

# St. John the Evangelist Catholic School

## Parent-Student Handbook 2022-2023



St. John the Evangelist Catholic School

9 Livingston St. Binghamton,, New York 13903

Phone # 607-723-0703

## **MISSION STATEMENT**

St. John the Evangelist School is a Catholic learning community in which students, staff, and parents respect, affirm, and support each other.

St. John School fosters academic excellence from early childhood through 6th grade in a Christ-Centered atmosphere that emphasizes Christian love.

Through education and the daily living of our faith, each child will be empowered with the intellectual and moral foundation on which to build a successful future.

## **STATEMENT OF PHILOSOPHY**

The elementary Catholic Schools of Broome County serve our local communities by educating students in early childhood programs through grade 6. We offer a quality program of instruction that encourages and guides students to become life-long learners and committed members of both our society and of our Catholic Christian Community.

Our academic program is based on standards established by the New York Board of Regents and by the Education Department of the Diocese of Syracuse. We are committed to academic excellence and to nurturing curiosity, creativity, and a love of learning in all our students. We are mindful of the different learning styles of children, and know that children learn at different rates and in different ways. We adhere to the belief that childhood is a journey, not a race.

Our faculty is committed to the spiritual development of each child and consistently infuses the curriculum with Gospel values. We provide the students with liturgical celebrations, Catholic theology, and the opportunities for service. Our faculty, staff, administration and families collaborate to provide and sustain an environment where children can learn about, practice, and openly live their faith.

We aim to educate our students academically, socially, and emotionally. We do this in an environment that reminds them that they are their brothers' keepers, that instills in them core values and theology, and that provides them with a framework that will lead them to fulfillment here and for eternity.



## Dear Parents and Students,

Welcome to St. John the Evangelist School! We are a lovely Catholic School nestled in the south side of Binghamton. The school was established in 1949 and once housed grades as high as 8th grade. Currently, we provide excellent education starting at age 3 through 6th grade. We average around 170 students and 36 staff members, some shared with the other elementary schools in CSBC.

We teach the whole child, academically, emotionally and spiritually. **They learn**

to be problem solvers

to achieve academic excellence

to develop confidence and a healthy self-image

grow to have empathy and love for his/her neighbor

to honor and love their God

On behalf of the faculty and staff, we thank you for your continued support and partnership with us. We are a school community [parents, faculty, staff, administration, religious sisters and clergy] committed to communication and collaboration, all dedicated to providing a quality education to our children!

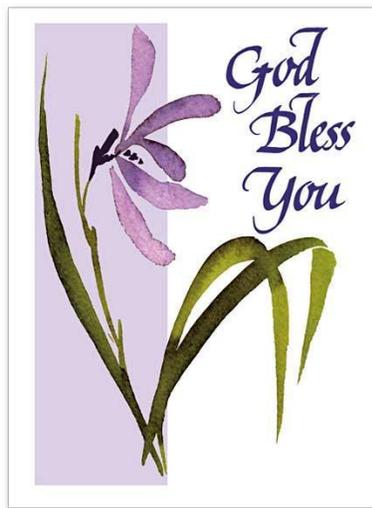
Together in Christ, let us move forward with the pandemic behind us, and with a renewed desire to bring some normalcy back to our school. Let this handbook guide you and your child with the expectations and policies of St. John the Evangelist School.

Always, feel free to call or email us with questions or wonderings you might have.

May God bless us all!

Be well,

Emily Regan



## **ADMISSIONS/REGISTRATION**

The Catholic Schools of the Diocese of Syracuse commit themselves to a continued policy that there will be no discrimination because of race, color, gender, national origins or religion..

A potential student's ability to succeed and meet the standards set by the school will be determined by an evaluation of previous school records and/or standardized tests. Potential students will meet with the Principal, and all admissions are subject to the approval of the Principal.

State and local school district regulations require that kindergarten students must reach the age of five by December | of the year admitted. Birth, baptism and immunization records must be brought to the school in order to register.

Registration fees are set by the Diocese of Syracuse Catholic Schools,

Regular and punctual attendance at school is essential to each child's intellectual, social and psychological growth. Education is a long range sequential process and is hampered by unnecessary absence or frequent tardiness.

NY State Education Law states that absence from school for the following reasons is excusable: sickness, death or sickness in the family, impassable roads or weather making travel unsafe, religious observance, approved educational trips, required presence in court, health treatment and approved cooperative work programs. Absence for any other reason is held illegal and must be so marked on the pupil's official record.

When a student is absent, his/her parent is asked to call the school secretary at 723-0703 before 10:00 AM to inform her of the reason for absence. A written note, signed by the parent or guardian and explaining the reason for the absence, must accompany a child after any absence or it will be recorded as an Unexcused Absence. In the case of an extended absence (more than 2 days), a doctor's note is also necessary.

Parents wishing to have their child excused early from school are to inform the Homeroom Teacher by note that will - then be sent to the Office. The child's parent or guardian must report to the School Office, sign the Release Book, and accompany the child out of the building.

Vacations should be planned to coincide with the school calendar. If a teacher wishes to do so, he/she may provide assignments in advance, No teacher is obligated to assign work. Absences due to vacations are considered illegal absences.

When a student (not a bus rider) is late, he/she must go to the Office for a Late Slip that is to be presented to the homeroom teacher. These latenesses will be recorded on the student's assessment card and on his/her permanent record.

## **ASSESSMENT**

Student achievement is evaluated according to the NY State Standards for Learning. Included in student assessment are exams, quizzes, projects, reports, and some homework assignments, The quality and consistency of homework is a determining factor in assessing the effort put forth by a student.

## **BEFORE/AFTER SCHOOL CARE**

Before and after school care is available to students attending the full day early childhood program and for elementary students Grades K-6. Care is available in the morning beginning at 7:00am and is available after school until 5:30 sharp.

## **BEHAVIOR REFERRALS**

Because we believe supervision of students is a joint venture between school and home, we wish to advise parents of inappropriate behavior that may take place in school. Towards this end, referrals may be issued by teachers, sent to the Principal, and then sent home.

They will be given for the following: - Late to class without good reason - Blatant disobedience - Rude, discourteous, or dangerous behavior - Disrupting class/activities - Excessive talking after being asked to stop - Inappropriate language/gestures - Dress code violation - Chewing gum - Disorderly behavior Cheating or stealing or other behavior that calls for parental involvement.

## **CELL PHONES/OTHER ELECTRONICS**

Students may carry cell phones to school, but they must be turned off and put away in a safe place from the time the student starts class, until the end of the school day. A student may use his/her cell phone only in the case of an emergency, which is determined by the school administration or teacher. If a student needs to contact a parent during the school day. The student must go to the office to request use of the school phone or for the school secretary to call home for them. The use of cell phones after the school day must be in a manner compatible with the Acceptable Use —

Technology Policy referred to below under Computers.

Students may not bring non-educational electronic devices to classes. They may use these during after school on days at the discretion of the Before & After School Monitor.

## **DISCIPLINE**

Refer to Code of Conduct

## **CODE OF CONDUCT**

St. John's School is a Catholic educational institution that provides supportive discipline, All students have the right to learn and interact in an orderly and structured educational environment. All students have a responsibility to respect the rights of others at all times. In respecting the rights of others, our students learn the concepts of self-respect, dignity and pride in their accomplishments. Please see the end of this handbook for details of the Diocesan Code of Conduct.

## **COMMUNICATION**

As many items as possible will be communicated through email. However, important notices, memos and flyers will be sent home by the teacher or main office in the form of a hard copy paper. Please review all communications and promptly return all documents that require your signature or reply to the Main Office. All money should be submitted in a clearly marked envelope indicating the child's name and purpose of the payment.

## **COMPUTERS**

All students in grades K-6 must adhere to the Diocesan Acceptable Use Policy Regarding Student Use of Computers, Internet Access and Related Equipment/Services. Please see the back of this handbook for details of this policy.

## **CONFERENCES**

The calendar provides for formal conferences twice in November (K-6) and February (PreK), However, teachers are available any time before or after school for additional conferences by appointment only. Please write or call for an appointment beforehand in case the teacher has another commitment. Teachers will not be called to the phone during class time. Please avoid conferring with teachers when they are responsible for the supervision of students, i.e.drop-off/pick-up, bus duty, playground duty, etc..

## **CURRICULUM**

St. John the Evangelist Catholic School follows the guidelines as set by the NY State Standard for Learning and the Diocese of Syracuse Education Department. They attend religion classes and have the opportunity to study Spanish starting In kindergarten.

St. John's requires:

- Students in grades 1-6 will engage in activities that involve writing at least once a day.

- Students will be able to effectively complete written pieces of the following lengths at the completion of the grade:

K—1 simple sentences

Grade 1—1 paragraph

Grade 2 - 2 paragraphs

Grade 3 - 3 paragraphs

Grade 4—5 paragraphs

Grade 5 - 6 paragraphs

Grade 6 — 6+ paragraphs

After grade 4, teachers will require students to use proper spelling and grammar for all written pieces (unless the student has an identified disability). Development of these skills will be emphasized and reinforced in all subjects. HOURS OF OPERATION

### **Hours. of Operation**

Grades K-6

Supervision begins at 8:15am. (If participating in the before care program, drop off starts at 7:00am) Morning prayer begins promptly at 8:30am. Official Attendance Taken: 8:40am

### **Dismissal**

Grades PreK 3's, 4's & TK (doors closest to the church) at 2:30

Grades K-6 (doors to the sidewalk/driveway to Livingston) 2:40-2:50pm range

### **DISMISSAL**

Grades PreK 3's, 4's & TK (doors closest to the church) at 2:30

Grades K-6 (doors to the sidewalk/driveway to Livingston) 2:40-2:50pm range

Walkers - 2:40

Bus riders go to the bus room. Buses will be called as they arrive.

After-school children go to the gym 2:45-5:30

Students who stay for extra curricular activities or who stay for extra help must have notes indicating where they are to go. They are the responsibility of the activity moderator after dismissal. Once dismissed, students are not to reenter the building.

# Dress Code

## Regular Dress Uniform Specifications for Prek 4s, TK, Kindergarten -6th Grade

**Black or khaki slacks**

**Black or khaki dress shorts-** knee length.

**Skorts/Skirts-** can be either black or khaki.

**Jumpers-** khaki or black, or green plaid that is available at Lands' End©,

**Solid color 2 or 3 button polo shirts** — white, hunter green, or black (with or without the “S” saints logo).

**Solid color sweaters/cardigans** — gray, white, hunter green, or black worn over a polo shirt.

**Solid color sweatshirts/quarter zips** — gray, white, green, or black. Sweatshirts with a small left or right chest brand logo are allowed to be worn over a polo shirt. All large chest logos must be school affiliated.

- **Spirit Wear Sweatshirts-** Sweatshirts with a Catholic Schools related logo or Saints logo of any size are permissible over a polo shirt.

*Pants, shorts, skorts, shirts, sweaters, sweatshirts may be bought at local stores, or our uniform company, Lands' End©.*

**Logo Polo Shirts-** It is required that you have at least one (1) hunter green polo shirt, with the school logo. This polo is required to wear on special day, i.e. Mass days, field trip, etc. A school logo shirt can be purchased at [LandsEnd.com/shop/school](https://www.landsend.com/shop/school). (Select school 900161308, St. John School Binghamton, NY)

**Socks** — should be worn at all times (socks can be any color).

**Shoes** - should be rubber soled; preferably with tie, buckle, or Velcro closure (shoes can be any color)

- **Please note: open-toed shoes, sandals, flip-flops, jellies and high heels are not permitted even on Dress Down Days.**

**No dangling earrings.**

**Temporary color sprayed hair is discouraged** and should be discussed with administration prior to arrival.

**Hats and other head coverings** in the classroom are only permitted on special days. (exception for religious reasons)

## **PE Uniform Specifications for Kindergarten -6th Grade Students**

**Students will not be changing for PE class,** There is a mandatory PE uniform for students in grades K-6. The PE uniform will consist of:

- **Plain black, white, green, gray, knee length lacrosse type shorts (a side stripe or design is acceptable)**
- **Plain black or gray sweatpants.**
  - Form-fitting leggings or tights with a tapered tight fit are not considered dress uniform sweatpants.
- **Gray, white, green, or black t-shirt or sweatshirt-** plain or with a Catholic School-related logo.
- All large chests logos must be school affiliated.
- Only small pocket size brand logos are acceptable.

*PE shorts/sweatpants/ T-shirts are available through the uniform company, spiritwear sales, or can be purchased locally.*

## **Dress Down Day**

Dress Down Day is typically recognized on the last Friday of the month, unless otherwise notified. We will encourage that Dress Down Days be a day of recognition for a charity with significance to our school. A monetary donation of any size will be accepted and no child will be questioned if there is no donation.

We believe a Dress Code is intended to be enforced, and we will enforce this dress code. To ignore dress code violations implies a lack of seriousness about rules and is disrespectful of students who adhere to dress code.

## **EARLY DISMISSAL**

In the event of an early dismissal, we shall assume that all students who were scheduled to ride the bus home that day will ride the bus home for an early dismissal. Using our outreach program, we will call home, work and cell phones listed for each child. Please only call the school to change previously made transportation plans,

Early dismissals are announced through the local media and Internet outlets.

In the event of an early dismissal, the buses will run on the following schedule (subject to change):

**Districts- will let the school know when they will be coming.**

## **EMERGENCIES**

All students are required to have a correct address, phone number, business phone number or alternate phone number to be used in an emergency. It is very important that parents notify the school whenever changes are made in these numbers or to any other pertinent information.

### **ENTERING THE BUILDING**

For the safety of our students, all doors to the building are locked at all times. All visitors must use the main door. Visitors to the school must buzz in at the main entrance. Visitors to the building must sign in at the office. Please call ahead to state your business or make an appointment before entering the building, when possible.

### **FIELD TRIPS**

Educational field trips are scheduled throughout the school year. These trips are intended to enhance our curriculum and are a privilege; no student has an absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral requirements.

Parents must sign permission slips that are distributed in advance of the field trip; no student may go on a field trip without a parent's permission in writing, students wear dress code on such trips unless notified otherwise. The fee charged is based on admission fees and bus costs. Our PTO subsidizes some of the cost associated with these trips. Since the cost is fixed, there can be no refunds, Teachers may request help from parents when needed.

### **FIRE/EMERGENCY DRILLS**

As mandated by New York State, we regularly hold fire drills. Students are expected to know the nearest exit from every area of the building. During a fire drill, students are expected to:

- Observe strict silence
- Walk quickly in a single line.
- Report to the nearest adult if they have been separated from their class.
- Immediately respond to directions from teachers or staff.

Emergency Drills (Lockdown, Shelter-in Place) are also required as well throughout the year.

### **GUM CHEWING**

Is not permitted in the school building or on school property unless otherwise approved by a faculty or staff member.

## **HEALTH SERVICES**

Medical services will be provided for all students as required by law, including annual medical examinations, vision and hearing tests, and scoliosis screening.

If a child becomes ill during school hours, the parents will be contacted and asked to take the child home. No child will be released except to the parent or a person authorized by the parent.

## **HOMEWORK**

Homework is intended to enrich, extend and reinforce what is covered in the classroom. We ask parents to provide a quiet place conducive to concentration, and to exhibit a real interest in their child's work.

The nature and degree of home study requirements will vary with each grade level, subject area, and individual learner.

### **GRADES K-3**

Homework is generally assigned two to four times a week, not usually on weekends or over vacations. Homework should take no more than 30 minutes, plus some reading time.

### **GRADES 4-6**

Homework at this level may consist of reinforcement math problems, studying for upcoming tests, or may include more long-range projects involving research or lengthier written pieces. Students are expected to write all assignments in their Student Planner.

If a student is ill, please contact the school for missed work. Books, worksheets and other pertinent information can be brought to the office and will be placed on the shelf outside of the office.

## **LITURGICAL CELEBRATIONS**

The students participate in monthly school Masses and Holyday Masses. They have the opportunity to actively participate as altar servers, cantors, readers or gift bearers. Our school community also comes together for other celebrations including praying The Living Rosary and The Stations of the Cross. The students also participate in class Masses and Penance Services held throughout the year in our Chapel.

## **LOST AND FOUND**

The school is not responsible for items lost or stolen. We urge you to put your child's name in all sweaters, jackets, sweatshirts, hats, gloves, lunch boxes, etc. We do maintain a "Lost & Found" in the gym, so please direct your child to inquire there about lost items.

## **LUNCH PROGRAM**

Our cafeteria provides a hot lunch everyday, as well as allowing students to bring in lunch. A menu is sent home monthly and available on Binghamton's and our schools website. Students are always welcome to bring lunch from home.

We participate in the Federally Funded School Lunch Program. Information and applications for reduced and free lunch are made available to eligible parents at the beginning of the school year.

## **MEDIA REQUESTS**

Occasionally, the media requests to interview or photograph children for newsworthy purposes, The Principal will screen all such requests to determine their suitability for student participation. Any parent/guardian who does not want his/her child to participate in any such activity must notify the school in writing. These requests will be honored but will not affect events prior to receipt of the request. This also includes pictures and articles we submit to local publications.

## **MEDICATIONS**

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

- A written order from a physician for all prescription and non-prescription medications to be taken during school hours. These orders must include: :
  - Student name & date of birth, diagnosis, name and amount of medication left at school, dosage and method of administration, self-administration orders, if needed. The pharmacy label must include: student name, name & phone number of pharmacy, the licensed doctor's name, the date and number of refills, the name of the medication, and dosage and frequency of administration. Over the counter medications must be in the original manufacturer's package with the student's name affixed to the package.

The school nurse is responsible for administering medications, if on duty. If the nurse is not in, the student should report to the Office for administration of the medication needed

o Frequency/time of administration

o Conditions under which medications should be administered and frequency

o Date written

o Doctor's name, title, phone number and signature

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

## **NONDISCRIMINATION POLICY**

The Catholic Schools of the Diocese of Syracuse are fully committed to fostering an educational community that is free from discrimination based on race, national origin, skin color, disabilities, age or gender, except as concerns any matter for which there is a statutory or judicially recognized exception for religious institutions. It is the policy of our school to promote equal opportunity relative to recruitment, employment, training and development as well as the terms and conditions of employment, consistent with the teaching, the doctrine, and the Canon Law of the Roman Catholic Church.

## **PICTURES**

School pictures are arranged through a school photographer and are taken in the fall. Order forms are sent home in advance. Parents are not required to purchase the packet. The picture will be used in the school yearbook.

## **PLAYGROUND RULES**

All students look forward to recess and it is our goal to provide an environment that is as fun-filled and safe as possible. Students are expected to be attentive to the following rules:

- Listen carefully to directions of faculty and staff
- Play safely and respect the safety of others.
- No pushing, kicking, or hitting other students..
- Do not pick up and throw wood chips.
- Do not climb up the slides, or walk directly in front of them.
- Do not use the yellow bars above the slides to catapult down; these are intended to steady one's self.
- Do not go down headfirst on the slides.
- Do not stand on the parallel bars, yellow handrails, or monkey bars.
- Be aware of others on the monkey bars and other pieces and give room for others to proceed.

No St. John students are allowed to be on the playground at any time, unless there is supervision.

## **Report Cards**

Report cards are distributed quarterly, in November, February, April and June for all grades except Kindergarten. Kindergarten report cards are distributed in November, February, April and June.

## **Interim Reports**

Interim reports are sent home to all students in Grades K-4 in Oct., r., interim reports are sent home with students only if a teacher deems it necessary during the remainder of the school year.

## **TESTING**

All students in grades 3-6 take the NYS Assessments in English Language Arts and Mathematics. Students also take NYS Assessments In Science in grade 4 and in Social Studies in grade 5.

## **TRANSFERS**

Parents who wish to transfer a child to another school must complete a "Release of Records" form the school to which the child is transferring. St. John's will mail records upon request by the new school.

## **TRANSPORTATION**

Bus transportation is arranged through the public school district of residency as per the guidelines of NY State Education Law. Students are required to abide by the rules and regulations for bus conduct established by their district. Failure to abide by these rules may result in restricted privileges and the loss of service. Discipline is handled through the public school district; however, the school principal is copied on all referrals. Certain actions may merit further disciplinary action by the Principal.

## **Instrumental Lessons**

Private lessons are available: information will be available at the beginning of the school year

## **TUITION POLICY**

Tuition rates are determined by the Diocese of Syracuse, and financial aid is "awarded based on the findings of FACTS Grants and Aid that assesses financial need and allocates financial aid dollars.

The Tuition Payment Policy:

- A student may not begin in September if there is a past due tuition owed.
- A payment plan must be in place in order for a student to start the new school year.
- The privilege of participating in graduation ceremonies may be suspended if tuition is not paid in full.

## **WEATHER CAUSED CANCELLATIONS OR DELAYS**

All school cancellations or opening delays will be announced on local radio and television stations. Further using our Outreach program a call will be made by 6:15 am to the home phone of all students advising families of the delay/close status.

In the event that school is closed, the 6-day schedule rotation will move to the next day that the school is in session (i.e. If the school is closed on Day 1, the next day we are in session will be Day 1).

## **PHOTO/VIDEO RELEASE**

Photographs and/or videos of minors are taken periodically for use in parish/parochial Publications and to celebrate your child's and his/her fellow students' participation and accomplishments. In signing for this handbook, you are acknowledging this and granting permission to St. John School to use photos and/or videos of your child, and their names, in our publications or displays or promotions. You may limit or disallow this by providing us with a written notice of what limitations you would prefer.

Please note that even with safe environment protocols in effect, the Diocese, its parishes, schools and ministries may have little control over the use of photographs or film taken by third parties or the media that may be covering the event in which your child(ren) participates.

## **VIRTUS — SAFE ENVIRONMENT PROTOCOLS**

The Diocese of Syracuse has mandated that any parent or caregiver that wishes to be in any of the Catholic Schools: volunteer, chaperone, or just a regular visitor with the children, **MUST** be Safe Environment or Virtus trained. One visit will be allowed without the Virtus training in a classroom supervised by a teacher i.e., your child's birthday. All Virtus training needs to be completed within the next 60 days. Please visit the website at [www.virtus.org](http://www.virtus.org) and select the Protecting Children tab. You can register online for an upcoming training session.

## **USE OF PERSONAL VEHICLES FOR TRANSPORTATION**

Personal (private vehicles provided by individuals) may be used to transport students or other individuals for school sponsored activities. However, we look for this to be the exception and regular use of private vehicles is strongly discouraged.

The driver of any vehicle (owned or not owned) for transporting students should be VIRTUS certified. We encourage having a second VIRTUS certified adult in the vehicle if at all possible.

The owner of a private vehicle must show proof that he/she has liability insurance on the vehicle of at least \$100,000 per person and \$300,000 per accident. They should also, of course, have the mandatory No Fault coverages.

The driver must also show that he/she has a valid driver's license.

Preparation and care should always be used in the “pick-up” and “drop-off” planning for students for any activity as our responsibility continues as long as the student is under our supervision.

## Appendix

Calendar of Catholic Schools of Broome  
County Code of Conduct

Acceptable Policy Regarding Student Use  
of Computers, Internet Access, and  
Related Equipment/Services

Terms of Enrollment

# **CODE OF CONDUCT**

## **I. PURPOSE OF THIS CODE**

This Code of Conduct defines All Saints 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.

### **I. PHILOSOPHY**

## **III. BILL OF STUDENT'S RIGHTS AND RESPONSIBILITIES**

### **A. Student Rights.**

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

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

10. Wholesome extracurricular activities.
11. Referral to health and psychological services to assist in physical, mental and social development.
12. Appropriate education and/or remediation to serve special needs within the limits of the school's program.
13. Consideration as an individual within the educational environment.
14. The opportunity to approach teachers and administrators with reasonable requests and questions concerning education.

#### B. Student Responsibilities.

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

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

#### IV. DEFINITIONS

##### V. A. Definitions of Key Words and Terms.

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

1. **Assault:** The physical abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury.
2. **Controlled Substance:** A drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations. that apply to this Code.
- 3: **School Function:** Any school-sponsored extracurricular event or activity.
- 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,
5. **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.
6. **Illegal Drugs:** A controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional, or those legally possessed or used under any other authority under the Controlled Substances Act or any other federal or New York State law.
7. **Illegal Substances:** Alcohol, Illegal drugs and inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as “designer drugs.”
8. **In-School Suspension:** The temporary removal of a student from the classroom and the placement of that student in another designated area of the school building where the student will be supervised and will receive substantially equivalent, 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,
9. **Out-of-School Suspension:** The temporary removal of a student from the classroom and out of the school building. During this time, the student will receive substantially equivalent, alternative education. The student may not attend any type of extracurricular activities during the period of the suspension. All conditions for re-Entry roust be satisfied for the student to be readmitted to classes,

10. **Parent:** The biological, adoptive or foster parent, guardian or person in parental relation to a student,
11. **Suspension:** The disciplinary removal of a student from his or her regular educational program and activities..
- 12, **Expulsion;** The permanent removal of a student from the school program.
13. **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 (6) 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.
14. **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.
15. ° **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 with a blade of at least 2 inches, 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,

## **VI. THE ROLES OF OTHERS IN THE SCHOOL COMMUNITY**

### **A. Teachers and Other Professional Staff.**

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

1. Demonstrate, by word and action, respect for the Catholic Identity of the school, law and order and self-discipline.
2. Keep students and parents informed regarding student progress.
3. Express concern and enthusiasm for teaching and learning,
4. Treat students as individuals, with concern and respect.
5. Provide direction and guidance so students can learn to think, reason, and be responsible for their actions.

6. Become knowledgeable of school rules and regulations regarding student conduct, and require that there be observance of the same.
7. Be consistent, fair and firm in dealing with students both in and out of the classroom.
8. Reinforce positive student behavior.
9. Seek appropriate resources to effect positive change in student behavior.
10. Before seeking assistance from the administration for discipline problems, use available resources to bring about positive behavioral changes in the classroom.

#### B. The Administrative Staff.

The role of a School Administrator is to:

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

#### C. Parents of Students.

The role of the parent of a student is to:

1. Encourage the child to take advantage of the spiritual, academic, and social opportunities provided by the school.
2. Ensure the child attends school punctually and regularly as required by law.
3. Know and understand the rules and regulations their child is required to observe at school.
4. Strive to keep their child in good health.
5. Require their child to be clean and dressed consistent with acceptable standards, the school's dress code, and the requirements of this Code.
6. Encourage their child to learn and respect the rights of others.
7. Teach their child, by word and example, respect for the Catholic Identity of the school and for law and authority.
8. Provide guidance for their child to develop socially and morally acceptable standards of conduct and behavior.
9. Become involved in their child's school, with its teachers, programs and activities, and to attend conferences and school functions.
10. Encourage and support their child in completing homework assignments.
11. Recognize that primary responsibility for their child's welfare and development rests with the parent.
12. Satisfy financial obligations to the school.

## **VI. VIOLATIONS OF THE CODE OF CONDUCT**

### **A. Acts of Misconduct Defined.**

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

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

1. **Act of Violence:** To strike, hit, kick, punch, scratch or otherwise physically assault another person; to damage or destroy the personal property of a student, teacher, administrator, other school employee or any person lawfully on school property; or to intentionally damage or destroy school property; or to commit any act that is included within the definition of a violent pupil, as defined herein, Acts of violence include Arson, Assault, Bomb Threats, Fighting, and Possession of an Explosive or a Weapon.
2. **Arson:** The intentional destruction or other damage by fire, explosion or smoke to real property or personal property of the school, to personal property of school students or staff, or to personal property of third parties,
3. **Assault:** The physical abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury.
4. **Bias Harassment:** The act of threatening bodily harm or by repeatedly tormenting another person based on the victim's race, ethnic origin, religion, cultural difference, or disability. Bias harassment may take the form of comments, jokes, name-calling, innuendoes, offensive conversations, perpetuating rumors or gossip, offensive gestures, noises, blocking a victim's path, assault, or any other behavior that is designed to show disrespect to an individual based on cultural, racial, or religious differences or based on a disability.
5. **Bomb Threat:** The intentional false claim that an explosive device is located on school property or at a school function.
6. **Cheating:** The act of giving or receiving (or conspiring to give or receive) answers to class assignment (includes copying computer material) or test answers from another source.
7. **Chronic Violation of School Rules:** The accumulation of any combination of detentions and suspensions that equals 10 or more in a semester.
8. **Destruction of Property:** The destruction, defacing or other impairment of school property or property belonging to other persons,
9. **Disorderly Conduct:** Conduct that obstructs or disrupts a teaching, research, administrative or disciplinary procedure or any other authorized School activity. Disorderly Conduct includes, but is not limited to, running in hallways; making unreasonable noise; using language or gestures that are profane, lewd, vulgar or abusive; the willful interference with the free flow of vehicular or pedestrian traffic; or engaging in any willful act that disrupts the normal operation of the school community.
10. **Disruptive Conduct:** Conduct by a student under the age of 21 that is substantially disruptive of the educational process or substantially interferes with the teacher's authority in the classroom or other educational setting, Disruptive Conduct includes, but is not limited to, the failure to comply with the lawful directions of teachers,

school administrators or other school employees, and speech or gesture which, by virtue of its content and/or circumstances, is likely to disrupt the conduct or classes of other school activities or to undermine the maintenance of discipline within the school setting. Disruptive Conduct also includes being late for school or class; being unprepared for class; and committing other conduct that detracts from the delivery of the school's educational program.

11. Dress Code Violation: The appearance of a student at school in clothing other than that specified in the school's dress code without permission.
12. Drug or Alcohol Violation: The possession, use or sale of an Illegal Drug or Illegal Substance, or the act of being under the influence of drugs without appropriate authorization (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). Insubordination while under investigation for a drug violation will also be considered a drug violation.
13. Extortion: Any intentional action which reasonably instills fear in another individual that the actor or another person will cause injury to the persons or property of that individual or another person for the purpose of obtaining money or property from that individual,
14. False Alarm: The intentional or grossly negligent activation of a fire alarm when no threat of fire exists, or the initiation, instigation or communication to the school, or any of its employees of any other claim of fire or threat thereof when none exists,
15. Fighting: Combative physical contact or other violent encounters between two or more persons.
16. ° Forgery: The involvement in the imitation or fabrication of another's signature or written work.
17. Harassment: The act of threatening bodily harm or repeatedly tormenting another person and any other behavior that is intended to or has the reasonable effect of annoying, intimidating or causing fear in another. Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures, offensive remarks, physical abuse, or any other behavior that is designed to annoy, intimidate, or cause fear.
18. Insubordination: The refusal or failure to comply with any school rule, regulation or policy (including those relating to attendance), or the failure to comply with a reasonable request from school personnel or representatives authorized to make such a request. Insubordination, as it relates to students, includes, but is not limited to, the failure to comply with the lawful directives of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect toward such individual; lateness for, missing or leaving school without permission; and skipping detention. Insubordination, as it relates to non-students, includes, but is not limited to, the violation of regulations governing the use of

school property, and the failure to comply with the lawful directions of school employees or law enforcement officers acting in performance of their duties.

19. Littering: The general distribution or dissemination of printed, written, recorded or other materials without the prior approval of the building principal. The granting of approval or the refusal to grant the same shall be determined pursuant to administrative guidelines for the distribution and dissemination of materials on school property
20. Loitering: Remaining in an area after the bell when assigned to a particular classroom at that time. Loitering also includes congregating in the halls to impede traffic, or standing next to the building.
21. Other Misconduct: The act of soliciting, commanding, aiding or otherwise abetting any person to commit any act or conduct that is proscribed by this Code, and the commission or omission of any act which is in violation of any Federal or State law or any school rule or regulation, including the School's Safety Plans,
22. Parking Violations: The act of parking a student-operated vehicle on school property without a parking permit, or parking in unauthorized areas. The school assumes no liability for vandalism/theft of the vehicle while on school property. [In addition, student vehicles are subject to search with reasonable suspicion.
23. Plagiarism: The unauthorized use of another's material that is represented as one's own work,
24. Possession of an Explosive: The use, actual or constructive possession, or the sale of an Explosive.
24. Possession of a Weapon: The use, actual or constructive possession, or the sale of a Weapon.
25. Reckless Endangerment: The commission of any act that has the likely potential to cause bodily harm to another individual or oneself
26. Repeatedly Disruptive Conduct: Misconduct that results in the student being sent from the classroom by teacher(s) on five or more occasions during a semester,
27. Sexual Harassment: The act of threatening bodily harm or repeatedly tormenting another person based on gender. Sexual harassment may take the form of comments, jokes, name calling, innuendoes, offensive conversations, perpetuating unwelcome touching of another's clothes, pinching, whistling or other noises, blocking a victim's path, assault, or any other behavior that is intended to or has the reasonable effect of being offensive based on a person's gender. ;
28. Tardy: Students are tardy when they are not in their seats when the bell rings. Tardy to homeroom means arriving to homeroom after the bell, but before the attendance has been sent to the main office.
29. Theft: The unlawful use, taking possession of, or control over, property belonging to the school or another,

30. Threatening the Well Being of Another Person: The act of making a threat of any kind that has at its end the harm to another person.
31. Tobacco Violations: The act of possessing, smoking or chewing tobacco or tobacco products anywhere on school grounds. The use of tobacco is not allowed anywhere on school grounds by law.
32. Traffic Violation: The operation of a motor vehicle on school property at a speed in excess of fifteen (15) miles per hour, or the operation of snowmobiles, motorbikes, go- karts, motor scooters, and other similar vehicles propelled by gasoline, diesel oil, fossil fuel or electric powered engines on school property. The only motor vehicles allowed to be operated on school property are those automobiles, buses and trucks that are (a) licensed by the Department of Motor Vehicles, (b) insured in compliance with the mandatory provisions of the Vehicle & Traffic Law, and (c) lawfully operated on the school's driveways, parking fields or other portions of school property for the purpose of attending school activities or conducting business or performing services for the school.
33. Trespassing: The entry upon or use of school property without proper authorization in situations where said property is restricted in entry or use.
34. Truancy: The act of being illegally absent from school without the knowledge and consent of a parent/guardian, or failing to attend school when expected to be in school, or leaving school without the permission of the administration, or failing to attend classes in consecutive periods.
35. Violation of the Technology Policy: The act of using computer technology in a manner that is not consistent with the Technology Policy that is included in this handbook.
36. Vandalism: The willful destruction of the real or personal property of the school or another person. (In addition to suspension, restitution in the form of money or work will be expected).

#### B. The School's Dress Code.

The school employees and students shall be appropriately groomed and dressed while on school property and at school functions. Teachers and all other school employees should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. Also, visitors are to be appropriately attired while on school property and at school functions.

Each building principal shall inform all students and their parents of the student dress code at the beginning of the school year, and of any revisions to the dress code made during the school year : .

#### C. Conduct on School Buses.

When riding the school bus, the student is responsible to comply with all of the rules and regulations established by the public school district providing the transportation. In addition, the school may impose a penalty on a student after receiving a report of misbehavior from a representative of the public school district's transportation department

When riding vehicles owned or rented by the school all of the provisions of the school's discipline policy and code of conduct apply.

#### D. Visitors.

The School encourages parents to visit the school and classrooms (subject to NYS Health & Safety Protocols). However, since schools are a place of work and learning, certain limits must be set for such visits. For these reasons, the following rules apply to visitors to the schools:

1. The building principal has authority over all persons in the building and on the school grounds.
2. All visitors to the school must report to the principal's office upon arrival at the school to sign the visitors register and be issued a visitors identification badge. The identification badge must be worn at all times while in the school or on school grounds, and returned to the principal's 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.
3. Parents who wish to observe a classroom while school is in session are required to arrange such visits in advance with the school's administrator and classroom teacher(s), so that class disruption is kept to a minimum.
4. Teachers should not be expected to take class time to discuss individual matters with visitors.
5. All visitors are required to abide by the rules for conduct on school property contained in this Code, \* ,

#### E, Misconduct Committed Off School Property.

Students, staff and visitors may be disciplined for misconduct that is not committed on school property or at a school function if such misconduct in the professional opinion of the school administration (1) is a violation of civil or criminal law involving moral turpitude (2) would reflect or discredit the reputation of All Saints School, (3) threatens the health, safety or welfare of a student, teacher or other member of the school staff, or (4) is contrary to the moral, religious, or orthodox principles of the Roman Catholic Church or the philosophy, policies, goals, and commitments of All Saints School, (5) is likely to interfere with a positive educational environment, or (6) constitutes sexual or another form of harassment that is likely to carry over to the educational environment.

At its sole discretion the administration may impose any penalty within the range of penalties outlined by the violator's respective group including expulsion, termination and ejection.

#### F. Misconduct Not Specifically Defined.

The definitions of misconduct set forth in Section VI. 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,

#### G. School Building Rules

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

### **Vil. PENALTIES FOR VIOLATIONS OF THE CODE OF CONDUCT**

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

#### A. Range of Potential Responses,

##### 1. Scope

The penalties described in this section are the range of penalties that may be imposed upon any student, who is determined to have committed any act of misconduct specified in Section VI of this Code,

##### 2. Corrective Actions,

School authorities may use a range of possible responses to misconduct committed by a student. In some circumstances, a primary response will be to discuss the student's conduct with the parents in an attempt to correct such inappropriate behaviors, In addition, the school may attempt any or all of the following corrective actions:

- (a) Parent Conference: The student's parent or guardian will be contacted for a conference, The conference will include the student, his/her parent or guardian, school personnel and others whose participation is deemed appropriate by the School,
- (b) Disciplinary Probation: School authorities' will place students on probation in addition to imposing a penalty for the misconduct, [f the student complies with the specific terms of the probation no additional a disciplinary action will be imposed, The

probation agreement will further provide that, if the terms of the probation are violated, additional disciplinary action will be taken.

- (c) **Special Disciplinary Probation:** The student and school authorities may agree that the student will be placed on special disciplinary probation with no other penalty imposed for the misconduct, provided that the student complies with the specific terms of the probation. The probation agreement may further provide that, if the terms of the probation are violated, the student may be disciplined for the original act of misconduct after an informal conference with parents,
- (d) **Counseling:** Students may be referred for counseling in appropriate cases,
- (e) **Court Intervention:** Court assistance in the form of a PINS (Person In Need of Supervision) petition.

#### 4. Range of Penalties

Students who violate this student discipline code will be subject to appropriate disciplinary action including, but not limited to, one or more of the following:

- (a) Verbal Warning
- (b) Parent Notification
- (c) Written Warning Signed by Parents
- (d) Parent/Teacher Conference
- (e) Parent/Teacher/Administrator Conference
- (f) Counseling
- (g) Special Probation
- (h) Detention
- (i) Suspension from athletic, social, or extracurricular activities
- (j) **In-school Suspension:** The principal may suspend a student from attendance at class, The parent or guardian will be notified of such suspension by telephone and/or letter. The student may not attend school activities during the period of the suspension. All conditions for re-entry must be satisfied before the student is readmitted,
- (k) **Out-of-school Suspension:** The principal may suspend a student from attendance at class. The parent or guardian will be notified of such suspension by telephone and/or letter. The student may not attend school activities during the period of the suspension.
- (1) **Expulsion:** The school removes the student from enrollment in the ° school. The academic records of the student will be sent to the student's respective public school

district unless the school is advised in writing to send them to another educational institution,

In addition, the principal may invoke the following when in his or her discretion they are warranted:

- (a) **Principal's Disciplinary Conference:** A disciplinary conference may be scheduled before the principal, or his or her designee at the discretion of the principal. At this time the student and his or her parents will have an opportunity to discuss the infractions and respond. In addition, at the Disciplinary Conference the student and his or her parent will have the opportunity to provide the Principal with any other information they feel will help the Principal understand the student's behavior, At the conclusion of such hearing, the Principal may take whatever action is deemed appropriate, including but not limited to, indefinite suspension from school or expulsion. Attorneys are not present at this conference.
- (b) **Delegation of Responsibility to Conduct the Disciplinary Conference:** The Superintendents, principals or delegate may further delegate the responsibility to conduct the Disciplinary Conference to a school official or to a group such as a School Disciplinary Board. In these cases, the delegate or the School Discipline Board will follow all of the procedures outlined above for the Disciplinary Conference and submit a written recommendation to school officials. The school official will then review the recommendation and render a written decision. The student and parents will be provided copies of this decision and the recommendation on which it was based.
- (c) **Personal Liability:** The school may pursue, on behalf of itself or an employee, all available rights and remedies to recover from the student and/or parents of the student for damages to personal property.
- (d) **Police Notification:** In cases involving criminal conduct, School authorities may refer the matter to appropriate law enforcement authorities,
- (e) **Academic Sanctions:** In addition to other penalties provided herein, the principal may deny credit for work done and may also deny the right to make-up an assignment or test for Cheating, Leaving a Final Examination Without Permission, Plagiarism and other misconduct that is related to academic performance.
- (f) **Progressive Discipline**

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

violation of any school rule when, under the particular circumstances involved, a different penalty is justified in the judgment of the school administration.

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

**B. Penalties for Specific Violations.**

School authorities upon a finding that a student has committed the specific conduct specified herein may impose the following range of penalties:

**B. Penalties for Specific Violations**

School authorities upon a finding that a student has committed the specific conduct specified herein may impose the following range of penalties:

<b><u>Conduct Occurrence</u></b>	<b><u>Penalty Range</u></b>	<b><u>First Occurrence</u></b>	<b><u>Repeated</u></b>
Act of Violence* *The school will notify the police.	Minimum Maximum	Verbal Reprimand Expulsion	Suspension Expulsion
Arson* *The school will notify the police.	Minimum Maximum	Suspension Expulsion	Suspension Expulsion
Assault* *The school may notify police.	Minimum Maximum	Parent Notification Expulsion	Suspension Expulsion
Bias Harassment	Minimum Maximum	Parent Notification Suspension	Suspension Expulsion
Bomb Threat* *The school will notify the police.	Minimum Maximum	Suspension Expulsion	Suspension Expulsion

<b><u>Conduct Occurrence</u></b>	<b><u>Penalty Range</u></b>	<b><u>First Occurrence</u></b>	<b><u>Repeated</u></b>
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Cheating	Minimum Maximum	Detention Suspension w/ parent conf.	Suspension w/ parent conf Expulsion
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Chronic Violations of School Rules *	Minimum Maximum	Parent Admin Conf Expulsion	Suspension Expulsion
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\*The student will be suspended until he or she is evaluated by a mental health care professional to determine that the student is not a threat to himself or herself or to anyone else. The parents will be required to sign a release of information permitting school officials to speak to the evaluator before and after he or she has evaluated the student.

Destruction of liability for damages Property *	Minimum Maximum	Detention & liability for damages Suspension & liability for damages	Suspension & Expulsion & liability
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\*The school will notify the police.

Disruptive Conduct	Minimum Maximum	Verbal Warning Suspension	Detention Expulsion
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Dress Code Violation	Minimum Maximum	Verbal Warning Detention	Parent Notification Suspension
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Drug or Alcohol Violation *	Minimum Maximum	Suspension Expulsion	Expulsion Expulsion
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\*Stipulations of the Diocesan Drug and Alcohol Policy will be followed in addition to discipline procedure.

Extortion	Minimum Maximum	Suspension Expulsion	Expulsion
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False Alarm	Minimum Maximum	Suspension Expulsion	Expulsion
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Fighting	Minimum Maximum	Detention Expulsion	Expulsion
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Forgery	Minimum Maximum	Detention - Parents Notified Suspension	Suspension Expulsion
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Harassment Signed by Parent	Minimum Maximum	Verbal Warning Suspension	Written warning Expulsion
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Insubordination	Minimum Maximum	Verbal Warning Suspension	Detention Expulsion
Littering	Minimum Maximum	Verbal Warning Detention	Detention Suspension
<b><u>Conduct Occurrence</u></b>	<b><u>Penalty Range</u></b>	<b><u>First Occurrence</u></b>	<b><u>Repeated</u></b>
Loitering	Minimum Maximum	Verbal Warning Detention	Detention Suspension
Other Misconduct	Minimum Maximum	Verbal Warning Suspension	Detention Expulsion
Plagiarism	Minimum Maximum	Parent Notification Suspension	Parent Conference Expulsion
Possession of an Explosive	Minimum Maximum	Parent Notification Expulsion	Parent Conference
Possession of a Weapon	Minimum Maximum	Suspension Expulsion	Expulsion
Reckless Endangerment	Minimum Maximum	Suspension Expulsion	Expulsion
Repeatedly Disruptive Conduct	Minimum Maximum	Verbal Warning Suspension	Parent Notification Expulsion
Sexual Harassment	Minimum Maximum	Verbal Warning Expulsion	Suspension Expulsion
Tardy	Minimum Maximum	Verbal Warning Detention	Parent notification Suspension
Threat to Well Evaluation Being Expulsion	Minimum Maximum	Suspension with Evaluation Expulsion	Suspension with
Theft	Minimum Maximum	Parent Conference Suspension	Suspension Expulsion
Tobacco - Vaping, Juling violation	Minimum Maximum	Detention Suspension	Suspension Expulsion

Trespassing	Minimum Maximum	Parent Notification Suspension	Parent Conference Expulsion
Truancy	Minimum Maximum	Suspension Suspension	Suspension Expulsion
Vandalism Liability of Loss	Minimum Maximum	Detention - Liability of Loss Expulsion	Suspension - Expulsion
Violation of Technology Policy*	Minimum Maximum	Verbal Reprimand Expulsion	Suspension Expulsion

\*The school may notify police.

#### Additional Circumstances

##### 1. Students who bring a Weapon to School

The minimum period of suspension from school for any student found guilty of bringing a Weapon onto School Property will be at least five days. A Discipline Conference with the Diocesan Superintendent or a delegate will be required to determine if additional punishment is indicated.

##### 2. Students Who Commit Other Violent Acts

The minimum period of suspension from school for any student who is found to have committed a violent act, other than bringing a weapon on to school property or to a school event shall be two days.

##### 3, Students who are Repeatedly Disruptive

The minimum period of suspension from school for any student, who engages in conduct that results in the student being sent out from the classroom on five or more occasions during a semester, shall be one day.

##### 4, Reports by Teachers

All staff members must immediately report and refer a violent student to the principal or the Superintendent for a violation of this Code, All recommendations and referrals shall be made in writing, unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases, a written report is to be prepared as soon as possible by the staff member making the referral.

##### D. For Misconduct at a School

The Principal shall be responsible for enforcing the conduct required by this Code at school functions, 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.

H, For School Employees.

Any person who, while on school property or at a school function, wrongfully refuses a valid request or command to desist in any conduct prohibited by this Code shall be ejected from the premises. Persons other than students found in violation of this Code of Conduct shall be subject to criminal and/or civil penalties as provided by law. In addition, teachers are also subject to the stipulations of their contract and Personnel Policies Handbook. Support Staff are subject to the stipulations of their Personnel Policies Handbook as well, I,

For Visitors.

Any unauthorized person on school property will be reported to the school principal. Unauthorized persons will be asked to leave, and the police may be called if the situation warrants.

The authorization of visitors who violate this Code, to remain on school property or at the School Function, shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and to criminal and/or civil penalties as provided by law.

## VIII. **DISCIPLINE PROCEDURES**

A. For Students.

The amount of due process a student is to be afforded before a penalty may be imposed depends on the severity of the penalty. In all cases, the school employee authorized to impose the penalty must inform the student of the misconduct that he or she is alleged to have committed, and must conduct an informal investigation of the facts surrounding the alleged misconduct. All students must be given an opportunity to present their version of the facts to the school personnel imposing the penalty. Additional process shall be afforded as follows:

## 1. For Detentions

Teachers, principals and the Superintendent may use after school detention as a penalty for student misconduct.

## 2. For Suspensions from Athletics or Extra-curricular Activities

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing. However, the student and the student's parents will be provided with a reasonable opportunity for an informal conference with the school official imposing the suspension to discuss the conduct and the penalty involved.

## 3. For Short-Term In-school Suspensions and Out of School Suspensions

School authorities must balance the need of individual students to attend school and the need to maintain order in the classroom to establish an environment for all students that is conducive to learning. As such, principals or the Diocesan Superintendent have the authority to place students who would otherwise be suspended from school as the result of a Code violation in "in-school suspension or out-of-school suspension."

A student subjected to a short-term in-school or out of school suspension is not entitled to a full Disciplinary Conference. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the school official imposing the in-school suspension to discuss the conduct and the penalty as well as any conditions for re-entry to school stipulated in the suspension must be satisfied before the student is readmitted to the school.

## 4. Long-term Suspensions

When the Superintendent or building principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a Discipline Conference at which the students and parents will be informed of the charge against the students, as well a report of the evidence given by those persons and circumstances investigated. The student and his parent will have an opportunity to respond to the charges, the evidence, request that additional witnesses or circumstances be investigated, and provide the school official with any other information the student or parent believes will help him or her understand the behavior. A decision, Attorneys are not present at this conference.

## 5. For Expulsions

Permanent suspension is reserved for extraordinary circumstances. When the Superintendent, building principal, or delegate determines that an expulsion might be warranted, he or she shall give reasonable notice to the student and the student's parents of the Discipline Conference at which the students and parents will be informed of the charge against the students as well a report of the evidence given by those persons and circumstances investigated. At that time, the student and his or her parent will have an opportunity to respond to the charges, the evidence, request that additional witnesses or circumstances be investigated and provide the school official with any other information

the student or parent believes will help him or her understand the behavior and render a decision. Attorneys are not present at this conference.

#### B. Waivers of Disciplinary Conference

A student and parent may voluntarily and knowingly waive his or her right to a Disciplinary Conference. In this regard, the parents of the student will be required to sign a form documenting a request for a waiver,

#### C. School Employees.

Administrators, teachers and support staff members are subject to the provisions of the Code as well as the provisions of their respective Personnel Policies Handbook and contracts and Faculty Handbook, if any.

Any school employee, whose conduct on school property or at a school function disrupts academic or other school activities while on school property, at school functions or at any other times violates or threatens the welfare of the person or property of others or acts in a manner contrary to the Catholic Identity of the school shall be subject to suspension and to further disciplinary action, including termination, as the facts may warrant in accordance with any legal rights to which they may be entitled,

#### D, For Visitors.

The following procedures shall apply procedurally to violations of this Code by non-students:

i, The Principal has the authority to enforce these rules and regulations, The Principal may designate such person, or persons, as he or she deems necessary, for the enforcement of these rules and regulations,

2. The Principal may initiate and/or receive charges of any alleged violation of these rules and regulations and cause all investigations to be made. ‘

3. The Principal may request all lawful assistance to secure, remove, eject or otherwise prevent persons from adversely affecting public order or from materially disrupting normal school processes,

4, Enforcement of these rules and regulations against persons other than the students shall be as provided by law.

### **IX. APPEALS FROM IMPOSITION OF DISCIPLINE FOR STUDENTS**

A, Appeals to the Assistant Superintendent For the Region of the Diocese.

Appeals from all decisions of the Principal relative to this Code shall be taken to the Assistant Superintendent of Catholic Schools for the respective Region of the Diocese, All of the decision that is the subject of said appeal, unless they can show extraordinary circumstances precluding them from doing so, The Assistant Superintendent for the Region ora delegate will review the case and render a written decision,

## B. Appeals to the Superintendent of Schools.

Final decisions of the Assistant Superintendent for that Region of the diocese may be appealed by parents to the Diocesan Superintendent of Schools within 10 days of the decision, unless they can show extraordinary circumstances precluding them from doing so. The Diocesan Superintendent will review the case and render a written decision. This decision is binding.

## REFERRAL TO AUTHORITIES

### A. To Law Enforcement

The building principal must immediately notify the Diocesan Superintendent of those Code violations that constitute a crime and substantially affect the order or security of a school. The Superintendent or delegate is to inform the appropriate local law enforcement agency as soon as practical, but in no event later than the close of business on the day the Diocesan Superintendent or delegate learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day. The notification must identify the student(s) and explain the conduct that violated the Code and constituted a crime,

The school will immediately confiscate any weapons, alcohol or illegal substances possessed by a student and will notify the parent of the student involved in the incident. Appropriate disciplinary action will be taken, up to and including expulsion and referral for criminal prosecution.

### B. To Juvenile Justice Agencies.

The Diocesan Superintendent shall refer any student who is determined to have brought a weapon to school who is under the age of 16, or who is 14 or 15 years old and does not qualify for juvenile offender status under the Criminal Procedure Law to the County Attorney for a juvenile delinquency proceeding before the Family Court.

The Diocesan Superintendent shall refer a student over the age of 16 and any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities for prosecution. Students 14 or 15 years old who qualify for juvenile offender status, under §1.20 of the Criminal Procedure Law include those who possess a concealed firearm, machine-gun or loaded firearm on school grounds. The Superintendent may consult the diocesan counsel if he or she has any question as to whether the student in question does qualify for juvenile offender status.

### C. To Human Services Agencies.

The Superintendent, principal, or delegate shall make a referral of a student discipline case to an appropriate human service agency whenever, in his or her judgment, the same is warranted. The Superintendent or delegate may receive and consider the recommendations of the student's principal, teachers, counselor, school psychologist and other pupil services personnel familiar with the student in deciding whether to make such a referral and, if so, to which agency. The parent of the student shall be informed of the referral,

## **XI. ALTERNATIVE EDUCATION PROGRAMS**

The following educational programs shall be utilized as appropriate to meet the individual needs of students:

### **A. For Suspended Students,**

When a student of any age is suspended for violation of this code, the school will take immediate steps to provide the student with adequate alternative instruction,

## **XII. IN-SERVICE EDUCATIONAL PROGRAM A. Suggested Programs.**

The School will provide in-service education programs for all school staff members to ensure the effective implementation of this Code. The Principal may solicit the recommendations of the school staff, particularly teachers and administrators, regarding in-service Programs pertaining to the management and discipline of students,

The following are suggested programs that may be utilized for in-service education for all staff members to ensure effective implementation of this Code:

1. School Oriented Programs developed at the building level.
2. Superintendent's Workshop days.
3. Building faculty meetings.
4. Assertive Discipline Programs and films presented at the building.

## **XIII. INTERPRETATION**

### **A. Calculating Time Limits,**

When any period of time for an act to be done under this Code ends on a Saturday, Sunday or a public holiday, such act may be done on the next Succeeding business day and, if the period ends at a specified hour, such act may be done at or before the same hour of such next succeeding business day,

### **8, "Time Out" Techniques. —**

Nothing in this Code abridges the Customary right and responsibility of a teacher to manage student behavior in the classroom. Short-term, time-honored classroom management techniques such as "time out" in an elementary classroom or in an administrator's office are not considered removals from class. This, however, should not become a substitute for good classroom management.

### **A C. Authority to Suspend.**

Nothing in this Code abridges the customary right or responsibility of a principal to suspend a student when, in the judgment of the principal, the student's conduct warrants the same.

#### D. Inconsistent Provisions.

To the extent that any provision of this Code regarding student behavior conflicts with any school rule, regulation or policy, the provisions of this Code shall be controlling.

. To the extent that any provision of this Code regarding professional staff behavior conflicts with any school rule, regulation or policy, the provisions of this the individual's respective Personnel Policies Handbook, Faculty Handbook and contract shall be controlling.

To the extent that any provision of this Code regarding support staff behavior conflicts with any school rule, regulation or policy, the provisions of this the individual's respective Personnel Policies Handbook shall be controlling

#### E. Not Exclusive.

These rules and regulations and the penalties imposed hereunder shall not be deemed exclusive, nor as a limitation, waiver, or extinguishment of the school's right to utilize other available legal remedies against persons who violate this Code. The school may take additional or other legal action, as it deems appropriate or necessary to maintain public order.

## **THE DIOCESE OF SYRACUSE CATHOLIC SCHOOLS**

### **ACCEPTABLE USE POLICY REGARDING STUDENT USE OF COMPUTERS, INTERNET ACCESS, AND RELATED EQUIPMENT/SERVICES**

#### **INTRODUCTION**

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. (See *Aetatis Novae*, #2). 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 computers 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.

DEFINED TERMS As used in this policy, the following terms shall have the following meanings.

1. The term "Acceptable Use Policy" or "AUP" shall mean this policy, which conditions and controls the use of internet services and/or computers, as those terms are defined here, on school premises and at or during any ced event.
2. The "Catholic School Office" or "CSO" shall mean the Catholic School Office of the Diocese of Syracuse, New York.
3. The tenn "Code of Conduct" shall mean the code by that name adopted by each local school and published, among other places, in each local school's Student Handbook.
4. The term "computer equipment" shall mean any device, equipment or instrument that is utilized for the electronic creation, receipt, storage, transmission or manipulation of data. The term shall include personal computers and laptop computers, any network of interconnected computers, intranet, personal digital assistants, cell phones, portable media players (e.g., iPod) and any similar or related device.
5. The term "Diocese" shall mean the Roman Catholic Diocese of Syracuse, New York.
6. The term "Diocesan Property" shall mean a real or personal property belonging to the Diocese or any of the schools associated with the Diocese, "local schools", including any computer, computer network, intranet, internet Service, e-mail Service or accounts, data storage accounts or any other similar or related equipment, service or thing.
7. The term "educational purpose" shall mean the intended use of any form of media, computer, computer network, and/or the internet in a manner and for a messaging, electronic chat devices and any other computer usage that involves the electronic receipt, transmission or storage of data, information or communication, whether facilitated through an internet service provider or otherwise.

8. The term e-mail shall mean any form of electronic communication that involves the transmission of communication, information, or data by a publicly accessible network of interconnected computers or computer networks. It shall include all forms of such communication, including electronic mail, online chat, file, transfer, and the interlinked web pages and other documents of the World Wide Web.
9. The term "internet" shall mean the World Wide internet as that term is commonly defined, as well as any internet, computer, network, electronic mail, text messaging, electronic chat devices and any other computer usage that involves the electronic receipt, transmission or storage of data, information or communication, whether facilitated through an internet service provider or otherwise.
10. The term "local school" shall mean any of the Catholic Schools affiliated with the Diocese.
11. The term "policy" shall mean, in the case of the CSO, any policy, directive or guidance provided by the CSO to the various local schools, In the case of a local school, the term shall mean any policy, directive, or rule of a local school, including its Code of Conduct.
12. The term "school event" shall mean any event Occurring during the school day, including any curricular, extra-curricular, or other school sponsored or endorsed event, regardless of whether said event occurs on school property or is directly supervised or controlled by school officers or employees.
13. The term "school Property" shall mean any real or personal property belonging to the Diocese, including any computer, computer network, intranet, internet service, e-mail service or accounts, data storage accounts or any other similar or related equipment, service or thing.
14. The term "sexual harassment" shall mean the Preparation and dissemination of any verbal or written materials, photographic, video Or audio material, conduct, physical contact, or other actions that are offensive to a reasonable person and which have a otherwise create a sexually hostile working or learning or environment, as described with more particularity in the Sexual Harassment Policy of the Diocese of Syracuse Catholic Schools Office, which is, by reference, incorporated here, ;
15. The term "student" shall mean any student enrolled in any Diocesan school.

### **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, 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 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 e-mail 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:

- a. Accessing, viewing, transmitting or storing sexually or otherwise offensive messages, pictures, or unlawful information on the Internet;
- b. The use of impolite, abusive, or otherwise reasonably objectionable language in either public or private;

- c. Harassing, insulting or attacking others;
- d. Improperly accessing, using or damaging computers, computer networks or systems, intranets, servers, internet accounts or web sites belonging to any other person or party;
- e. Intentionally wasting limited and/or valuable resources; and/or
- f. 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 OF 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 of 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, e-mail account or any similar thing. In addition, and as appropriate, the Diocese of Syracuse, CSO, and/or local school may provide such material to any law enforcement agency or other government agency. The decision to undertake any of these actions is reserved to the exclusive discretion and judgement 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 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, email or any similar thing used in conjunction with the students duties and/or provided by the diocese or a local school.

## **CONSEQUENCES AND PENALTIES FOR VIOLATION OF AUP**

1. Parental notification and a parental conference with the principal or his/her designee.

2. 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,

3. 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.

4. The institution of a civil action to recover money damages caused to the local school and/or Diocese through any violation of this AUP.

5. 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.

6. 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,

## Terms of Enrollment

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

The School warmly welcomes all of the students accepted for the coming school year and will work hard to provide them with a Catholic and academic education in a supportive learning — environment. It is understood and agreed by the School's students, and their parents, that students shall obey the School's Code of Conduct, observe the rules and

regulations of the School and perform the academic work required so as to result in sufficient academic success while attending the School. It is also understood and agreed that the School's students attend the School at the School's invitation, and not pursuant to any right that a student or parent may possess. The admission to, and continued attendance at the School require students to behave consistent with the Code of Conduct, all other rules and regulations of the School and in a manner befitting a student of a Catholic institution. These responsibilities exist both inside and outside of the classroom and during all school functions, whether on campus or located elsewhere.

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

guardians, acknowledge the further important obligations and restrictions contained in the Student Handbook, and agree to be bound by its terms.

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

Participating in prohibited speech at the School may be the basis for disciplinary action, up to and including suspension or expulsion.

Likewise, while students may have a constitutional right to be free from unreasonable searches or seizures while attending a public school, they understand and agree that the School has the right to search their person or property, if the School's instructors or staff reasonably believe that the search will produce evidence of a violation of a School rule, the School's Code of Conduct or the law. The School's students and their parents understand and agree that it is within the sole discretion of the School's administrators to determine whether such a reasonable belief exists. They further understand and agree that the School has the unfettered right to examine, search or inventory a student's desk, locker, or other space provided to the student for use at School. It issued January 10, 2007 further understood and agreed that these areas may be searched by the School at any time and for any reason. Moreover, if the School permits on-campus parking, students and their parents understand and agree that the School has the unfettered right to search any automobile parked upon its premises. Students have no reasonable expectation of privacy relative to any of these areas (e.g., desks, hallway lockers, locker room lockers, automobiles parked on School grounds, etc.)

Additionally, it is understood and agreed by students, and/or their parents or guardians, that they waive and relinquish any right they may have to sue the School, any parish, the

Diocese of Syracuse, and/or any individual acting on the half of the School, a parish or the Diocese, such as administrators, teachers, staff, volunteers or any of their agents relative to any matter directly or indirectly concerning academic or disciplinary decisions or matters covered within the Student Handbook.

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

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

that school administrators are not obligated to meet with attorneys or advocates of any sort, at any time,

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

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