

Bishop Ludden Student Handbook Agreement Form

We, the student and parent/guardian, verify by signing on the appropriate spaces below that we have read, understand, and agree to follow and be held accountable to the rules, policies, procedures, and other information provided in the Bishop Ludden Junior Senior High School Student Handbook for 2022 - 2023 school year.

(Student Printed Name)

(Student Signature)

(Grade)

(Date)

(Parent/Guardian Signature)

(Date)

*** Please return to your Homeroom Teacher by Friday September 23, 2022**

Online Acceptable Use Policy (AUP) for Students:

Bishop Ludden Jr-Sr High School works in cooperative partnerships with the families of our students. Online learning requires the cooperative efforts of teachers and parents to provide home learning environments that are safe and conducive to learning. The following guidelines are designed to promote optimal student learning in a respectful and focused environment.

- When they are engaged in online sessions with teachers, students should be monitored and supervised by parents or responsible caregivers designated by parents.
- Students should be connected to online sessions for 5 min. before the session begins: classroom sessions will be locked for 5 min. after the session begins.
- Students are expected to participate and be respectful.
- Teachers will record and post sessions. Students may not share these sessions outside of the school community.
- Students may not record or take screenshots of online classes or participating individuals.
- Students must use correct names and appropriate backgrounds.
- Students should remain active, engaged, and visible.
- Students must wear appropriate attire to online sessions (please refer to student dress code).
- Students should be seated in a chair, or at a desk or table, not in bed.
- Remove distractors: adhere to face-to-face practices (no cell phone use, etc.) during class sessions.
- Do not share class session invites/links with others and attend only your classes.

I have read and understand the Online Acceptable Use Policy.

Student Signature

Parent or Guardian Signature

Bishop Ludden 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 lifelong learning.

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

- a. People who evaluate our world in the light of the vision of Jesus Christ.
- b. Stewards who care for the earth and its gifts.
- c. 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.

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.

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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 contents when it is determined necessary, without notice.

September 2022

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. We 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 315-468-2591 or the Counseling Department at 315-488-0053 with your questions or comments.

Respectfully,
Bishop Ludden Administration

Principal
Michael McAuliff

Assistant Principal
Sara George

Introduction to Bishop Ludden

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 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 be witness to the teachings of Christ.

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 enhanced with the recent implementation of the International Baccalaureate Program characterize our school. Our achievement levels are consistently higher than the national average. National public research shows it is the faith community partnership that directly contributes to this achievement.

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 Bishop Ludden and it will minimize any potential misunderstandings in this regard. It is understood that by seeking enrollment in and attending Bishop Ludden, the applicants, students, and their parents understand this statement of rights and obligations. It is part of your agreement with the School.

Bishop Ludden 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 Bishop Ludden students, and their parents, that students shall obey our *Code of Conduct*, observe the rules and regulations and perform the academic work required so as to result in sufficient academic success while attending Bishop Ludden. As a private, Catholic institution, it should be understood that our students attend Bishop Ludden at Bishop Ludden's invitation, and not pursuant to any right that a student or parent may possess. The admission to and continued attendance at Bishop Ludden requires students to behave consistent with the *Code of Conduct*, all other rules and regulations, 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, Bishop Ludden 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 to Bishop Ludden, all students and their parents and/or legal guardians, concede and acknowledge that the School has this right. By a student's attendance at Bishop Ludden, 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 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 behalf 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

Bishop Ludden's Admissions Procedure ensures that the admitted student and family understand school requirements, and that the past behavior and performance of candidates both warrant admission and indicate a high likelihood of academic and personal success. Bishop Ludden's Admissions Policy applies to all applicants, regardless of background or prior relationships, including but not limited to applicants who are family members of staff and faculty, or those who have been recommended by other Bishop Ludden parents, staff, faculty, board members, or alumni. The Admissions Policy also applies to those students who seek readmission to Bishop Ludden after withdrawing from the school. Students of good character and in good academic standing from grades 7-12 apply to Bishop Ludden regardless of gender, religion, ethnicity, or special learning needs. Admissions and scholarship exam dates are highly promoted and advertised. A candidate may apply at any time of the calendar year, but ***applicants who file by February 15 are eligible for maximum financial aid and scholarship consideration.*** Once an application file is started, a candidate's remaining application materials should be submitted within 30 days. Interested families should begin by meeting with the Director of Marketing & Recruitment. Completed application files are then reviewed by the Admissions team and families are notified.

Section #1 - Academics

Academic Honesty Policy

Bishop Ludden students are advised that dishonesty of any kind is a violation of the school's Code of Conduct. Students who persist in plagiarism, cheating, or other dishonest behavior can be referred to the administration for disciplinary action, which can include loss of credit, suspension, parent conferences, required restitution, or in extreme cases, expulsion.

Academic honesty violations include, but are not limited to:

- Sharing and/or copying homework, lab reports, projects, or any other assignment
- Sharing and/or copying test/quiz answers
- Representing a previous student's work as one's own
- Obtaining test/quiz contents without the teacher's knowledge or permission
- Submitting work completed by another person as one's own
- Plagiarizing sources, or submitting work without appropriate attribution
- Discussing test contents with a student who has not yet taken the test
- Collusion to obtain, share, or misrepresent academic product
- Fabricating, dissembling, or otherwise deviating from the truth in any manner

Plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original material without acknowledging its source. Examples of plagiarism include:

- Copying the work of another person
- Submitting Internet images/documents in whole or in part without source citation
- Using someone's ideas or writing with OR without their knowledge, permission, or proper citation
- Using graphs, charts, illustrations, or diagrams without citation
- Having another person write an essay or do a project submitted as your own

Students and parents are advised that plagiarism will result in a no-credit or zero score on a specific assignment, and a Level 2 suspension. The student may receive a substitute assignment to complete independently. Conferences are convened that include administration, counselors, the student and parents, to address the specific problem and to resolve the student's disrespect of intellectual property. Subsequent, serious offenses may result in expulsion.

Students who submit suspicious work are notified of that suspicion, and are allowed 24 hours to amend or modify their work product. Students who do not correct or eliminate plagiarized material risk a no-credit or score of zero, and subsequent conferences or suspensions.

Following the first offense, the student receives in-school suspension, a score of zero on the assignment, and the student's parents/guardians are notified.

Following a second offense, the student receives a score of zero on the assignment, and is suspended out of school until the Academic Review Board convenes a case review. The case review discusses the facts with the parents and student, and then determines an appropriate plan of action or intervention. The Academic Review Board consists of an administrator, the guidance counselor, a classroom teacher not associated with the incident, and the special education teacher, if appropriate. Parents/guardians and students may not bring additional outside consultants or resources to the Academic Review meeting.

Academic Reports

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

Class Rank

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 (10) ranking seniors will be announced by the Principal.

Course Weight

Overall Grade Point Average 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 the grade point average as well as class standing for internal purposes only.

Diploma Options

Bishop Ludden diploma with either NYS Regents Diploma or NYS Regents Diploma with Advanced Designation. A student may also earn their diploma with Honors or Mastery in Math and/or Science. In addition to a NYS diploma, students are eligible to participate in the International Baccalaureate Programme (IB DP) and potentially earn an IB diploma if they fulfill specific requirements. Please refer to the Bishop Ludden website for requirements.

*All students in every grade are **required** to take Religion, no exceptions.

Grading System

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

Homework for Absent Students

Students absent from school for any reason are responsible to make up missed class work and assignments. The first step for any absence is for the student to contact the teacher directly for missed assignments. If a student is absent **3 days or more**, parents are to contact the Counseling Office before 10:00 a.m. at 315-488-3237. Based on the number of classes a student has, the Counseling Office needs **24 hour notice** prior to the pick up of assignments.

Summer School: Summer school is required in the following cases:

- Failure to achieve the number of units/credits required to enter the next grade level.
- Failure in:
 1. English 7, 8, 9, 10, 11, or 12
 2. Social Studies 7, 8, 9, 10, 11 or 12
 3. Mathematics 7, 8
 4. Science 7, 8
 5. Failure in any course required for a Regents diploma.
 6. Failure of a prerequisite for the following year's course.
 7. Failure in Religious Studies 7, 8, 9, 10, 11 or 12.

Assessment Policy

Bishop Ludden holds that assessment supports effective classroom instruction and learning. Teachers and staff at Bishop Ludden offer a rigorous, challenging, universal, intellectually and personally stimulating curriculum that aligns with the standards of the New York State Department of Education, the Catholic Diocese of Syracuse, and requirements of Bishop Ludden. Teachers are guided by the following assessment principles on behalf of our students:

- Student achievement is measured against clearly defined standards and expectations.
- Assessment supports effective classroom instruction and learning.
- Assessment includes formative and summative tasks that give students multiple opportunities to demonstrate their learning and progress.
- Assessment practices reflect and accommodate the diversity of student needs, learning styles, and cultural experiences.
- The assessment system gives significant attention to higher order cognitive skills.
- Assessment results are formally documented, with timely and constructive feedback available to students, parents and other stakeholders.

Assessment data are analyzed and used to guide curriculum revision and instructional practice. Quarterly benchmark assessments use data-driven techniques to inform teachers regarding effectiveness in teaching and learning. Computer analysis of student performance on these assessments reveals topics students have mastered, as well as areas that require re-teaching.

Grades are shared via an online gradebook system. Mid-quarter progress reports and quarterly report cards summarize student achievement approximately every five weeks. **The grades 9-12 Grade Performance Key is as follows:**

95-100	A	77-79	C+
90-94	A-	75-76	C
87-89	B+	70-74	C-
85-86	B	67-69	D+
80-84	B-	65-66	D
0-64	F		

College Information

Materials about careers and colleges are available for student use in the Counseling office. Counselors use Naviance, an internet-based website to help students explore career and college options. <https://student.naviance.com/bljshs>

Schedule Change Procedure

- A student considering a schedule change should complete a change of schedule request form and make an appointment to discuss this with their counselor.
- 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, if applicable. The counselor may add other directives. The student will return the completed change of schedule request form.
- The counselor may then issue the authorization for a schedule change. The student will be informed when the change is to take effect.
- No schedule changes should occur after the completion of the first quarter for a full year course or mid-quarter marking period for a half year/every other day course.

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 age 18, whose rights are not limited by court order or formal agreement, may inspect and review official records, 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 18 years of age.

Family Educational Rights and Privacy Act (FERPA)

- The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.
- The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate.
- 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.
- Before we send records to another school for a withdrawing student, parents must sign and submit a Withdrawal Form (Main Office).

Section #2 - Attendance

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.

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 Bishop Ludden.

Section #3 - Activities

Many extracurricular 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.

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 required to participate in service hours. The successful completion of service hours is a prerequisite 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 engaged in a service trip, only the time doing service counts toward the hours (not the hours sleeping, eating, playing...)

Grade 7	8 hours required
Grade 8	8 hours required
Grade 9	8 hours required
Grade 10	16 hours required
Grade 11	24 hours required
Grade 12	Service Project

National Honor Society

Membership in the National Honor Society is an honor bestowed upon a student by the NHS Committee on behalf of the school faculty and administration. Selection for membership is based on outstanding scholarship, character, leadership, and service. Leadership is based on the student's participation in school and community activities. To meet the service requirement, students must be active in service projects in the school and in the community. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. Once selected, a member has the responsibility to continue to demonstrate these qualities.

If a student is in violation of any rules, the NHS Committee will initiate the process established by the Society regarding these violations.

To be eligible for membership a student must have been in attendance at Bishop Ludden for the equivalent of one complete academic year, except for the 7th grade. Students must maintain the designated cumulative average as set by the NHS Committee, and must be a member of one of those classes designated as eligible. Students in grades 11 and 12 must have a cumulative average of at least a 90% to be eligible for National Honor Society.

Qualifying students will receive an application to the National Honor Society. No student has a right to be selected for membership; it is a privilege.

The NHS Committee, consisting of five faculty members, will screen the student applicants. Decisions of the NHS Committee are final. Members of the Faculty Council are appointed by the Director of Counseling.

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 needs to be in school before 10:15 am in order to be eligible for that day's game/practice. 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 (as specified in the notice sent home). 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. Those deemed ineligible may not participate in any games, practices, rehearsals, play performances, etc., however, they may "dress up" (not team uniform) and sit with team.

Activities — Social

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. to 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.

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 7:50 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 doctor's appointment prevents a student from being in school for 4.5 hours, a written note from the doctor 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 the cafeteria. Students should not remain in school after 3:15 p.m. unless they are supervised by a teacher, coach, or designated school official.

Section #4 - Athletics

Bishop 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, basketball, volleyball, track, lacrosse, cross country, golf, cheerleading, and softball. Boys' sports include football, soccer, basketball, track, lacrosse, baseball, golf, cheerleading, and cross country.

Athletic Eligibility

For a student to be eligible to participate in any school sports at Bishop Ludden, the student must be a student in good standing. This status is defined as a student at Bishop Ludden who:

- Is enrolled at Bishop Ludden Jr./Sr. High School for the current year.
- Is carrying a minimum of 6 credits/units.
- 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 (as specified in the notice sent home). 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.

Those deemed ineligible may not participate in any games, practices, etc., however, they may "dress up" (not in team uniform) and sit with the team.

Participation

Participation in student activities, including 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:

- Be academically and otherwise eligible to participate in extracurricular activities.
- Either be covered by the school's insurance policy or provide satisfactory proof of private insurance.
- Be officially registered as a BL student.
- Have a current physical (within 12 months of the sport season) on file in the school office.
- Have athletic fees and other school-related fees paid up at the time of registration.

Student athletes must:

- Be enrolled AND carry a minimum of six credits/units for the current school year. (Excludes CSE students.)
- Conform to all sports standards promulgated by the governing interscholastic athletic conference.
- Conduct themselves, in and out of school, as responsible young adults exercising courtesy, cooperation and honesty.
- Comply with all training rules communicated to students, either orally or in writing, by a head coach.
- To participate in a school-sponsored sport, a student must be in attendance a minimum of 4.5 hours during the school day (from 7:50 am to 2:47 pm).
- 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.**

Athletic Lockers

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 PE locks are to be reported to the PE teacher.

Locker Room

Before classes start: 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..*

After School: 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.**

*** 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.**

Section #5 - Miscellaneous

Appointments

Appointments must be made in advance to meet with administration and/or counselors. Please call the Main Office at 315-468-2591 or the Counseling Department directly at 315-488-3237.

Assemblies

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

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. Lunch will be provided in the Cafeteria free of charge each day.

Closing/Delay of School

If it becomes necessary for Bishop Ludden to cancel classes, it will be broadcast on channels 3, 5 and 9 and will be posted on our website as well as social media. We will also send out a robocall informing you of the closure/delay. Please be sure to keep the school updated with demographic changes.

Communications

The primary source for school news, current events, updates, and general information is **email** (this includes our monthly newsletter). RoboCalls will be utilized when we need to share important information with you in a timely manner. Our school website <https://www.bishopladden.org/> and facebook page will also provide news and details of which you should be aware.

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. Please ensure the email address on file in the Main Office is your primary email address. If you do not have the resources necessary to receive email, please contact our Main Office at 315-468-2591.

Custody Orders

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.***

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.

All mailings will be sent to both parents if requested and addresses provided.

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 the 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 3 individuals who could act in the parent's absences should an unexpected event occur and the parents cannot be contacted.

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.

Leaving School Property

Bishop Ludden is a closed campus. Under no circumstances may students leave the school property during the school day without the permission of a parent and the school administration.

Library/Media Center

The Library/Media Center is located in the 300 wing of the school. It is open to all students from 7:50 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.

Lockers

Student lockers are to be cleaned out at the end of every school year. Any items left in the locker after the last day of classes will be donated back to the school or will be donated to a local charity.

Lost and Found

All found articles should be submitted to the Main Office. Items will not be stored longer than two weeks.

Parent Group — P4L

The Bishop Ludden P4L (Parents for Ludden) serves to promote the philosophy and objectives upon which Ludden is based—values, community, service, spirituality, and academics. The P4L Group conducts fundraising activities and provides a wide variety of information to the Ludden community. Please call the school's main office for information.

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 of \$100 or assessed value (whichever is greater) will be sent home. *Students who return a textbook that was not assigned to them will not receive credit for the returned textbook.*

Transportation

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 with their home district transportation office. The deadline for these forms is on or before April 1st. There are no late buses at Bishop Ludden. Students need to catch their bus at 2:50 pm or be picked up by a parent no later than 3:15pm. There is NO after school care.

All students who reside in the Syracuse City School District are issued a CENTRO bus pass. This pass is good for one round trip on regular school days. Bus passes are valid only for the student to whom it is issued. It is NOT transferable. Lost bus passes may be replaced at SCSD Transportation Office office for a fee of \$7. Students may use their bus pass for going to or coming from a school event up until 9 pm. Centro does not bring students to the mall at any time.

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.

Riding a Bus from Another District

Students are not allowed to ride busses that are not their district bus. No exceptions.

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. All visitors need to present proof of identification (ie; Driver's License, Military ID etc). 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.

Section #6 - 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.

Counselor Availability

Bishop Ludden Counseling Department has established a regular program of guidance, testing, academic, and personal counseling. Counselors are available during the school day 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 direction for college and financial aid applications. In addition, a school social worker is available for students and families.

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

Section #7 - Campus Ministry

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 including monthly school-wide mass. Students are encouraged to participate in the sacrament of Reconciliation twice a year when local parish priests come to hear confessions.

The Bishop Ludden Campus Ministry Department provides an opportunity for students to grow in relation with Jesus, their classmates, and their teachers during retreat. High School students are encouraged to apply for Campus Ministry with the following responsibilities: 1) attend two (fall and spring) Campus Ministry 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 the spring semester.

Service Awards

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 the Baccalaureate Mass.

Sacramental Preparation

Generally, students must 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.

***ALL students are required to take Religion classes in grades 7-12.**

Section #8 - Code of Conduct

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.

Code of Conduct — Violations

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.

- **Level 1 Offenses:**
Disorderly conduct, disruptive conduct, loitering, other misconduct, and parking violations.
- **Level 2 Offenses:**
Dress Code violation, insubordination, cheating, forgery, harassment, reckless endangerment, and violation of Technology/Internet policy.
- **Level 3 Offenses:**
Destruction of school property, smoking/vaping, possession of/under the influence of drug/alcohol-illegal substance/material, fighting, and sexual harassment.
- **Level 4 Offenses:**
Acts of violence, arson, bomb threat, extortion, false alarm, possession of explosives/weapons, threatening another person, trespassing, and vandalism.

Detentions must be completed within 3 (three) days of receiving the write up. Any student not serving their detention will receive In School Suspension for each violation.

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.

Misconduct Committed On/Off School Property

Students, guests, or 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:

- A violation of civil or criminal law involving moral turpitude
- Would reflect or discredit the reputation of Bishop Ludden
- Threatens the health, safety, or welfare of a student, teacher, or other member of the school staff
- Is contrary to the moral, religious, or orthodox principles of the Roman Catholic Church or the philosophy, policies, goals, and commitments of Bishop Ludden
- Is likely to interfere with a positive educational environment
- 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.

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.

Detentions

Detentions are to be served within 3 days of receiving the write up. The day the student receives the write up is day 1. Because there are no detentions on Friday, any write-ups given on Fridays will start day 1 on Monday and the student will have until Wednesday to serve the detention.

Cell phones, Smartwatches and other Electronic Devices

All cell phones, iPads, iPods, AirPods, headphones, earbuds, Smartwatches 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 and smartwatches, are not to be used (communication, research, photos, etc.), seen or heard (any sounds from phone/smartwatch) during these times.

There may be times when any of these devices may be used for educational purposes at the discretion of a teacher. In those situations, students need direct permission from the teacher/faculty member that is supervising them at that time. Teachers must request permission from the Administration in order for students to use electronic devices in the classroom for educational purposes.

Students are not allowed to use their cell phone as a “hotspot”.

If a teacher/faculty member/administrator sees or hears a student's cell phone, smartwatch 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 Electronic Device violation.

The phone/device will then be turned over to administration. Students may retrieve their device from administration at the end of the day. Continual disregard of this policy may result in the phone/device being picked up by a parent (**and will not be returned to the student**) in addition to further consequences as deemed appropriate by administration.

- **1st -2nd phone/smartwatch violations = device is taken and the student must pick up the phone/watch from the Main Office, detention given.**
- **3rd and further phone/smartwatch violations = device is taken and a parent must pick up from the administration. Further consequences as deemed appropriate by the administration may also be invoked.**

Public Displays of Affection

Since these displays pose an undesired distraction, inappropriate displays of affection at any time on school premises or at school-related activities are unacceptable.

School Building Rules

The Principal 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.

School Hours

The academic day begins with Homeroom at 7:50 a.m. and concludes at 2:50 p.m. each day. Main Office hours are from 7:20 am to 3:15 pm during school and 9 am to 1 pm during the summer and school breaks. No student should arrive at school before 7:20 a.m. or remain after 3:15 p.m. Student supervision is not guaranteed after 3:30 pm.

- **Tardy To School:** Students not in their Homeroom by 7:50 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.
- **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.

***Students who have 7 unexcused Tardy to Schools in a semester will be assigned in-school suspension. A parent/student meeting with administration may be suggested if tardies continue.**

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.

Smoking/Vaping

Smoking/vaping is prohibited in the school building and on all school property. Students may not smoke/vape 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/vaping, 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 smoking/vaping products will receive 5 days out-of-school suspension. Any student involved in extracurricular activities caught smoking/vaping during their respective season, will be removed from the team/group/squad.

Substance Abuse/ Alcohol-Drugs

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.

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.

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.

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 mandatory meeting with administration/nurse will take place if a student is suspected of being under any influence. A parent/guardian conference will be called and the student will be subject to suspension.

Selling and/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.

Section #9 - Health Services

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

Absent from School

If it is necessary for a student to be absent from school, a parent/guardian must telephone the Health Office (315-468-1231) 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 2 business days, the absence will be officially recorded as "Unexcused."

Accidents

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

- Think Safety
- Report any unsafe conditions to the Main Office
- Report all on-campus accidents to the Health Office and complete all necessary paperwork

Healthcare Coverage

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

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.

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 14 days 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.

Medications

Students who must take medication(s) during the school day must present all medications to the school nurse with the following: (a) 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, (b) student's name and date of birth, (c) diagnosis, (d) name of medication, (e) dosage and route of administration, (f) self administration orders, if needed, (g) frequency and time of administration, (h) conditions under which medications should be administered and frequency, (i) date written, (j) prescriber's name, title, and signature and (k) 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 and (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 if the proper authorizations are submitted. They are available at the Health Office.

Physicals

The 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.

Vaccinations

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

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

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

Section #10 - Roles of Others in the Community

Teachers and Other Professional Staff: The role of the teaching and other professional staff employed by the school is to:

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

The Administrative Staff: The role of a School Administrator is to:

- Maintain an environment that is reflective of the religious and academic goals of Catholic Schools in the Diocese of Syracuse.
- Responsibly exercise the authority assigned by the Bishop, the Pastor, the Superintendent of Schools, and Assistant Superintendents.
- Develop effective schedules and teaching assignments for students and staff.
- Be consistent, fair, and firm in decisions affecting students, staff and parents.
- 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.
- Participate in the development of rules and regulations and make them known and understood by students, staff, and parents.
- Initiate and maintain open lines of communication with students, staff, parents, parish officials and diocesan representatives.
- Become involved with students by attending school activities and visiting classrooms.
- Work with students, teachers, counselors, and parents to establish cooperative techniques for bringing about an effective educational program.

Parents of Students: The role of the parent of a student is to:

- Encourage the child to take advantage of the spiritual, academic, and social opportunities provided by the school.
- Ensure the child attends school punctually and regularly as required by law.
- 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.
- Know and understand the rules and regulations their child is required to observe at school.
- Strive to keep their child in good health.
- Require their child to be clean and dressed consistent with acceptable standards, the school's dress code, and the requirements of this code.
- Encourage their child to learn and respect the rights of others.
- Teach their child, by word and example, respect for the Catholic Identity of the school, and for law and authority.
- Provide guidance for their child to develop socially and morally acceptable standards of conduct and behavior.

- Become involved in their child's school, with its teachers, programs and activities, and to attend conferences and school functions.
- Encourage and support their child in completing homework assignments.
- Recognize that primary responsibility for their child's welfare and development rests with the parent.
- Satisfy financial obligations to the school.

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.

Section #11 - Student Rights and Responsibilities

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

- A Catholic spiritual atmosphere that supports the faith journey and academic growth of students.
- The guidance of understanding teachers, counselors, and other school staff.
- An education that offers students the opportunity for inquiry and development to the fullest potential.
- Constructive discipline for the development of good character, conduct, and habits.
- Personal security while on property associated with the school and at school functions.
- An educational climate where the well-being of students is of primary concern.
- An educational staff that provides a positive role model for student development.
- Guidance in choosing a career or college, as appropriate.
- A safe and orderly classroom environment that will provide the opportunity for optimum learning.
- Wholesome extracurricular activities, unless such activities are denied the student as set forth in the Code of Conduct.
- Referral to health and psychological services to assist in physical, mental, and social development.
- 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.
- Consideration as an individual within the educational environment.
- The opportunity to approach teachers and administrators with reasonable requests and questions concerning education.

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

- Take full advantage of the opportunities for spiritual and academic growth provided by the school.
- Treat others with dignity and respect they deserve as children of God.
- Comply with the provisions of this Code while on school property and at school functions.
- Grow in character and knowledge as they grow in ability.
- Be honest with themselves and others.
- Show respect for fellow students, teachers and all school staff.
- Set a positive example so that others may enjoy and profit from their company.
- Perform all assignments to the best of their ability.
- Consider their education as a preparation for the future.
- Obey all school rules and regulations.
- Respect public, private, and school property.
- Attend school regularly and punctually.
- Develop high moral standards and the courage to live by them.
- Strive for mutually respectful relationships with teachers and comply with reasonable requests of teachers and administrators.
- Develop opinions and values that will make them an asset to the school community.

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.**

Section #12 - Tuition Policy

The Diocese has contracted with FACTS to act as the tuition administer for our school system. Families not enrolled previously are required to complete and sign the FACTS Enrollment Agreement and set up a payment plan in FACTS.

Payment Plans

Payments may be made by check, telephone, web or automatic debit from your bank account or credit card. There are five choices of payment plans:

- Pay in Full 1 Payment (August)
- Semi-Annual (August/February)
- Quarterly 4 Payments (July, October, January & April)
- 10 Payments (July – April) Must be **complete** by June
- 11 or 12 Payments (July – May) Must be **complete** by June

Discounts and Credits

Credits such as Tap A and other tuition assistance and discounts will be noted on your monthly statement and the amount due will be reduced by the amount of the credit(s). Financial Aid needs to be completed every year and must be completed before February 15th.

Payment Plan, Delinquency, and Other Fees

- An administrative fee applies to all FACTS accounts
- A 2.65% fee applies to all credit/debit card payments.
- A late fee of \$45 will be charged for each late payment.
- A fee of \$30 will be applied to your account for each failed auto-debit and each failed check payment. (Please note that your financial institution may also charge you a fee.)

Hardships

Bishop Ludden understands that from time to time unexpected hardships occur. We encourage families experiencing hardships to immediately contact the Tuition Manager to discuss financial options. All special arrangements are subject to the approval of the Bishop Ludden Tuition Committee. The following options may be available:

- An education loan, i.e. Sallie Mae
- A Promissory Note with Affidavit for Confession of Judgment
- In some unique hardship situations, temporary financial assistance may be available

Delinquent Accounts

An account is delinquent if a payment has not been made by the due date. A late fee of \$45 will be charged for each payment that has not been made by the due date. Unless other arrangements have been made with Bishop Ludden, the following will result for delinquent accounts:

- A late fee of \$45 will be charged for each late payment
- A fee of \$30 will be applied to your account for each failed auto-debit and each failed check payment. (Please note that your financial institution may also charge you a fee)
- Delinquent accounts may have restricted access to the FACTS Student INformation System for both student and parent.
- Delinquent accounts with no current payment schedule may be suspended or terminated.

For Accounts 30 days past due

- Access to FACTS student information system portals will be suspended
- Report cards and transcripts will be withheld
- Student(s) may not participate in extracurricular activities, such as athletics, musicals, and other club activities

For accounts 45 days past due

- You will be given two weeks to bring account current or your student(s) will be asked to permanently withdraw
- Account will be turned over to a collection agency.

***Students may not register for a future school year unless their account is current.**

As is the policy of the Diocese, seniors must pay all balances in full a minimum of 10 days prior to graduation in order to participate in the graduation ceremony, receive their diploma and transcripts and other documents released from the school. Any family whose payment is returned or denied a second time during the school year must submit subsequent payments by Cash or Cashier's Check.

Prorated Tuition and Scholarship

Tuition and any scholarship received will be prorated for students entering school after September 30th.

A Student who withdraws or is dismissed from school will be charged tuition for the remainder of the month in which the student leaves school. Bishop Ludden will not release transcripts or other student records until all balances have been paid. If the tuition is not paid, the account will be sent to the collection attorney. If a student is asked to leave Bishop Ludden, for any reason, all financial aid awarded for the current school year will be forfeited. If actual tuition payments received by Bishop Ludden for the student exceeds the amount of tuition due for the period the student was enrolled in school, the difference will be refunded.

Section #13 - Uniform Policy

All students must comply with the following uniform specifications. It is required that the following pieces be purchased: **Dark green** long and short sleeve polos, sweater/cardigan (these are optional uniform pieces) and plaid skirts/skorts. Under Armour ¼ zips and polo shirts are considered part of our uniform and can be purchased in the Main Office. The following uniform pieces can be purchased at any store: khaki chinos (boys), khaki or black chinos (girls only), light blue, light green or white oxfords, bowties, ties, and socks.

Regular Uniform: Girls:

Khaki or black chino pants, plaid skirt/skort, khaki skort, short or long sleeve **dark green** polo, white, light blue, or light green long sleeve oxford, **dark green** cardigan, **dark green** sweater, Bishop Ludden blazer, or Under Armor ¼ zip (sweaters, cardigans, Under Armor ¼ zip, and blazers must have a collared shirt underneath), tie optional, solid white or dark green knee socks or tights, brown or black belt with pants and dress shoes.

Regular Uniform: Boys:

Khaki only chinos, khaki shorts, short or long sleeve **dark green** polo, white, light blue, or light green long sleeve oxford, **dark green** cardigan, **dark green** sweater, Bishop Ludden blazer or Under Armor ¼ zip (sweaters, Under Armor ¼ zip, and blazers must have a collared shirt underneath), tie or bow tie (optional), solid black or brown socks, brown belt, and dress shoes.

*Sweaters, cardigans, Under Armor ¼ zip and blazers are optional but if worn, must have a collared shirt underneath.

*White/light blue/light green oxford shirts and ties can be purchased at any store of your choosing. Oxford shirts **DO NOT** have to have the Bishop Ludden logo on it.

Girls Mass Uniform: Require a white oxford (with or without a sweater or UA ¼ zip) and khaki or black chino pants, plaid skirt/skort, and dress shoes.

Boys Mass Uniform: Require a white oxford (with or without a sweater or UA ¼ zip) and a tie or bow tie (required), khaki chino pants, and dress shoes.

Dress Code Guidelines:

- All shirts, both polos and oxfords, must be tucked in at all times
- Skirt or skort length must be within 2 inches above the knee
- No long sleeve shirts are to be worn under short sleeve polos
- Students are to wear flat "dress shoes." No sneakers, slippers, sandals, flip-flops, moccasins, or recreational shoes (VANS, Chucks, Crocs, Tims, 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. Shoes that fit over the ankle are considered boots. Shoes that look like a work boot (tan), even though they fit under the ankle, are still considered boots.
- Undershirts or camisoles worn under any uniform top must not have any writing, images, or logos visible.
- 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, goatees, or beards) everyday. Sideburns are to be no longer than the bottom of the ear.
- All clothing must be worn modestly, decently, and appropriately. Students must look neat, presentable, and well groomed.

- **NOT ALLOWED:** 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; earrings or nail polish on boys; excessive jewelry on any student; fad hairstyles, hair coloring (other than natural hair colors), spiked hair, layered hair (short on side, long on top), or any design or logo shaved into hair, hair art; cut, torn, or tattered clothing; outerwear including fleeces, hoodies, blankets of any kind or sweatshirts of any kind (including Bishop Ludden team sweatshirts/jackets/warm-ups).
- No tattoos are to be visible at any time during the school day, while representing Bishop Ludden, or while participating in a school sponsored event, including athletics.
- **Any student that is not in uniform will be written up.**
- **Game Days:** Are determined by their Coach with Administration approval.

***No skinny cut pants or jogger style pants are allowed. Uniform pants MUST be a straight leg cut**

Boys & Girls Physical Education Uniform: Gray, short or long sleeved t-shirt, black mesh shorts (all must include the Bishop Ludden heat transfer logo), socks, and sneakers. Under Armor gym shirts are available in the Main Office.

All students are expected to take pride in their appearance while attending classes and participating in any activities representing Bishop Ludden. The dress code of the day is in effect from 7:20 a.m. until 3:00 p.m. each school day.

Section #14 - 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 discrimination, 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:

- Submission to such conduct is, either explicitly or implicitly, made a condition for evaluating a student’s academic progress or student’s successful completion of any course of study, educational or extra-curricular activity;
- 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;
- 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;
- 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;
- 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;
- 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.
- 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.

- 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:

- Unwelcome sexual advances, regardless of whether they involve physical contact;
- 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;
- Displaying sexually suggestive objects, pictures and/or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, and suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- 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 CSHPO 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 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 inquiries 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.

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

² The 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.

³ In 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.

Section #15 - CSO TERMS AND CONDITIONS FOR IN-SCHOOL USE OF INTERNET RESOURCES

The Catholic Church views emerging technologies, such as computers, the worldwide internet, and related items, as gifts of the Spirit that challenge God's faithful people to make creative use of such new discoveries and technologies to better the human condition in a manner that is consistent with the Church's teachings.

The Catholic Schools of the Diocese of Syracuse recognize that as such new technologies change the ways in which information may be accessed and used, they may also change the methods of instruction and learning. The Catholic Schools support the use of such technologies and tools in the educational process, to the extent such use assists the learning process, is safe for all concerned, and is consistent with the Church's teachings.

Such tools and methods must be used by Catholic educators and students in a manner that is educationally appropriate, and which is consistent with the Church's teachings, and applicable laws. Therefore, the Diocese of Syracuse Catholic School Office and the schools associated with the Diocese ("local schools") hereby adopt this Acceptable Use Policy for Students. It shall govern all student use of computer equipment, the internet, and related equipment and services occurring in the student's performance of his or her duties, on school property or in regard to any school event, and its violation may constitute a basis for student discipline.

ACCEPTABLE USE POLICY TERMS

It is hereby the policy of the Catholic School Office and the Catholic Schools affiliated with the Diocese that student use of school provided computer equipment, internet access or service, email accounts or service, and any similar thing shall be subject to and conditioned upon adherence to this AUP. In addition, the use of any such thing on school property or at any school sponsored event shall be conditioned upon and subject to this AUP. This AUP shall supplement each local school's Code of Conduct, and its violation shall be a basis for discipline.

Specific Terms

- The student's use of any computer equipment, internet access or service, e-mail or any similar thing shall be governed by consistent with this AUP, and all state, federal and local laws, including those governing use and dissemination of copyrighted, trademarked or otherwise protected intellectual property.
- The student is individually and personally responsible for any use of computer equipment, internet access or service, or email accounts provided to the student, and shall safeguard his or her passwords or other access control mediums accordingly.
- The student shall only use school provided computer equipment, internet access and/or e-mail accounts for educational purposes or the discharge of his or her assigned duties.
- The student shall use computer equipment, internet service or access, e-mail or any similar thing on school property or in relation to any school event solely for educational purposes, irrespective of who owns or has provided such things.
- The student has no right to the use of computer equipment, internet access or service, e-mail or any similar thing in regard to instruction or any school function or event; such use and access is a privilege, which the local school may revoke at any time and without the provision of any form of process, within the sole discretion and judgment of the local school's principal.
- The student is prohibited from using any other party's password or access control to access any computer equipment, internet access or service, e-mail or any similar thing, except as specifically authorized.
- The student shall not change, alter or modify any provided password or other form of access control without express permission to do so.
- The student is prohibited from accessing or using personally owned or obtained computer equipment, internet access or service, e-mail e.g., AOL, Yahoo or Hotmail or any similar thing during the school day, on school property, or in regard to at any school event or function, except as specifically authorized in writing by the local school principal.
- The student is prohibited from using any computer equipment, internet access or service, e-mail or any similar thing for any purpose that is inconsistent with the Church's teachings or the policies of the CSO or local school, including, but not limited to the following:
 1. Accessing, viewing, transmitting or storing sexually or otherwise offensive messages, pictures, or unlawful information on the Internet;
 2. The use of impolite, abusive, or otherwise reasonably objectionable language in either public or private;
 3. Harassing, insulting or attacking others;

- 4. Improperly accessing, using or damaging computers, computer networks or systems, intranets, servers, internet accounts or web sites belonging to any other person or party;
- 5. Intentionally wasting limited and/or valuable resources; and/or
- 6. For any commercial purpose or political purpose, other than the student's duties, or in any manner that violates federal, state, or local laws or statutes.
- All provided computer equipment, internet access or service, e-mail or any similar thing is the property of the local school and/or Diocese, and the student has no right to use or access to any such thing in the performance of his or her duties.
- The Diocese, CSO or local school and/or the student, agent or representative of any of them, may access, monitor, review, download, print, copy, delete, any material located on, transmitted by, or received by any computer equipment, internet access or service, email account or any similar thing. In addition, and as appropriate, the Diocese, CSO, and/or local school may provide such material to any law enforcement agency or other governmental agency. The decision to undertake any of these actions is reserved to the exclusive discretion and judgment of the Diocese, CSO or local school, and shall not require the existence of any justification, cause or suspicion.
- By signing this Student Handbook receipt, parents hereby stipulate and agree that the student has no right to privacy, exclusive possession or access in regard to any computer equipment, internet access or service, e-mail or any similar thing. The student and his or her parents waive, relinquish and shall be precluded from asserting any such right in any judicial, administrative, governmental, or quasi-governmental proceeding.
- Upon notice that his or her possession, use, or access to any computer equipment, internet access or service, e-mail or any similar thing is suspended or terminated, the student shall promptly return any school provided equipment and/or passwords or other forms of access control.
- Upon request, the student shall immediately provide his or her local school with access to any school provided computer equipment, internet access or service, e-mail or any similar thing, used in conjunction with the student's duties and/or provided by the Diocese or a local school.

CONSEQUENCES AND PENALTIES FOR VIOLATION OF AUP

Consequences of inappropriate computer use shall be determined in the sole discretion and judgment of the principal of the local school, consistent with this AUP and its Code of Conduct. Examples of such consequences are listed below. This list is not intended and shall not be construed as an exhaustive list or to require any particular process or particular penalty. The assessment of any penalty shall not operate to the exclusion of any other penalty; and a local school may apply one or more penalties, as its principal deems appropriate.

- Parental notification and a parental conference with the principal or his/her designee.
- Any penalty listed for the Violation of the Technology Policy in the local school's Code of Conduct, including a loss of privileges, detention, suspension and/or expulsion.
- The requirement that the student reimburse or compensate the local school or any third party for damage caused to a computer other property, or property rights as a result of a violation of this AUP, which shall be a condition precedent to the student's continued or renewed enrollment at the local school or any other Catholic school in the Diocese of Syracuse.
- The institution of a civil action to recover money damages caused to the local school and/or Diocese through any violation of this AUP.
- Loss of computer, computer network, intranet, internet, e-mail, or data storage access and/or use privileges. Any student who loses such privileges and later has them reinstated shall be supervised at all times in his or her use of any such equipment, service or access.
- Whenever the local school believes or suspects that a criminal law has been violated, the local school shall notify the appropriate state or local agency, in consultation with and as guided by the Catholic School Office, and may ask any such agency to investigate or prosecute any such conduct.

Section #16 - Glossary

A. Definitions of Key Words and Terms

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

- **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.
- **Controlled Substance:** A drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state laws and regulations that apply to this Code.
- **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.
- **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 an excused tardy.

- **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.
- **Expulsion:** The permanent removal of a student from the school program.
- **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.
- **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."
- **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 readmitted to classes.
- **Legal Absence:** A student is legally absent due to any of the following reasons: sickness, sickness or death in the family, impassable roads or weather, making travel unsafe, religious observance, approved school supervised trips, required presence in court, lack of scheduled school district transportation for those who ride the bus

All other reasons presented are considered illegal

1. **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 readmitted to classes.
 2. **Parent:** The biological, adoptive or foster parent, guardian or person in legal parental relation to a student.
 3. **School Function:** Any school-sponsored extracurricular event or activity sanctioned by the school.
 4. **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.
 5. **Suspension:** The disciplinary removal of a student from his or her regular educational programs and activities. Student becomes ineligible for ALL activities on the dates of in-school or out-of-school suspension.
 6. **Unexcused Tardies:** All other circumstances not covered by "Excused Tardies".
- **Vaping:** An electronic cigarette or e-cigarette generates an aerosol, commonly called a "vapor" that the user inhales.
 - **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.
 - **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.
 - **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, slingshot, 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.

Bishop Ludden
815 Fay Road
Syracuse, NY 13219

<u>Main Office:</u>	315-468-2591	Fax: 315-468-0097
Main Office Administrative Assistant: Christine Lombard		clombard@syrdiocese.org
<u>Health Office:</u>	315-459-7160	Fax: 315-468-0097
School Nurse: Nicky Jack		cjack@syrdiocese.org
<u>Counseling Office:</u>	315-488-3237	Fax: 315-468-0097
Counseling Administrative Assistant: Bridget Buttner		bbuttner@syrdiocese.org
<u>Tuition Office:</u>	315-579-0061	Fax: 315-468-0097
Tuition Counselor: Dc. Nick Alvaro		nalvaro@syrdiocese.org
<u>Enrollment Office:</u>	315-579-0086	Fax: 315-468-0097
Enrollment Director: Jim Ryan		jryan@syrdiocese.org
<u>Athletics:</u>	315-468-2591	Fax: 315-468-0097
Athletic Director: Gallagher Driscoll		gdriscoll@syrdiocese.org
<u>Administration:</u>	315-468-2591	Fax: 315-468-0097
Principal: Michael McAuliff		mmcauliff@syrdiocese.org
Assistant Principal: Sarah George		sgeorge@syrdiocese.org