the *Student Handbook*.

While any students or parent or guardian of a student may consult with legal counsel relative to any decision made by the School or Diocese concerning the student, the School emphasizes and reiterates that students and parents or guardians are not permitted to have legal counsel present during any meetings or hearing or to otherwise participate in any disciplinary process or any other proceeding or process administered by the School or Diocese. It is understood and agreed that school administrators are not obligated to meet with attorneys or advocates of any sort, at any time.

The *Student Handbook* contains the School's *Code of Conduct* and the parameters of student discipline. However, it should be noted that any listing of prohibited conduct in the Handbook is only by way of illustration and example, and it is not intended or expected to be an exhaustive or exclusive list of prohibited conduct or conduct that may result in disciplinary action.

The School is pleased to welcome you to the School community and looks forward to your participation in its academics and activities.

ADMISSIONS POLICY AND PROCEDURES

A student seeking admission to Bishop Ludden Jr./Sr. High School seventh or ninth grade must take a placement exam, submit an application for admission, a copy of his/her transcript and latest report card.

Students seeking admission to Bishop Ludden Jr./Sr. High School for eighth, tenth, eleventh or twelfth grades must submit an application for admission, a copy of his/her transcript and latest report card. Upon completion of the student's admissions folder, Admissions personnel will schedule an interview for the student and parents. In both cases, upon review of the student's admission folder the student will be informed of his/her status for acceptance.

UNIFORM POLICY/DRESS CODE

All students must comply with the following uniform specifications. It is required that all uniform pieces (with the exception of the white button down dress shirts, ties, shoes, socks, tights, and belts) be purchased through Bishop Ludden's exclusive vendor, **Lands' End** (see our customized ordering page on-line at):

<http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolID=900175431>

- I. **Regular Uniform Days: Girls Options:** khaki or black chino pants, plaid skirt or skort, green short sleeve polo, white button down dress shirt (short or long sleeve, no logo), green cardigan or V-neck pull over sweater, tie (optional), solid white or dark green knee socks (may not show any logos or designs...ex. Nike or Adidas) or tights, dark colored belt to be worn with pants.
- II. **Regular Uniform Days: Boys Options:** khaki or black chino pants, green short sleeve polo, white button down dress shirt (short or long sleeve, no logo), green pull over

v-neck sweater, tie (optional), solid dark colored socks, dark colored belt. Khaki shorts may be worn only in September, October, May, and June (solid dark color socks with no logos or designs must be worn with shorts).

- III. **“Dress-up Days” (in-school Masses, game days for athletes, days in which our students represent BL out in the community, days at the discretion of the Principal): Boys and Girls:** require a white button down dress shirt (short or long sleeve, no logo), with or without a sweater, and a tie for boys (tie optional for girls). Pants, skirts, and skorts remain the same as regular uniform days.
- IV. **Gym Uniform: Boys and Girls:** short or long sleeved t-shirt (grey, with logo), black mesh shorts (with logo), gym socks, sneakers.
- V. **“Dress Down Days”:** **Boys and Girls:** students must wear a t-shirt, jacket or sweatshirt that adequately covers the mid-section and entire upper body including shoulders (must have sleeves that go down the side of the arm). Lower body must be covered adequately – no short or tight shorts. All students must be dressed modestly and appropriately.
- VI. All shirts, both polos and dress shirts, must be tucked in at all times. Polos are to be worn without a sweater (intended for the warmer months). Dress shirts may be worn with or without a sweater. All uniform tops with the exception of the white dress shirts must include the Bishop Ludden School logo.
- VII. Skirt or skort length must be within two-inches above the knee.
- VIII. Students are to wear flat “dress shoes”. No sneakers, sandals, flip-flops, no recreational shoes, etc. All shoes must fit around the back of the foot. **NO BOOTS** of any sort are allowed. Boots may be worn to and from school, but not during the school day. Any shoe that fits over the ankle is considered a boot. Any shoe that looks like a work boot (tan), even though it fits under the ankle, is still considered a boot.
- IX. Any undershirts or camisoles worn under any uniform top must not have any writing, images, or logos visible.
- X. Risse Brothers uniform pieces and the black quarter-zip fleeces may be worn for the 2016-2017 and 2017-2018 school years (but not beyond). However, these articles of clothing will no longer be sold.
- XI. Although we encourage our students to show their BL pride whenever possible, the following articles of clothing are **not** allowed to be worn during the school day:
 - spirit wear (BL sweatshirts or jackets that are not Lands' End school uniform pieces)
 - team jackets (ex. Ludden Volleyball, Ludden Baseball, etc.)
 - sportswear (ex. hoodies, college/pro “team” clothing, Nike wear, etc.)
- XII. All clothing must be worn modestly, decently, and appropriately. Students must look neat, presentable, and well groomed.
- XIII. Boys hair length may not extend below the top of the uniform shirt collar (back of neck). Hair must not cover the eyes. Boys must be clean shaven (no mustaches or beards). Sideburns are to be no longer than the bottom of the ear.
- XIV. **NOT ALLOWED:**
 - earrings on boys;
 - nose, tongue, face, or body piercings/markings;
 - nose rings/ear gauges (metal or clear) or plugs/band-aids/tape used as covers
 - hats, bandanas, scarves;
 - excessive jewelry on any student

- fad hairstyles, hair coloring (other than natural hair colors), spiked hair, elevated wave on the middle of the head, excessively layered hair (short on side, long on top), or any design or logo shaved into hair, hair art
- cut, torn, or tattered clothing
- visible tattoos (at any time during the school day or while representing Bishop Ludden, or while participating in a school sponsored event, including athletics)

XV. Decisions on issues/questions with the uniform policy are at the discretion of the Ass't Principal and the Administrative Team.

COMMUNICATIONS

The primary source for school news, current events, updates and general information is **email** (this includes our bi-monthly newsletter). School Reach calls will be utilized when we need to share important information with you in a timely manner. Our school website (www.bishopludden.org) and facebook page will also provide news and details that you should be aware of.

Please check your email inbox on a regular basis for our emails. If you fail to receive our emails, or if you change your email address, please notify our Main Office immediately. Our student database allows for only one email address per parent. Please ensure the email address on file at BL is your primary email address. If you do not have the resources necessary to receive email, please contact our Main Office.

CODE OF CONDUCT

I. PURPOSE OF THIS CODE

This Code of Conduct defines Bishop Ludden Junior/Senior High School's expectations for conduct on property associated with the school and at school functions. It also defines a range of penalties for unacceptable conduct.

Unless otherwise indicated, this Code applies to the conduct of students, employees, parents and visitors committed on property associated with the school, at school functions or that otherwise affects the school's spiritual or educational mission.

Bishop Ludden Junior/Senior High School exists to create a Catholic educational community where the pursuit of academic excellence is enlightened and enlivened by faith in the Gospel of Jesus Christ. The religious and academic goals of the school challenge the students, employees, parents, and visitors to develop: the spiritual dimension of their life, high moral character, self-worth, self-discipline, respect for the dignity and rights of others, service to others, concern for the community and concern for the common good.

II. BILL OF STUDENT'S RIGHTS AND RESPONSIBILITIES

A. Student Rights

Regardless of race, sex, color, national origin, all students have the right to:

1. A Catholic spiritual atmosphere that supports the faith journey and academic growth of students.
2. The guidance of understanding teachers, counselors, and other school staff.
3. An education that offers students the opportunity for inquiry and development to the fullest potential.
4. Constructive discipline for the development of good character, conduct and habits.
5. Personal security while on property associated with the school and at school functions.
6. An educational climate where the well being of students is of primary concern.
7. An educational staff that provides a positive role model for student development.

8. Guidance in choosing a career or college, as appropriate.
9. A safe and orderly classroom environment that will provide the opportunity for optimum learning.
10. Wholesome extracurricular activities, unless such activities are denied the student as set forth in the Code of Conduct.
11. Referral to health and psychological services to assist in physical, mental and social development.
12. Appropriate education and/or remediation to serve special needs within the limits of the school's program, consistent with the student's individual education plan or 504.
13. Consideration as an individual within the educational environment.
14. The opportunity to approach teachers and administrators with reasonable requests and questions concerning education.

B. Student Responsibilities.

All students are accountable for their own behavior on parish or school property and at school functions, and have the responsibility to:

1. Take full advantage of the opportunities for spiritual and academic growth provided by the school.
2. Treat others with the dignity and respect they deserve as children of God.
3. Comply with the provisions of this Code while on school property and at school functions.
4. Grow in character and knowledge as they grow in ability.
5. Be honest with themselves and others.
6. Show respect for fellow students, teachers and all school staff.
7. Set a positive example so that others may enjoy and profit from their company.
8. Perform all assignments to the best of their ability.
9. Consider their education as preparation for the future.
10. Obey all school rules and regulations.
11. Respect public, private and school property.
12. Attend school regularly and punctually.
13. Develop high moral standards and the courage to live by them.
14. Strive for mutually respectful relationships with teachers and comply with reasonable requests of teachers and administrators.
15. Develop opinions and values that will make them an asset to the school community.
16. Averting Potential Violence—The safety and well-being of our students is paramount. **Parents and students are obligated to notify the school if they have any information of potential acts that might jeopardize the lives or safety of Bishop Ludden students and/or staff.**

III. DEFINITIONS

A. Definitions of Key Words and Terms.

For purposes of this Code, the following words and phrases shall have the meanings set forth below:

1. **Assault:** The physical abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury.
2. **Controlled Substance:** A drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations that apply to this Code.
3. **Evaluation Board:** Is a body of school personnel who review students who are in academic and/or behavioral crisis. The Board recommends to the Principal strategies and/or sanctions to address the student's situation.
4. **Explosive:** An explosive device of a nature or in a quantity that is sufficient to cause injury to the person of the holder thereof or to the person or property of others,

including the School.

5. **Expulsion:** The permanent removal of a student from the school program.
6. **Illegal Drugs:** A controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional, or those legally possessed or used under any other authority under the Controlled Substances Act or any other federal or New York State law.
7. **Illegal Substances:** Alcohol, illegal drugs and inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as “designer drugs.”
8. **In-School Suspension:** The temporary removal of a student from the classroom and the placement of that student in another designated area of the school building where the student will be supervised and will receive adequate, alternative education. The student may not attend any type of extracurricular activities during the period of the suspension. All conditions for re-entry must be satisfied for the student to be re-admitted to classes.
9. **Out-of-School Suspension:** The temporary removal of a student from the classroom and the school building. During this time, the student will receive adequate, alternative education. The student may not attend any type of extracurricular activities during the period of the suspension. All conditions for re-entry must be satisfied for the student to be re-admitted to classes.
10. **Parent:** The biological, adoptive or foster parent, guardian or person in legal parental relation to a student.
11. **School Function:** Any school-sponsored extra-curricular event or activity sanctioned by the school.
12. **School Property:** Any place in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary lines of the parish or school complex, or other church owned or controlled property, or in or on a school bus operated by a public school District providing transportation to the school’s students.
13. **Suspension:** The disciplinary removal of a student from his or her regular educational program and activities.
14. **Violent Student:** A student under the age of 21 who (a) commits an act of violence upon a school employee; or (b) commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at a school function; or (c) possesses a weapon while on school property or at a school function; or (d) displays, while on school property or at a school function, what appears to be a weapon; or (e) threatens, while on school property or at a school function, to use a weapon; or (f) knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on property or at a school function; or (g) knowingly and intentionally damages or destroys school property.
15. **Visitor:** Anyone on school property or at a school function who is not a school employee or a student of the school building in which the individual is physically present.
16. **Weapon:** A firearm as defined in 18 USC § 921 for purposes of the Gun Free Schools Act, and any device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, and any other gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, BB gun, starter gun, pellet gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, pocket knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause serious physical injury or death when used as a weapon.

IV. THE ROLES OF OTHERS IN THE SCHOOL COMMUNITY

A. Teachers and Other Professional Staff.

The role of the teaching and other professional staff employed by the school is to:

1. Demonstrate, by word and action, respect for the Catholic Identity of the school, law and order and self-discipline.
2. Keep students and parents informed regarding student progress.
3. Express concern and enthusiasm for teaching and learning.
4. Treat students as individuals, with concern and respect.
5. Provide direction and guidance so students can learn to think, reason, and be responsible for their actions.
6. **Become knowledgeable of school rules and regulations regarding student conduct, and require that there be observance of the same.**
7. Be consistent, fair and firm in dealing with students both in and out of the classroom.
8. Reinforce positive student behavior.
9. Seek appropriate resources to effect positive change in student behavior.
10. Before seeking assistance from the administration for discipline problems, use available resources to bring about positive behavioral changes in the classroom.

B. The Administrative Staff.

The role of a School Administrator is to:

1. Maintain an environment that is reflective of the religious and academic goals of Catholic Schools in the Diocese of Syracuse.
2. Responsibly exercise the authority assigned by the Bishop, the Pastor, the Superintendent of Schools and Assistant Superintendents.
3. Develop effective schedules and teaching assignments for students and staff.
4. Be consistent, fair, and firm in decisions affecting students, staff and parents.
5. Demonstrate, by word and example, respect for the Catholic Identity of the school, law and order, self-discipline, and sincere concern for all persons under their authority.
6. Participate in the development of rules and regulations and make them known and understood by students, staff and parents.
7. Initiate and maintain open lines of communication with students, staff, parents, parish officials and diocesan representatives.
8. Become involved with students by attending school activities and visiting classrooms.
9. Work with students, teachers, counselors, and parents to establish cooperative techniques for bringing about an effective educational program.

C. Parents of Students.

The role of the parent of a student is to:

1. Encourage the child to take advantage of the spiritual, academic, and social opportunities provided by the school.
2. Ensure the child attends school punctually and regularly as required by law.
3. To notify the school that the student will not attend school on a particular day not later than 9:00 a.m. on the given day.
4. Know and understand the rules and regulations their child is required to observe at school.
5. Strive to keep their child in good health.
6. Require their child to be clean and dressed consistent with acceptable standards, the school’s dress code, and the requirements of this Code.
7. Encourage their child to learn and respect the rights of others.
8. Teach their child, by word and example, respect for the Catholic Identity of the school and for law and authority.
9. Provide guidance for their child to develop socially and morally acceptable standards of conduct and behavior.
10. Become involved in their child's school, with its teachers, programs and activities,

and to attend conferences and school functions.

11. Encourage and support their child in completing homework assignments.
12. Recognize that primary responsibility for their child's welfare and development rests with the parent.
13. Satisfy financial obligations to the school.
14. Averting Potential Violence - The safety and well-being of our students is paramount. Parents and students are obligated to notify the school if they have any information of potential acts that might jeopardize the lives or safety of Bishop Ludden students and/or staff.

IV. SCHOOL BUILDING RULES

The principal of each school building has the authority to establish standards of conduct and rules for local matters, school building activities and the granting or withholding of student privileges. These standards and rules may include procedures for homeroom; student assemblies; emergency drills; study halls; use of the cafeteria; conduct in the building hallways; use of student lockers; school parking privileges; book bags and backpacks in the building; bicycles, skateboards, roller blades and similar means of transportation; the use of electronic devices, Ipods, cell phones, energy drinks, and laser pointers; and other local matters related to discipline and order in the building.

V. SEARCH BY SCHOOL PERSONNEL

When school officials have a reasonable suspicion that a school rule is being violated, or that illegal contraband may be concealed in a student's personal belongings, car or locker, they may act upon that suspicion without the student's consent. The resulting evidence, if any, may be used in connection with a disciplinary proceeding and/or notification to appropriate law enforcement authorities.

VI. VISITORS

All visitors to the school must report to the main office upon arrival and state the purpose of the visit. At the discretion of school personnel, permission will be given to the visitor to sign the visitor's register and be issued a visitor's identification badge. The identification badge must be worn at all times while in the school or on school grounds, and returned to the main office before leaving the building. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.

- A. The building principal has authority over all persons in the building and on the school grounds.
- B. Teachers should not be expected to take class time to discuss individual matters with visitors.
- C. All visitors are required to abide by the rules for conduct on school property contained in this Code.
- D. Students from other schools (K-12) are not allowed on the property except for athletic or special events.

VII. CELL PHONES, IPADS, IPODS, AUDIO/VISUAL EQUIPMENT,

All cell phones, iPads, iPods and other electronic devices should remain in lockers, turned OFF, from the start of the school day (morning prayer) to the end of the school day (dismissal). This means that these devices, particularly cell phones, are not to be used (communication, research, photos, etc.), seen or heard (any sounds from phone) during these times.

There may be times when any of these devices may be used for educational purposes. In those situations, students need direct permission from the teacher/faculty member that is supervising them at that time.

If a teacher/faculty member/administrator sees or hears a student's cell phone or electronic device, he/she shall ask the student to submit the device to them. If the student

fails to do so, it then becomes an Insubordination violation in addition to the Cell Phone violation.

The phone/device will then be turned over to Administration. The phone/device must be picked up by a parent (**and will not be returned to the student**).

1st -2nd cell phone violations = Level 2 detention

3rd and further cell phone violations = suspension

VIII. VIOLATIONS OF THE CODE OF CONDUCT

A. Acts of Misconduct Defined.

The School expects the members of the school community to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of students, employees and other members of the school community, and for the care of school facilities and equipment.

The commission of any of the following acts (as they are defined below) is prohibited on school property and at a school function. Such conduct is punishable by the penalties set forth in Section VI of this Code after compliance with the procedures set forth in Section VII hereof.

1. **Act of Violence:** To strike, hit, kick, punch, scratch or otherwise physically assault another person; to damage or destroy the personal property of a student, teacher, administrator, other school employee or any person lawfully on school property; or to intentionally damage or destroy school property; or to commit any act that is included within the definition of a violent pupil, as defined herein. Acts of violence include Arson, Assault, Bomb Threats, Fighting, and Possession of an Explosive or a Weapon.
2. **Arson:** The intentional destruction or other damage by fire, explosion or smoke to real property or personal property of the school, to personal property of school students or staff, or to personal property of third parties.
3. **Assault:** The physical abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury.
4. **Bias Harassment:** The act of threatening bodily harm or by repeatedly tormenting another person based on the victim's race, ethnic origin, religion, cultural difference, or disability. Bias harassment may take the form of comments, jokes, name-calling, innuendoes, offensive conversations, perpetuating rumors or gossip, offensive gestures, noises, blocking a victim's path, assault, or any other behavior that is designed to show disrespect to an individual based on cultural, racial, or religious differences or based on a disability.
5. **Bomb Threat:** The intentional false claim that an explosive device is located on school property or at a school function.
6. **Cheating:** The act of giving or receiving (or conspiring to give or receive) answers to class assignment (includes copying computer material) or test answers from another source.
7. **Chronic Violation of School Rules:** The accumulation of any combination of detentions that equals 8 or more in a year or a combination of suspensions or administrative detentions that equals 2 or more in a year.
8. **Destruction of Property:** The destruction, defacing or other impairment of school property or property belonging to other persons.
9. **Disorderly Conduct:** Conduct that obstructs or disrupts a teaching, research, administrative or disciplinary procedure or any other authorized School activity. Disorderly Conduct includes, but is not limited to, running in hallways; making unreasonable noise; using language or gestures that are profane, lewd, vulgar or abusive; the willful interference with the free flow of vehicular or pedestrian traffic; or engaging

- in any willful act that disrupts the normal operation of the school community.
10. **Disruptive Conduct:** Conduct by a student under the age of 21 that is substantially disruptive of the educational process or substantially interferes with the teacher's authority in the classroom or other educational setting. Disruptive Conduct includes, but is not limited to, the failure to comply with the lawful directions of teachers, school administrators or other school employees, and speech or gesture which, by virtue of its content and/or circumstances, is likely to disrupt the conduct or classes of other school activities or to undermine the maintenance of discipline within the school setting. Disruptive Conduct also includes being late for school (see Tardy for School or Class Policies on pg. 4; being unprepared for class, no passport, gambling/card playing, unauthorized presence in the gym. Use of any electronic devices: not limited to pagers, beepers and cellular phones will warrant a suspension. Electronic devices – laser pointers, cell phones, Ipods - are not to be used, seen, or heard during the school day (the beginning of homeroom through dismissal). **Devices found to be on or in use will be confiscated and may be picked up by a parent in the main office.**
 11. **Dress Code Violation:** The appearance of a student without permission at school in clothing other than that specified in the school's dress code.
 12. **Drug/Alcohol/Illegal Substance/Illegal Materials Violation:** A student who is found to be in possession of, selling, or under the influence of: alcohol/drugs (or materials/paraphernalia), or other illegal substances (includes substances controlled by law, marijuana, medications or other drugs or substances which stimulate or are purported (counterfeit) by the student to be any of the above). "Vaping" and/or possession of materials/paraphernalia are also violations. Insubordination while under investigation for a drug violation will also be considered a drug violation. The Police Dept. will be contacted to dispose of any substances/materials and to file a report. It is also a violation of our Drug/Alcohol policy for any student to have knowledge that drugs/alcohol are present while they are in a vehicle that is going to or coming from a Bishop Ludden event.
 13. **Extortion:** Any intentional action which reasonably instills fear in another individual that the actor or another person will cause injury to the persons or property of that individual or another person for the purpose of obtaining money or property from that individual.
 14. **False Alarm:** The intentional or grossly negligent activation of a fire alarm when no threat of fire exists, or the initiation, instigation or communication to the school, or any of its employees of any other claim of fire or threat thereof when none exists.
 15. **Fighting:** Combative physical contact or other violent encounters between two or more persons.
 16. **Forgery:** The involvement in the imitation or fabrication of another's signature or written work. (including written parental excuses and permission slips).
 17. **Harassment:** The act of threatening bodily harm verbally harassing or repeatedly tormenting another person and any other behavior that is intended to or has the reasonable effect of annoying, intimidating or causing fear in another. Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures, offensive remarks, physical abuse, or any other behavior that is designed to annoy, intimidate, or cause fear.
 18. **Insubordination:** The refusal or failure to comply with any school rule, regulation or policy (including those relating to attendance), or the failure to comply with a reasonable request from school personnel or representatives authorized to make such a request. Insubordination, as it relates to students, includes, but is not limited to, the failure to comply with the lawful directives of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect toward such individual; deliberate lateness for, missing or leaving class without permission; skipping detention; throwing food; throwing snowballs; eating food and/or drinking beverages in unauthorized areas; and cutting class or study hall. Insubordination, as it relates to non-students, includes, but is not limited to, the violation of regulations governing the use of school property, and the failure to comply with the lawful directions of school employees or law enforcement officers acting in performance of their duties.
 19. **Littering:** The general distribution or dissemination of printed, written, recorded or other materials without the prior approval of the building principal. The granting of approval or the refusal to grant the same shall be determined pursuant to administrative guidelines for the distribution and dissemination of materials on school property.
 20. **Loitering:** Remaining in an area after the bell when assigned to a particular classroom at that time. Loitering also includes congregating in the halls to impede traffic, or standing next to the building.
 21. **Other Misconduct:** The act of soliciting, commanding, aiding or otherwise abetting any person to commit any act or conduct that is proscribed by this Code, and the commission or omission of any act which is in violation of any Federal or State law or any school rule or regulation, including the School's Safety Plans. This area includes misuse of school equipment and/or property.
 22. **Parking Violations:** The act of parking a student-operated vehicle on school property without a parking permit, or parking in unauthorized areas. The school assumes no liability for vandalism/theft of the vehicle while on school property. In addition, student vehicles are subject to search with reasonable suspicion.
 23. **Plagiarism:** The unauthorized use of another's material that is represented as one's own work.
 24. **Possession of an Explosive:** The use, actual or constructive possession, or the sale of an Explosive.
 25. **Possession of a Weapon:** The use, actual or constructive possession, or the sale of a Weapon.
 26. **Reckless Endangerment:** The commission of any act that has the likely potential to cause bodily harm to another individual or oneself.
 27. **Repeatedly Disruptive Conduct:** Misconduct which results in the student being sent from the classroom by teacher(s) on three or more occasions during a year.
 28. **Sexual Harassment:** Any act or conduct that involves or effects the harassment of another based upon that person's gender including but not limited to inappropriate comments, jokes, name calling, innuendoes, sexually offensive conversations, perpetuating or performing the unwelcome touching of another person's clothes or person, pinching, whistling or other noises understood to be an unwelcome comment regarding another person's gender, blocking a victim's path, assault, or any other behavior that is intended to or has the reasonable effect of being offensive based on a person's gender. It is the policy of the Diocese of Syracuse and of Bishop Ludden (on page 47) that all students be free from all forms of sex discrimination, including sexual harassment, in the school environment. Any allegation that a student has been sexually harassed, or has been involved in sexually harassing another will be fully investigated. If the allegations are determined to be valid, appropriate discipline will be imposed. Sexual harassment may occur in a number of ways including:
 - A. Verbal or physical conduct of a sexual nature.
 - B. Situations where a student's submission to or rejection of such conduct becomes a basis for academic decisions affecting the student and/or impacts on the learning environment.
 - C. When such conduct creates a hostile, intimidating, or offensive learning environment. Any student who believes he or she has been subjected to sexual harassment should immediately report the incident(s) to the administration or guidance counselor so that the matter may be investigated, and the student's

welfare protected. All information gathered during an investigation will be kept confidential to the fullest extent permitted by law.

29. **Tardy:** Students are tardy when they are not in their seats when the bell rings. Tardy to homeroom means arriving to homeroom after the bell, but before the attendance has been sent to the main office. Students are tardy if they are not in academic wings by 8:00 a.m. and/or in House by 8:04 a.m.
30. **Theft:** The unlawful use, taking possession of, or control over, property belonging to the school, another student, or a school employee.
31. **Threatening the Well Being of Another Person:** The act of making a threat of any kind that has at its end the harm to another person.
32. **Tobacco Violations:** The act of possessing, smoking or chewing tobacco or tobacco products anywhere on school grounds. The use of tobacco is not allowed anywhere on school grounds by law.
33. **Traffic Violation:** The operation of a motor vehicle on school property at a speed in excess of fifteen (15) miles per hour, or the operation of snowmobiles, motorbikes, go-carts, motor scooters, and other similar vehicles propelled by gasoline, diesel oil, fossil fuel or electric powered engines on school property. The only motor vehicles allowed to be operated on school property are those automobiles, buses and trucks that are (a) licensed by the Department of Motor Vehicles, (b) insured in compliance with the mandatory provisions of the Vehicle & Traffic Law, and (c) lawfully operated on the school's driveways, parking lots, fields or other portions of school property for the purpose of attending school activities or conducting business or performing services for the school.
34. **Trespassing:** The entry upon or use of school property without proper authorization in situations where said property is restricted in entry or use.
35. **Truancy:** The act of being illegally absent from school without the knowledge and consent of a parent/guardian, or failing to attend school when expected to be in school, or leaving school without the permission of the administration, or failing to sign out at the Health Office.
36. **Violation of the Technology Policy:** The act of using computer technology in a manner that is not consistent with the Technology Policy that is included in this handbook.
37. **Vandalism:** The willful destruction of the real or personal property of the school or another person.
38. Water bottles may not be carried from class to class unless the student is given permission by our Health Office. Water bottles may be kept in backpacks or lockers. Energy drinks may not be consumed on school property at any time. Commercial/fast food may not be brought into school during the school day.

B. Penalties for Violations of the Code of Conduct

Students, employees and visitors who violate this Code will be subject to disciplinary action as the facts may warrant, including any of the penalties listed as follows:

C. Range of Potential Responses

1. Scope: The penalties described in this section are the range of penalties that may be imposed upon any student who is determined to have committed any act of misconduct specified in Section V of this Code.
2. Corrective Actions: School authorities may use a range of possible responses to misconduct committed by a student. In some circumstances, a primary response may be to discuss the student's conduct with the parents in an attempt to correct such inappropriate behaviors or it may require the implementation of any or all of the following corrective actions:
 - (a) Parent Conference: The student's parent or guardian will be contacted for a conference. The conference will include the student, his/her parent or guardian,

school personnel and others whose participation is deemed appropriate by the School.

- (b) Special Disciplinary Probation: The student and school authorities may agree that the student will be placed on special disciplinary probation with no other penalty imposed for the misconduct, provided that the student complies with the specific terms of the probation. The probation agreement may further provide that, if the terms of the probation are violated, the student may be disciplined for the original act of misconduct after an informal conference with parents.
 - (c) Probation: Placing a student on probation is defined as the removal of a student from "in good standing" status. A student not in good standing is ineligible to participate in any school sponsored activities which include, but are not limited to, sports teams and events, school dances, class/club and social activities.

A student placed on conditional probation is sanctioned by receiving a formal warning by school officials that improvement in behavior or academic performance is necessary or the student will jeopardize losing his/her "in good standing" status. A student will be placed on probation via the eligibility process and/or by situations where behaviors or academic standing have not improved after other forms of intervention have proven unsuccessful. The duration of and expectations during the probationary period will be communicated to the parents/guardians and appropriate teachers to assist the student's progress during the probationary period. Probation can be a step before dismissal, (unless behavior warrants immediate dismissal) if expectations are not met. A student who is on probation is considered a student not in good standing.
 - (d) Court Intervention: Court assistance in the form of a PINS (Person In Need of Supervision) petition.
3. Range of Penalties
- Students who violate this student discipline code will be subject to appropriate disciplinary action including, but not limited to, one or more of the following:
- (a) Verbal Warning
 - (b) Parent Notification (phone call)
 - (c) Written Warning Signed by Parents
 - (d) **Detention (5th behavior detention = Admin Conf, 7th = Prin Conf, Hearing next)**
 - (e) Parent/Teacher/Grade Level Conference
 - (f) Parent/Teacher/Administrator Conference
 - (g) Administrative Detention
 - (h) Special Probation
 - (i) Suspension from athletic, social, or extracurricular activities
 - (j) Evaluation Board meeting with parents and student
 - (k) Probation
 - (l) Out-of-school Suspension: The principal may suspend a student from attendance at class. The parent or guardian will be notified of such suspension by telephone and letter. The student may not attend school activities during the period of the suspension.
 - (m) Expulsion: The school removes the student from enrollment in the school. The academic records of the student will be sent to the student's new educational institution as advised by the parents.
4. Administrative Discretionary Strategies
- In addition, the Principal may invoke the following at his or her discretion:
- (a) Disciplinary Conference/Hearing: A disciplinary conference may be scheduled before the Principal, but ordinarily he or she will delegate the responsibility to conduct the Disciplinary Conference to a school official or to a group such as a School Evaluation Board. In these cases, the delegate or the School Evaluation

Board will follow all of the procedures outlined above for the Disciplinary Conference and submit a written recommendation to the principal. The principal will then review the recommendation and render a written decision. The student and parents will be provided copies of this decision and the recommendation on which it was based.

- (b) Personal Liability: The school may pursue, on behalf of itself or an employee, all available rights and remedies to recover from the student and/or parents of the student for damages to personal property.
- (c) Police Notification: In cases involving criminal conduct, School authorities will refer the matter to appropriate law enforcement authorities.

5. Academic Sanction

In addition to other penalties provided herein, the principal may deny credit for work done and may also deny the right to make-up an assignment or test for: Cheating, Leaving a Final Examination without Permission, Plagiarism and other misconduct that is related to academic performance.

6. Progressive Discipline

Depending upon the nature of the violation, student discipline is progressive i.e., except in cases of very serious violations, a student's first violation will generally merit a lighter penalty than subsequent violations. The individual determining the penalty should take into account all other relevant factors in arriving at an appropriate penalty. In the event of a minor infraction every effort will be made to impose progressive discipline. In the event of a serious infraction the penalties listed below will be imposed by the administration upon a finding that the student has committed the conduct specified herein.

However, the school expressly reserves the right to impose any penalty within the range set forth above for the violation of any school rule when, under the particular circumstances involved, a different penalty is justified in the judgment of the school administration.

Depending upon the nature of the violation, the possible penalties listed in Section VII below may be imposed either alone or in combination.

D. For Misconduct at a School Function

The Principal shall be responsible for enforcing the conduct required by this Code at school functions on or off campus, and may designate other school employees or agents to take action consistent with this Code.

When an individual is committing prohibited conduct that, in the judgment of the Principal or his or her designee, does not pose any immediate threat of injury to persons or property, the individual shall be informed that the conduct is prohibited and asked to stop such conduct. The school official shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the individual shall be immediately removed from school property or the school function.

Students and staff who violate this Code while at a school function shall be subject to immediate ejection from the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person. The school may initiate disciplinary action against any student or staff member, as appropriate. The school may also pursue civil and/or criminal sanctions against any person violating this Code.

E. Misconduct Committed On/Off School Property

Students, staff and visitors may be disciplined for misconduct that is not committed on school property or at a school function if such misconduct, in the professional opinion of the school administration, is:

1. A violation of civil or criminal law involving moral turpitude,
2. Would reflect or discredit the reputation of Bishop Ludden,

3. Threatens the health, safety or welfare of a student, teacher or other member of the school staff,
4. Is contrary to the moral, religious, or orthodox principles of the Roman Catholic Church or the philosophy, policies, goals, and commitments of Bishop Ludden,
5. Is likely to interfere with a positive educational environment, or
6. Sexual or another form of harassment that is likely to carry over to the educational environment.

This misconduct committed on/off property includes bullying, harassment, threats and negative comments made through the use of cell phones, email, text message, or social media (twitter, Facebook, snapchat, Instagram and others).

At its sole discretion the administration may impose any penalty for violation of this policy including suspension or expulsion.

F. Misconduct Not Specifically Defined

The definitions of misconduct set forth in Section V of this Code are not meant to be all-inclusive. Thus, any conduct not defined in this Code that violates any federal or New York State statute, or any rule, regulation or established practice of the school, shall be punishable by penalty to be imposed at the discretion of the appropriate school personnel.

SCHOOL HOURS

The academic day begins at 8:00 a.m. and concludes at 2:47 p.m. each day. School hours are from 7:30 a.m. to 3:15 p.m. No student should arrive at the school before 7:30 a.m. or remain after 3:15 p.m. unless they are supervised by a teacher, coach, or designated school official.

ATTENDANCE

It is most important for success in school to attend classes regularly and to be in school on time. A parent/guardian is responsible for communicating with the school health office when their child is absent from and/or tardy for school. Should a student move out of the home at any time during the school year, it is necessary for the parent/guardian to notify the school's administration immediately. Upon parent/guardian notification, the administration will meet with the parent/guardian and student to review strategies to maintain communication between the school and parent/guardian regarding the student.

I. CLASS ATTENDANCE

It is required that students maintain at least an 85% attendance rate in each of their classes. To promote this desired outcome, students' attendance will be closely monitored by the Health Office. Should attendance become an issue in a given class prior to the release of the next report card, the Teacher will contact the parent. If attendance continues to be an issue prior to the release of the next report card, the Counseling Office will arrange for a parent conference. If, after these steps are taken, a student fails to maintain at least an 85% attendance rate in a given class at the time the report card is issued, an Administrative Conference will take place with student and parent to discuss the issue. If the student fails to maintain an 85% attendance rate for a 2nd consecutive report card period, or, fails to maintain an 85% attendance rate for a 2nd report card period within the same school year, that student may be dismissed from BL.

ABSENT FROM SCHOOL

If it is necessary for a student to be absent from school, a parent/guardian must telephone the health office (468-1231) before 9:00 a.m. on the day of the absence.

When the student returns to school, **the student must present a written note with the date of absence, reason for absence, and signature of parent/guardian.** The note must be presented by the student to the attendance officer in the Health Office before 8:10 a.m. within 2 business days of the absence. The note, signed by a parent/guardian, is kept on file in the Health Office. If a written excuse is not submitted within the 2 business day period, the

absence will be officially recorded as “Unexcused”.

II. LEGAL ABSENCE

A student is legally absent due to any of the following reasons:

- A. Sickness
- B. Sickness or death in the family
- C. Impassable roads or weather, making travel unsafe
- D. Religious observance
- E. Approved school supervised trips
- F. Required presence in court
- G. Lack of scheduled school district transportation for those who ride the bus

All other reasons presented are considered illegal

III. TARDIES

A. Tardy To School

. Students not in the academic wings by 8:00 a.m. are considered tardy and must report to the Health Office. The Health Office will record the tardy and the reason before issuing an admit slip.

No sanctions will be placed on a student for the first 7 unexcused tardies of each semester. Students who exceed 7 tardies each semester will report for a level 1 detention each time they are late. Students who exceed twelve (12) tardies per semester will serve a level 2 detention each time they are late.

B. EXCUSED TARDIES

A written medical, dental, eye, chiropractic, or physical therapy excuse from the professional’s office must be presented to the **Health Office** upon arrival to school to be excused. Attending a funeral or college visit may also be considered as an excused tardy.

C. UNEXCUSED TARDIES

All other circumstances not covered by “Excused Tardies”.

D. TARDY FOR CLASS

The time interval at change of classes allows sufficient time for students to get from one class to another. Students are asked to keep to the right and to move quickly to their next class. Students must have a written pass/passport signed by a teacher to enter a class late. A student without a pass/passport entering a class will be subject to a school detention issued by the teacher.

E. AFTER-SCHOOL EVENTS

To participate in a school-sponsored sport or academic activity and/or scheduled class or club event during or after the school day, a student must be in attendance for 4.5 hours during the school day (from 8:00 am to 2:47 pm). If a funeral or college visit prevents a student from being at school for more than 4.5 hours, a written note from the parent is required. If a Dr. appt. prevents a student from being in school for 4.5 hours, a written note from the Dr. is required.

Students sometimes remain after school for academic, athletic, or other valid reasons. These students who wait for rides after school are to do so in a designated area. Students should not remain in school after 3:15 p.m. unless they are supervised by a teacher, coach, or designated school official.

V. DISMISSAL FROM SCHOOL DURING THE DAY

Students are ordinarily expected to make appointments for college visits, road tests, job interviews, and doctor/dentist appointments, outside of school time. In the event of an extraordinary circumstance, a student may be excused from school by presenting a **written** excuse, signed by a parent/guardian, to the health office before 8:15 a.m. Students are to sign out in the health office before leaving and are expected to return to school upon completion of the appointment and sign back in at the health office.

A student may not be released from school to anyone other than the parent or guardian without explicit written permission of the parent or guardian. This permission must be

directed to the principal. It must state the name of the person to whom the student is to be released, the date and time this person will report to the school office, and it must be signed by the parent or guardian.

Students returning to the building are expected to report directly to the health office, sign in and return to classes with appropriate pass.

EMERGENCY CONTACTS

Each parent/guardian shall provide the school with telephone numbers where they may be contacted in the event of unforeseen events or emergencies. Parents are also requested to provide the name(s) and telephone number(s) of individuals who could act in the parent’s absences should an unexpected event occur and the parents cannot be contacted.

CLOSING OF SCHOOL

Radio and television stations will provide notification and Bishop Ludden will be announced by name specifically. A recorded phone call will be sent to parents as well.

HEALTH SERVICES

Nursing services for Bishop Ludden Jr./Sr. High School are provided through the West Genesee Central School District.

I. PHYSICALS

New York State Education Law requires physical examinations for all 7th and 10th grade students and all new students. The physical may be given by a family physician. A written report of this physical must be kept on file.

II. WORKING PAPERS

Working papers are available through the Health Office during the school year or in the Main Office during the summer. To obtain working papers, the student is required to submit evidence of age, to provide written consent of a parent or guardian, a certificate of physical fitness, and if the application is for full time employment, a schooling record.

III. ILLNESS OR INJURY

If a student becomes ill during the day, she/he reports to the nurse in the Health Office. No student may leave school, even if sick, without first reporting to the nurse, who will then secure permission from a parent/guardian. If necessary, the student may leave school, once permission has been granted by the parent/guardian.

IV. MEDICATIONS

Students who must take medication(s) during the school day must present all medications to the school nurse with the following:

A written order from a physician is required for all prescription and nonprescription medications to be taken during school hours. Such orders must include the following information:

- A. Student’s name and date of birth
- B. Diagnosis
- C. Name of medication
- D. Dosage and route of administration
- E. Self administration orders, if needed
- F. Frequency and time of administration
- G. Conditions under which medications should be administered and frequency
- H. Date written
- I. Prescriber’s name, title, and signature
- J. Prescriber’s phone number

Parents should be advised to ask the doctor to keep a copy of this form in the student's file. When the doctor determines that the student should receive medication, the doctor can immediately fax the school the authorization. This is especially helpful when the doctor orders medication of the student over the telephone rather than having the student go to the office.

The parent must submit a written statement requesting administration of the medication in accordance with the physician's directions. Forms for parents and physicians to complete may be obtained from the Health Office.

All medication must be submitted by the parent/guardian to the Health Office. Prescription medication must be in the original pharmacy container bearing the original pharmacy label. The pharmacy label must include:

- A. Student's name
- B. Name and phone number of the pharmacy
- C. Licensed Prescriber's name
- D. Date and number of refills
- E. Name of the medication,
- F. Dosage frequency of administration and directions for administration.

Over-the-counter medications must be in the original manufacturer's package with the student's name affixed to the container.

The school nurse is responsible for administering any necessary medication if on duty. Students should report to the Health Office to take medication. If medical conditions require, and if the student is properly trained, a student may be permitted to self-administer medication of the proper authorizations are submitted. They are available at the Health Office.

V. ACCIDENTS

To help keep our school safe and free from accidents, we ask students, faculty and staff to:

- A. Think Safety
- B. Report any unsafe conditions to the main office
- C. Report all on campus accidents to the Health Office and complete all necessary paperwork.

VI. HEALTH COVERAGE

Student's family health coverage is the primary coverage for health care. Any bills unpaid by primary coverage may be submitted to student accident insurance carrier. Claim forms may be obtained in the Main Office.

VII. IMMUNIZATIONS

All students seeking admission to Bishop Ludden must present certification of immunization in accordance with the Public Health Law. A student may not attend school in excess of fourteen days (14) without presenting the appropriate certification. Additional immunizations received by a student should be reported to the health office. The physician should document the immunization in writing so that it may be added to the student's health record which is kept by the school nurse.

VIII. VACCINATIONS

The immunization records (transferred from K-6 school) must include:

- A. Diphtheria (D.P.Y. or D.T. - three or more doses)
- B. Oral Polio (Sabin - three or more doses)
- C. Measles* (one dose after age 12 months)
- D. Mumps* (one dose after age 12 months)
- E. Rubella* (one dose after age 12 months)
- F. Tetanus shot – requires a booster every 10 years (or earlier if any injury warrants one as advised by a physician)
- G. Hepatitis B series – Must be started to enter 7th grade.

*Certificate must show the day, month and year of immunization shots.

COUNSELING PROGRAM

The Counseling Department, in keeping with the philosophy of Bishop Ludden, endeavors to help students know themselves, develop their talents, and become active viable members of the community. Through its total program, the school prepares its students to take their place confidently and openly in a pluralistic society as those who have not only found their personal meaning in the Christian life, but who also respect the integrity of others.

I. COUNSELOR AVAILABILITY

Bishop Ludden's Counseling Department has established a regular program of guidance, testing, academic and personal counseling. Counselors are available during the school day.

Counselors are available to help students concerning course selections, career and college planning, test interpretation, and personal concerns. In addition to individual interviews, small group sessions may be held to give overviews of test preparation and interpretation, to review career and college information, and to provide directions for college and financial aid applications.

Counselors are available to parents/guardians during Parent-Teacher Conferences and on an appointment basis. Parents/guardians may make appointments by calling the counseling office at 488-3237.

II. APPOINTMENTS

Appointments by students should be scheduled during study hall. If a student must schedule an appointment during class time, the student must obtain the teacher's written permission before coming to the Guidance Office.

III. COLLEGE INFORMATION

Materials about careers and colleges are available for the students' use.

IV. SCHEDULE CHANGE PROCEDURE

- A. A student considering a schedule change should complete a change of schedule request form and make an appointment to discuss this with the guidance counselor.
- B. The counselor will outline the steps the student should take. Generally, the student must get the permission of a parent/guardian, current instructor, and the instructor of the course into which the student would like to transfer. The counselor may add other directives. The student will return the completed change of schedule request form.
- C. The guidance counselor may then issue the authorization for a schedule change. The student will be informed when the change is to take effect.
- D. No schedule changes should occur after the completion of the second cycle.

IV. HOMEWORK FOR ABSENT STUDENTS

Students absent from school for any reason are responsible to make up missed class work and assignments. If a student is absent **3 days or more**, parents are to contact the Guidance Office between 7:30 and 8:00 a.m. at 488-3237. Because of the number of teachers any given student has, the Guidance Office needs **24 hour notice** prior to the pick up of assignments.

V. GRADING SYSTEM

Bishop Ludden uses numbers in grading all courses. Any grade below 65% is a failure.

VI. ACADEMIC REPORTS

Progress reports are sent midway through each quarter. Report cards are issued quarterly.

VII. SUMMER SCHOOL

Summer school is required in the following cases:

- A. Failure to achieve the number of units/credits required to enter the next grade level.
- B. Failure in:
 - i. English 7, 8, 9, 10, 11, or 12
 - ii. Social Studies 7, 8, 9, 10, 11 or 12
 - iii. Mathematics 7, 8

iv. Science 7, 8

- C. Failure in any course required for regent’s diploma.
- D. Failure of a prerequisite for the following year’s course.
- E. Failure in Religious Studies 7, 8, 9, 10, 11 or 12.

VIII. COURSE WEIGHT AND CLASS RANK

Class standing is determined by multiplying the final grade earned in each course by the credit earned for the course and then by the course weight (pre-determined by level of course difficulty), and adding the results. The total figure determines class standing.

Final class standing will be determined at the end of the third marking period in the senior year. At that time Valedictorian, Salutatorian and the highest ten ranking seniors will be announced by the principal.

IX. CREDIT FOR REGENTS COURSES

A Regents Course of study involves class attendance, homework assignments, quizzes, tests, and other activities, as well as the Regents examination that is administered at the end of the course.

X. HIGH SCHOOL GRADUATION REQUIREMENTS

For Information regarding the high school graduation requirements please refer to www.bishopludden.org under the academic tab.

XI. RELEASE OF RECORDS

Bishop Ludden complies with the provisions of the “Family Educational Rights and Privacy Act. Parents/legal guardians and non-custodial parent(s) of a student under eighteen (18), whose rights are not limited by court order or formal agreement, may inspect and review official record, files, and data, including all material that is incorporated into each student’s cumulative record folder and intended for school use or to be available to parties outside the school. These rights transfer to a student upon reaching eighteen (18) years of age.

Family Educational Rights and Privacy Act (FERPA)

- A. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.
- B. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.
- C. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

XII. STUDENT CUSTODY

The school assumes that both parents have full custody unless the school receives a copy of that portion of the Separation Agreement or Divorce Decree that outlines any other custody arrangement. This information MUST be provided to the school.

- A. Non-custodial parent retains his/her parental rights and has a right to information about the student’s academic progress unless the school receives a court order that directs it not to release this information to the non-custodial parent.
- B. All mailings will be sent to both parents if requested and addresses provided.

CAMPUS MINISTRY

I. LITURGY AND RETREATS

The Bishop Ludden community mission is about combining faith, learning, ministry, and love. We celebrate our faith through a variety of activities and services. First and foremost, morning mass is offered Wednesday, Thursday, and Friday before school. Additionally, there are monthly school-wide masses. Students are encouraged to participate in the sacrament of Reconciliation twice a year when local parish priests come to hear confessions.

Bishop Ludden Campus Ministry Department provides an opportunity for students to grow in relation with Jesus, their classmates, and their teachers during retreat.

Moreover, when becoming seniors, students have the opportunity to apply for Peer Leadership with the following responsibilities: 1) attend two (fall and spring) Peer Leadership retreats, 2) plan Liturgy and Penance service, 3) organize prayer (lunch, chapel, school assemblies...) 4) manage service projects, 5) facilitate retreats, and 6) attend open houses and visitation days.

Applications and interviews are available during spring semester Junior year.

Seniors also have the opportunity to become Eucharistic Ministers.

II. FAITH BASED PROGRAM OF RELIGION

Religious studies are a required class. The Roman Catholic Religion is taught daily. Additionally, to passing and fulfilling class requirements each student needs to attend an annual retreat and perform a particular number of service hours.

III. COMMUNITY SERVICE

At Bishop Ludden Junior/Senior High School, we teach through our words and actions what St. Francis of Assisi once said, “It is in giving that we receive.” As the Bishop Ludden community, we participate in school wide service projects to support local and international organizations.

Additionally, each student is mandated to participate in service hours. The successful completion of service hours is requisite for passing the course.

- All service hours must be completed through a community organization (Example: church, school, non-for-profit)
- Bishop Ludden service hours (example: open house, visitation day, book sale) DO NOT count as double
- When doing a service trip, only the time doing service counts toward the hours (not the hours sleeping, eating, playing...)

Grade 7	10 hours required
Grade 8	12 hours required
Grade 9	16 hours required
Grade 10	24 hours required
Grade 11	32 hours required
Grade 12	40 hours required

Service Awards are given to students who have performed service above and beyond the requirements of their grade level. To be eligible for a Service Award, 7th, 8th, and 9th graders must complete 50 or more service hours and 10th, 11th, and 12th graders must perform 100 or more service hours.

The white cords are given to seniors who have performed service above 500 service hours throughout their time at Ludden. White cords are given during Bacculaureate Mass

IV. SACRAMENTAL PREPARATION

Generally, students register with their respective parishes for sacramental preparation. If however, a student seeks to convert or to finish a sacrament, but does not belong to a parish, the Campus Ministry Department is available to assist in that regard.

ACTIVITIES

Many extra-curricular activities are available for student participation. Organizations meet regularly throughout the year during activity periods. Participation in school organizations provides the opportunity for students to meet the faculty and other students in an informal atmosphere and to develop particular interests.

I. **STUDENT ACTIVITIES ELIGIBILITY**

For a student to be eligible to participate in any school sports, activities, and/or fine arts productions at Bishop Ludden, the student must be **a student in good standing**. This status is defined as a student at Bishop Ludden who:

- A. Is enrolled at Bishop Ludden Jr./Sr. High School for the current year.
- B. Is carrying a minimum of 6 credits/units.
- C. Meets academic requirements and behavioral expectations.

An eligibility period is the time between the Interim reports and quarterly academic report cards and vice versa. A student becomes ineligible when he or she violates any one of the criteria above - specifically in the area of academics when the student fails 2 or more subjects or behaviorally when the student is placed on probation.

Students who are identified as being ineligible at the time of an interim report will be ineligible to participate for a period of five (5) days. During that period the student may have the opportunity to raise his/her grade based on outstanding material due. However, there is no guarantee that the student will recover necessary grades. In this case, the student would be ineligible until the start of the next eligibility period when report cards are distributed. Students who are ineligible at the end of an academic quarter will remain ineligible until the distribution of interim reports.

II. **ASSEMBLIES**

Are scheduled throughout the school year to supplement and enhance the academic program and faith development of our school community.

III. **SOCIAL ACTIVITIES**

Are sponsored by various school organizations to provide opportunities for students to meet and enjoy each other on an informal and social basis. Students will have the opportunity throughout the year to attend social activities.

Social Activities for 7-8 grades will run from 7-9:30 p.m. and will be open to only 7-8 grade level students. At the 9-12 level, dances will be conducted from 8-10:30 p.m. except for the Junior Prom and Senior Ball, which run from 7 p.m. - midnight. Dances at the high school level are open to grades 9-12 only.

Guests must be signed up in the main office by 1:00 p.m. on the day prior to the dance. Guests will not be admitted without a picture ID and must be accompanied by the Bishop Ludden student who signed them up. Guests must be grade level appropriate. Parents will be notified by phone if their son/daughter leaves the dance before it is over. Appropriate dress as published by school officials is required.

ATHLETICS

I. **SPORTS**

Ludden participates in league, sectional, and state competition. Most practices and games are held at school, with the exception of golf and cross country, which are played at nearby sites. Sports are offered at three levels which include modified, junior varsity and varsity. Girls' sports include soccer, cheerleading, basketball, volleyball, track, lacrosse, cross country, and softball. Boys' sports include football, soccer, basketball, track, lacrosse,

baseball, golf, cross country, and hockey.

II. **PARTICIPATION**

Participation in interscholastic athletics is a privilege for students. They, in turn, have a responsibility to themselves, their team, school, family and community to maintain high standards of physical and mental fitness and citizenship, thereby allowing the educational benefits of competition to occur.

In order to try out or participate in any sport, including tryouts, a student must:

- A. Have a current physical (within 12 months of the sport season) on file in the school office.
- B. Be academically and otherwise eligible to participate in extracurricular activities.
- C. Either be covered by the school's insurance policy or provide satisfactory proof of private insurance.
- D. **Have athletic fees and other school-related fees must be paid up at the time of registration.**
- E. Be officially registered as a student at BL.
- F. Student athletes must:
 1. Be enrolled AND carry a minimum of six credits/units for the current school year. (Excludes CSE students.)
 2. Conform to all sports standards promulgated by the governing interscholastic athletic conference.
 3. Conduct themselves, in and out of school, as responsible young adults exercising courtesy, cooperation and honesty.
 4. Comply with all training rules communicated to students, either orally or in writing, by a head coach.
 5. **Not be involved in the possession, use, sale, being under the influence of or in the presence of drugs/alcohol (includes substances controlled by law, marijuana, medications or other drugs or substances which stimulate or are purported by the student to be any of the above) on or off school property during the athletic season they are competing in. Any violation of this policy will result in the immediate removal from the team.**

LOCKERS: ACADEMIC/ATHLETIC

Lockers on school premises are school property to temporarily provide students with the opportunity to store necessary school supplies and personal items. Students should have no expectation of privacy with respect to any item stored within the school locker. The school expressly reserves the right to conduct a search of any locker on school premises at any time it deems necessary, with or without reasonable suspicion that a school rule is being violated. As a condition of enrollment, each student expressly grants to the school the right to conduct a search of his/her assigned locker at any time without prior notice or consent. If such search discloses any evidence indicating a violation of a school rule, it may be used in connection with the imposition of a disciplinary penalty, and/or police notification.

Each student is assigned a Physical Education locker. Students may go to PE lockers in accordance with locker room procedures.

Broken hall locks should be reported to the main office. Broken PE locks are to be reported to the PE teacher.

LOCKER ROOM

I. **BEFORE CLASSES BEGIN**

Gym locker facilities are open daily from 7:50 a.m. to 8:00 a.m. ONLY to store athletic or physical education equipment. Late arrivals should see their PE teacher *after House...*

II. **AFTER SCHOOL**

- A. Students participating in sports after school must bring all items they wish to take home to the gymnasium or field with them. **STUDENTS WILL NOT BE PERMITTED TO RETURN TO ACADEMIC LOCKERS AFTER PRACTICE.**
- B. **All valuables, clothing, and property must be locked up during practice and games. BL is not responsible for any property lost or stolen during or after school. Students should not bring valuables into locker rooms.**

SUBSTANCE ABUSE—ALCOHOL/DRUGS

I. PHILOSOPHY

The philosophy of the Catholic Schools of the Diocese of Syracuse seeks to develop the individual student spiritually, intellectually, physically and psychologically. The fulfillment of this philosophy and mission entails the provision of an environment within which the individuals grow in their responsibility to themselves and other persons. This atmosphere must be preserved from all unnecessary obstacles to achieve this goal.

In as much as the use of alcohol and drugs has been demonstrated to be serious obstacles to the physical well-being of persons, and serious impediments to their growth spiritually, intellectually, physically and emotionally.

II. POLICY

The policy of the Catholic Schools of the Diocese of Syracuse is that the use, being under the influence of, possession of, sale of, or in the presence of alcohol, illegal drugs and drugs used for non-medical purposes on school property, at any school related activity or while being transported to any school related activity is strictly prohibited at all times.

III. DEFINITION

The term “drug” as used in this policy means a controlled substance, or other substance which acts on the central nervous system to cause unusual drowsiness, dullness, perceptual distortion, sleep, insensibility, stimulation, pain reduction and/or euphoria.

This definition also extends to substances defined as illegal controlled substances or substances referred to as “counterfeit” and/or “pseudo-drugs”, which are commonly represented as BONA FIDE controlled substances, illegal drugs, stimulants and depressants.

IV. GUIDELINES FOR IMPLEMENTATION

Any student suspected of using, being in possession of, or under the influence of alcohol or drugs will be reported to the principal. A parent/guardian conference will be called and the student will be subject to suspension.

V. SELLING OR PASSING ALCOHOL/DRUGS

If there are reasonable grounds to suspect a student of attempting to sell or to pass alcohol or drugs, he/she is to be suspended by the administrator with the possibility of expulsion. All of the procedures for suspension will be followed by the administrator. If, after a conference with the student and parents/guardians, the administrator determines that the student intended to sell or to pass alcohol or drugs, the student may be expelled.

CAFETERIA REGULATIONS

Food being ordered, brought in, or delivered from an outside source (including any vendor or parent) is strictly prohibited during school hours unless administrative approval has been granted. You may pre-pay for your lunch, however charging is not allowed. For more information or to pre-pay call our café at 468-2591 ext. 2222.

LIBRARY/MEDIA CENTER

The Library/Media Center is located in the 300 wing of the school. It is open to all students from 8:00 a.m. to 3:15 p.m.

The facility represents the center of learning. It is a place to enrich, enhance and reinforce the academic disciplines taught. All students are encouraged to use this facility on a regular basis.

Students must obtain a pass from their teacher or study hall moderator to gain admittance to the Library/Media Center.

In order to facilitate learning, silence is expected by all who visit. Students whose behavior is not conducive to learning will be sent back to their room of origin.

A charge will be assessed to students for any photocopies or printed materials generated from the computer.

PARENT GROUP - BISHOP LUDDEN PARENT ORGANIZATION

The Bishop Ludden Parent Organization serves to promote the philosophy and objectives upon which Ludden is based - values, community, service, spirituality and academics. The Parent Organization conducts fundraising activities and provides a wide variety of information to the Ludden community. Please call the school main office for information.

SMOKING

Smoking is prohibited in the school building and on all school property. Students may not smoke on the school campus, on school buses, or at any school sponsored activity. If any set of circumstances is observed which would indicate to an adult observer that a student has been smoking, the administration may search the individual student’s person and/or belongings because reasonable cause has been established. Students who are smoking or in possession of cigarettes or tobacco products will receive a suspension.

TEXTBOOKS

Students are assigned a specific, numbered textbook for each course. This textbook assignment is recorded. It is expected that students will take proper care of the books assigned to them and will cover these books to ensure their longevity.

Students must return all textbooks assigned to them to their respective teachers prior to the end of final exams in June. Students must return the textbooks they were assigned or a charge will be assessed for the lost book, up to full retail value. *Students who return a textbook that was not assigned to them will not receive credit for the returned textbook.*

TRANSPORTATION

I. GENERAL INFORMATION

Most students can travel to and from school in buses provided by their local public district. For students to be eligible for this transportation, their parents/legal guardians are to fill out the necessary forms. Forms are available from the student’s home public school district. The deadline for these forms is established by each district, but is usually on or before April 1st.

All students who reside in the Syracuse City School District are entitled to a bus pass. This pass is good for one round trip on regular school days and may be used between 6:00 a.m. to 6:00 p.m., and is valid only for the student to whom it is issued. It is NOT transferable. Lost passes may be replaced at CENTRO office for a fee of \$7.00.

II. CONDUCT

Students are expected to act in a respectful and proper manner at all times during school related transportation. Buses provided for student transportation are extensions of the school and students are required to comply with the student discipline code at such times.

As transportation is provided for students by their home public school district, students are also required to abide by the rules and regulations for bus conduct established by their public school district. Violation of state and/or district transportation regulations may result in the suspension of a student from the bus. Due process procedures are followed in each district.

III. RIDING ANOTHER DISTRICT’S BUS

On occasion, students wish to go home with other students. Permission to ride home on a bus other than that of your home school district is solely the discretion of that district. Parents should contact the District Transportation Director’s Office to check policy and

procedures.

SEXUAL HARASSMENT POLICY OF SYRACUSE CATHOLIC SCHOOLS OFFICE

I. STATEMENT OF POLICY AND OVERVIEW

The Catholic School Office of the Diocese of Syracuse (“CSO”), and each of its component schools (individually, “School” or collectively, “Schools”), are committed to safeguarding the right of all staff and students within the school community to work and learn in an environment that is free from all forms of illegal sexual discrimination¹, including sexual harassment. Therefore, the Catholic Schools of the Diocese of Syracuse prohibits all behavior of a sexual nature that imposes a requirement of sexual cooperation and/or tolerance of a sexually hostile work environment as a condition of employment, pay or benefits, working conditions, academic advancement or participation in any Educational or extracurricular program, or which has the purpose or effect of creating a hostile or offensive working or learning environment.²

The CSO and its Schools, through implementation of this policy, are committed to investigating all reports of sexual harassment or other illegal gender discrimination and taking prompt and appropriate action to deter, punish, and remedy any such type of conduct. Further, they expressly prohibit any form of retaliation against any student, employee, parent, volunteer, or community member because any such person has made a report of illegal sexual discrimination or harassment, as hereinafter provided, or otherwise participated in the investigation of any such report.

The Superintendent hereby charges the component school administrators with the implementation of this policy, as well as its publication to students, staff, parents and volunteers of the Schools.

II. DEFINITIONS

Sexual harassment can take many different forms and occur in several different settings. Accordingly, the definitions used here are intended to be illustrative, and not exclusive. Sexual harassment is generally defined as unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is, either explicitly or implicitly, made a condition for evaluating a student’s academic progress or a student’s successful completion of any course of study, educational or extra-curricular activity;
- B. Submission to or rejection of such conduct by a student is used as the basis for academic or extracurricular decisions affecting such student, including the acceptance into or rejection from a course or activity;
- C. Such conduct has the purpose or effect of unreasonably interfering with a student’s academic performance, evaluation of a student’s academic performance or progress, participation in an educational or extra-curricular activity, or creating a sexually intimidating, hostile or offensive learning environment;
- D. Submission to such conduct is, either explicitly or implicitly, made a condition for continued employment, the evaluation of an employee’s performance or the pay, benefits and/or working conditions of any employee;
- E. Submission to or rejection of such conduct by an employee is used as a basis for decisions affecting an employee’s pay, benefits, work assignments, and/or working conditions;
- F. Such conduct has the purpose or effect of unreasonably interfering with an employee’s ability to perform his or her work or creates an intimidating, hostile or offensive work environment.
- G. Conditions exist within the school environment that allow or foster harassing activities of a sexual nature, including but not limited to, obscene pictures, lewd jokes, sexual comments and innuendo, or, among other things, sexual advances.
- H. Out of school conduct, including use of the Internet, which creates or contributes to a sexually hostile environment in school, unreasonably interfering with a student’s participation in an educational program, extra-curricular activity, and/or academic

performance, or an employee’s work performance, pay, benefits, and/or which creates an intimidating, hostile or offensive learning or working environment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, including the creation of a hostile learning or work environment, the following are some examples of conduct that may constitute sexual harassment, depending upon the totality of circumstances, the severity of the conduct and its pervasiveness:

- A. Unwelcome sexual advances, regardless of whether they involve physical contact;
- B. Sexual epithets, jokes, written or verbal references to sexual conduct, gossip regarding an individual’s sex life; comments about an individual’s body, and/or comments about an individual’s sexual activity, deficiencies, or prowess;
- C. Displaying sexually suggestive objects, pictures and/or cartoons;
- D. Unwelcome leering, whistling, brushing against the body, sexual gestures, and suggestive or insulting comments;
- E. Inquiries into one’s sexual experiences; and
- F. Discussion of one’s sexual activities.

The CSO acknowledges that in determining whether sexual harassment has occurred, the perspective of the complaint and/or victim should be considered. While the accuser’s conduct and/or intention may be considered, sexual harassment may be found even where the accused has/had no intention to sexually harass another individual.

III. COMPLAINT PROCEDURES AND PROHIBITION OF RETALIATION

A. *Appointment of Sexual Harassment Officers*

The CSO’s Superintendent of Schools (“Superintendent”) shall appoint a Catholic School Sexual Harassment Prevention Officer (CSSHPO) for the diocesan Catholic schools. Each School shall create the position of School Sexual Harassment Prevention Officer (“SSHPO”). At the end of each academic year, each School will submit to the CSO a list of candidates for the position of SSHPO. The CSO will thereafter designate the SSHPO for each school. In Diocesan secondary schools, at least one male and one female SSHPO will be appointed. The SSHPO(s) will serve from September through August of the next school year.

The CSSHPO and the various SSHPO’s shall receive training in the area of sexual harassment prevention and proper investigation into reports of sexual harassment. Each School shall notify the CSSHPO if its SSHPO’s employment should end or its SSHPO should be unable to complete his or her duties during the academic year.

B. *Reports of Sexual Harassment*

The CSO and its Schools strongly encourage any student or employee who has been subjected to (“subject”) or otherwise witnessed (“reporter”) conduct that may comprise sexual harassment to report that conduct. Any student or employee who believes that he or she has been the victim of or witness to an incident(s) of sexual harassment may report such incident(s) to the Superintendent, CSSHPO, the Diocesan Assistance Coordinator, any administrator working in the CSO, any SSHPO, School Principal, Assistant Principal or to a School Counselor.

The staff member to whom the complainant is made shall promptly report the complaint to the SSHPO and the Principal of the School where the harassment is reported to have occurred. If the complaint concerns the SSHPO, the staff member need only advise the Principal. Any staff member who fails to report a sexual harassment complaint may be subjected to disciplinary action.

The Principal shall notify the CSSHPO and Superintendent.³ In the event the report involves the Principal, the staff member receiving the report shall promptly notify the CSSHPO or the Superintendent of the report. In the event the complaint concerns the Superintendent, the CSSHPO shall notify the Chancellor of the Diocese and take such measures as are appropriate, in consultation with the Chancellor. If the CSSHPO should be the subject of the report, the Superintendent shall assume that officer’s duties and take

any other appropriate action. In all events, the CSSHPO will immediately consult with the Diocesan Assistance Coordinator to ensure compliance with the Diocesan Safe Environment Policy (“VIRTUS”).

The CSO, in coordination with the Superintendent and Diocesan Assistance Coordinator, shall make a determination as to who will investigate the complaint (e.g., the Superintendent, CSSHPO, Diocesan Assistance Coordinator, a diocesan Catholic school administrator, Principal, counsel or an outside investigator or a team of these individuals). All complaints of sexual harassment will be held in confidence to the extent practicable and as permitted by law, so as to enable a thorough investigation. While the CSO and its Schools respect the privacy and anonymity of all parties and witnesses to complaints brought under this policy, they cannot guarantee confidentiality. Whenever a School or the CSO has knowledge or reason to believe that an instance of sexual harassment has occurred, the School and/or CSO shall, even in the absence of a complaint, cause a prompt and thorough investigation of any such incident.

C. **Investigation of Reports of Sexual Harassment**

Upon receipt of any complaint of sexual harassment, the CSSHPO will facilitate a thorough, prompt and impartial investigation of the report or complaint to be conducted. Barring extenuating circumstances, all such investigations shall be completed within 30 calendar days of receipt of a complaint or report. Such investigations shall be conducted according to this policy. It is the policy of the CSO that all complaints of sexual harassment shall be taken seriously and that an investigation shall be conducted to the fullest extent possible.

Upon completion of the investigation, the investigator shall prepare a written report that details the substance of the investigation, statements obtained, documents reviewed, the investigator’s findings of fact and recommendations as to any appropriate remedial action. The investigator shall share the report with the CSSHPO, who will review it for completeness. If the CSSHPO determines that additional work is required, the CSSHPO shall document what additional work is required and return the report to the investigator for completion. Upon its completion, the report shall be filed with the Superintendent’s office, via the CSSHPO. The Superintendent’s office shall share the report and/or the necessary content of the report, as is appropriate in each case.

As set forth below, the outcome of an investigation of a sexual harassment complaint shall be related to the accused, the reporter and/or subject and, in the case of a student, the parent/guardian of an accused or subject (individually, “Interested Party”). Such information shall be given to these individuals within 30 days of the report’s completion, in summary fashion, taking care to preserve any confidential material, to the extent practicable, and consistent with the law, any relevant contract, and CSO personnel policies.

D. **Corrective Action Based on Investigation**

If the result of the investigation indicates that sexual harassment or other inappropriate behavior has occurred, immediate and appropriate corrective action will be taken. It is the policy of the CSO to appropriately discipline an offending individual consistent with the law, CSO policy and any applicable contract or agreement. As appropriate, the School or CSO may direct remedial training. If the alleged behavior constitutes or may constitute a crime, the Superintendent shall advise the Chancellor of the Diocese, and those Diocesan officers shall facilitate the immediate notification of the appropriate law enforcement agency. In the event any Interested Party should disagree with the conclusions of the investigation and/or the remedial action selected, such individual may file a written appeal of the findings to the Superintendent within 14 calendar days from the date on which the Interested Party is advised of the investigation’s

conclusions and the remedial action to be taken. The Superintendent shall promptly review and consider the appeal, the investigation report and any other relevant information and decide the appeal, to the extent possible, within 14 calendar days of its receipt. Thereafter, the Superintendent may amend the investigation report or alter the disposition of the matter, as appropriate, and supported by the evidence, within the Superintendent’s sole discretion.

E. **Prohibition of Retaliation and Follow-up to Investigation and/or Corrective Action**

The CSO and the Schools prohibit any conduct that is intended, may be construed as constituting or which constitutes retaliation against a complainant or reporter for the good faith reporting of an incident pursuant to this policy, as well as against any person who testifies or otherwise provides information or otherwise assists in a sexual harassment investigation. Follow-up inquires by the appointed investigator CSSHPO, SSHPO and/or School Principal shall be made to ensure that the reporter, subject and/or witnesses have not suffered any retaliation.

In addition, the SSHPO and/or the investigator shall follow-up with such individuals at regular intervals during the school year to determine if any enacted remedies have been effective and to insure the absence of any retaliation by any student, staff, parent or other person.

If the CSO reported the matter to a law enforcement agency, as detailed above, the Superintendent’s Office shall follow-up with the appropriate law enforcement agency to determine the status and outcome of any criminal investigation or prosecution, and shall act as a liaison with such law enforcement agency to assist it in obtaining necessary information to the extent appropriate and lawful.

IV. **TRAINING AND DISTRIBUTION OF POLICY**

The Catholic Schools of the Diocese of Syracuse shall provide appropriate training to staff and students regarding awareness of and sensitivity to issues involving sexual harassment, including condemnation of such conduct, the sanctions for harassment and preventive measures to help reduce incidents of sexual harassment.

A copy of this policy shall be distributed to all personnel, students and parents/guardians posted in appropriate places and included in all school handbooks.

¹Except as concerns any matter for which there is a statutory or judicially recognized exception for religious institutions.

²The CSO and its component schools specifically prohibit all student-employee relationships of a sexual, quasi-sexual or romantic nature, regardless of whether they are consensual.

³In all events, unless the subject of the report, a staff member receiving such a report shall notify the Principal of the school where the alleged harassment took place and that Principal shall notify the CSSHPO and/or Superintendent of the matter. If the Principal is the subject of the report, the procedure stated *infra* shall apply.

TECHNOLOGY USAGE

The school has developed an Acceptable Usage Policy for using the World Wide Web and Internet. Students must complete a permission form before using any computers in the building which have access to the Internet. The Acceptable Usage Agreement & Information form will be distributed to all students to be signed and returned to the Library.

TERMS AND CONDITIONS FOR IN-SCHOOL USE OF INTERNET RESOURCES

I. Students use of the Internet on school computer hardware on school premises, or through school obtained accounts, both on-site and through remote connections, is governed by the policies of the Department of Education of the Diocese of Syracuse and the local school regulations.

II. Students use of the Internet is also governed by principles of electronic ethical use and current laws governing copyrighted materials, etc. Each user is responsible for all material sent and received under their user account.

- III. The use of Internet accounts is a privilege and may be revoked by the principal, Internet coordinator, teacher, or Internet Provider at any time for violations of policies.
- IV. All telecommunications access on school computers is limited to school-obtained accounts and is restricted to educational business and school related projects. Personal accounts, including e-mail and chat rooms, on commercial services or other Internet providers may not be used in school. Student use must be supervised by the teacher, Internet coordinator or network administrator.
- V. An Internet use consent form must be signed by the student and parent/guardian before student use is granted. This form must be kept on file and renewed annually.
- VI. Computers, including all information, programs, software and use privileges belong solely to the school and are subject to review and inspection at any time without suspicion or cause. The school reserves the right to inspect, copy and/or delete all files and records on school computers or accessed through school accounts.
- VII. Privacy is to be insured at all times. Students will be instructed not to reveal their personal address or phone numbers or those of others. All communications and information accessible via the network should be assumed private property.
- VII. Account holders/users are responsible to safeguard passwords and access protocols, and insure their account is protected from unauthorized access. Account holders will be held accountable for all activity logged on their account, regardless if they were personally the user. All users are required to adhere to the following password controls:
 - A. Passwords shall be non-meaningful terms. Passwords should not be of a common nature such as last name, street name, etc.
 - B. Passwords should not be displayed, divulged, accessible or shared. If there is reason to believe that a password has become known, it should be changed immediately.
 - C. Passwords should never be written down, attached to the terminal, placed under the keyboard, or any other insecure place.
 - D. Account holders should notify their teacher-sponsor or the teacher of the class if unauthorized access to their account is detected or suspected.
- IX. Students use of the Internet is governed by the student behavior code as included in the Diocesan Policy Handbook, policy of the Diocese of Syracuse, and current State and Federal Laws. Access is a privilege, not a right. Access entails responsibility. Inappropriate computer behavior/use includes, but is not limited to the following:
 - A. Sending or displaying offensive messages, pictures, or unlawful information on the Internet.
 - B. Using impolite, abusive, or otherwise objectionable language in either public or private.
 - C. Harassing, insulting or attacking others.
 - D. Damaging computers, computer systems, or computer networks.
 - E. Violating copyright laws.
 - F. Trespassing in others' folders, work or files.
 - G. Intentionally wasting limited resources.
 - H. Employing the network for commercial purposes or in ways that violate federal, state, or local laws or statutes.
- X. Consequences of inappropriate computer use shall be:
 - A. In general, penalties for minor infractions are determined by the teacher, Internet coordinator and/or network administrator, e.g. loss of computer privileges for a period of time. A student reinstated under this provision has computer privileges only when supervision is available.
 - B. For major infractions, or at the discretion of the principal in discussion with the teacher, student computer privileges may be revoked for the remainder of the academic year.
 - C. Notification of parents of a student's inappropriate computer use may be made at any time.
 - D. When applicable, law enforcement agencies may be involved. This includes all *Not Acceptable Use* included in this document but not specifically stated here.

BISHOP LUDDEN ALMA MATER

While days their treasured memories bring
 Our Alma Mater we will sing
 To thank our God in song we'll try
 For days at Bishop Ludden High
 Your standard we will proudly raise
 And love you till we end our days.

