

# Preface

## **MISSION STATEMENT**

The Christ-centered community at Notre Dame-Bishop Gibbons School is rooted in the teachings of the Roman Catholic Church and the charisms of the Congregation of Christian Brothers and the Sisters of Notre Dame, the founding orders of the school. The faculty, staff, and Board of Trustees strive to prepare students for both college and life-long learning while challenging students to achieve their highest academic potential and to foster reverence for themselves and others.

As we move further into the 21<sup>st</sup> Century, we fully understand that our students are not only students of ND-BG, Schenectady and New York but are students of the world. Our beliefs in God and the basic goodness of God's creation will always lead us to the truth.

## **HISTORY**

Schenectady's Catholics were loyal to the two Catholic high schools that once dominated Catholic high school education in Schenectady. Both St. Joseph and St. Columbia High Schools were supported mainly through the efforts of their respective parishes.

However, in the mid-1950's, Most Reverend William Scully, Bishop of Albany, saw the need for centralized Catholic high school education in Schenectady. He initiated the drive for the creation of two Catholic high schools - Bishop Gibbons and Notre Dame High Schools.

The Congregation of Christian Brothers were asked to staff the boys' high school, Bishop Gibbons, and the Congregation of Notre Dame the girls' high school, Notre Dame. Bishop Scully was familiar with the work of these two orders of educators from his ministry in New York City.

In 1958 and 1959 the boys' and the girls' schools were opened. In 1975 the two schools merged to offer the same excellent program within a co-educational setting. In 1989 the school expanded to include 7th and 8th graders and in 1996 it welcomed its first sixth grade class. Today the school offers a Regents and Honors curriculum to 400 boys and girls in grades 6 through 12.

## **PHILOSOPHY OF EDUCATION**

As a Catholic college preparatory school we reverence the intrinsic dignity and unique capabilities of each person. We call each to develop those capabilities in a secure, well-structured environment where high academic and behavioral standards are the norm. We endeavor to provide an educational experience that helps our students emerge as enriched human beings who perceive learning as a life-long process, who recognize the value of a strong prayer life, and who accept responsibility for self and others.

## **BLESSED EDMUND AND SAINT MARGUERITE**

Much of our educational philosophy has been shaped by the charisms of the two founders of the religious congregations who began Notre Dame and Bishop Gibbons under Bishop Scully's guidance.

Blessed Edmund Rice founded the Christian Brothers in the early years of 19th century Ireland. Blessed Edmund gave up his successful business career to begin free schools for poor Catholic boys who were unable to be educated at that time. Blessed Edmund's congregation has spread to many nations of the English-speaking world including England, Australia, South Africa, India and Canada. The Brothers came to the United States in 1906 to provide Catholic education for the sons of Irish immigrants. There are presently 300 Brothers conducting 30 schools in this country. Brother Rice was beatified in October 1996.

Saint Marguerite Bourgeoys left France in the mid-1600's to educate the daughters of the early settlers of Montreal. Her congregation spread throughout Canada where Saint Marguerite is revered as one of the founders of the Catholic Church in Canada. The sisters came to the United States in 1860 and now run a number of schools and ministry sites out of their headquarters in Connecticut.

# Introduction

The teachings of the Catholic Church, Canon Law, and the policies of the Diocese of Albany are the major determinants of policy, regulations, and procedures for Notre Dame–Bishop Gibbons. The policies and regulations which have been developed and which are published herein are meant to provide good order for the entire learning community. The policies apply to students while here in school or at any school-sponsored event or while being transported to and from such events.

This handbook is an attempt to delineate the fundamental rules, regulations, and expectations of Notre Dame–Bishop Gibbons to students and parents. Certainly, there are many common sense expectations that are not included in its pages. The principal assumes the responsibility to rule on the propriety of individual incidents.

Since Notre Dame–Bishop Gibbons School is the school of your choice, parents and students alike should recognize that registration of a student is considered an agreement to accept and comply with these guidelines as a norm of conduct. Students at Notre Dame–Bishop Gibbons School are expected to observe the ordinary rules of conduct becoming to Christian men and women. Students are expected to live lifestyles in keeping with the teaching of the Catholic Church.

The administration of Notre Dame–Bishop Gibbons is the responsibility of the Principal who is appointed by the Bishop of Albany and who works under the supervision of the Superintendent of Catholic Schools. ***The administration of Notre Dame-Bishop Gibbons School reserves the right to make necessary additions, deletions, or changes to that which is set forth in the handbook.*** Parents and students will be notified in writing (letter, email or newsletter) of any changes as soon as possible.

Students at Notre Dame-Bishop Gibbons assume responsibility for cooperating with all policies, regulations, procedures, programs, personnel, and use of facilities and equipment. The high standards that our school holds apply to after-school hours as well (as outlined later in this handbook).

All students, regardless of age, must live under the authority of an adult who is the parent or legal guardian. The school expects the complete cooperation of the parents or guardians of the students with respect to this responsibility.

Notre Dame–Bishop Gibbons shall admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Notre Dame – Bishop Gibbons shall not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, financial aid programs and athletic and other school-administered programs.

## NOTRE DAME-BISHOP GIBBONS' ADMINISTRATION

The following persons (and extensions) serve in the administration at Notre Dame-Bishop Gibbons:

Mrs. Ninette Kondratowicz	Principal X100
Mr Richard Harrigan	Middle School Coordinator X113
Mr. Pat Moran	Vice Principal of the High School/Athletic Director x100
Mr. Tim Honsinger	Director of Guidance x115
Mrs. Pennie Agostara	Admissions - x116
Mrs. Assunta Audino	Business Manager x103
Miss Christine Baseel	Advancement & Alumni Relations x107
Mrs. Kathleen Duff	Campus Ministry x214

## Academic Affairs

Notre Dame-Bishop Gibbons offers its students a solid college-preparatory curriculum. Students pursue either a Regents or Honors level course of study. The goal of our academic program is to provide our students with challenging courses in a well-structured environment. The school provides them with the strong academic foundation necessary to make the best colleges in the country realistic educational options for our graduates.

## LEVELS OF INSTRUCTION

Many courses are offered on two levels: Honors and Regents. While the curriculum is parallel, meaning that each level of the course has similar goals and objectives, the level of instruction varies by methodology, degree of difficulty and volume of information presented. Students are not necessarily placed in the same level in all subject areas. Placement in a particular level is based on the student's aptitude and performance in the various disciplines. Honors level courses are designed to meet the needs of students who want an advanced college preparatory curriculum and who are highly motivated and have a high level of responsibility, aptitude and achievement. Principles and concepts are explored in greater depth and more independent work is expected of the student.

Regents level courses are designed to meet the needs of students who want a college preparatory curriculum, who can complete assigned tasks with minimum supervision, and who have a good level of aptitude and achievement.

## ACADEMIC HONORS

At the end of each quarter students are recognized for academic achievement. The following criteria are used:

<b>Principal's Honors</b>	95.0% average/all grades above 90%
<b>Honors</b>	90.0 – 94.4% average/all grades above 85%

## REGENTS GRADUATION REQUIREMENTS

In order to graduate from Notre Dame-Bishop Gibbons School a student must fulfill all the requirements of the New York State Board of Regents and those of the school that exceed Regents requirements. The school's requirements for graduation may be altered for transfer students or students with an official IEP. All seniors must pass all courses to receive a diploma.

In addition to the state requirements, Notre Dame-Bishop Gibbons requires students to complete three years of foreign language (honors students are to take Spanish IV and urged to take Spanish V), 4 years of math, and 4 years of science.

The guidance counselors provide students with the necessary information on requirements for a

Regents Diploma and for obtaining Regents diplomas with Distinction.

## PHYSICAL EDUCATION REQUIREMENT

All students in grades 6-12 are required to participate in physical education. Only those who have a doctor's medical excuse may be exempt. All students report to the gym for this class and no one is permitted to leave that area without permission.

Students are to wear proper athletic attire and gym shoes (sneakers). Failure to do so results in a school detention. At the end of each class period the students change back into the school uniform before leaving the locker room area.

***Students who do not participate in a physical education class (because of lack of a gym uniform) are not allowed to take part in any other athletic activity after school on that day.***

## RELIGION REQUIREMENT

All students are required to take religion each year in attendance at NOTRE DAME-BISHOP GIBBONS. As a Catholic school, we teach about the beliefs, traditions, and practices of the Roman Catholic Church. All students are required to participate in an annual retreat.

## SCIENCE REQUIREMENT

For each marking period, students in Biology, Earth Science, Chemistry, and Physics MUST complete the labs that were performed during that marking period. The outstanding labs MUST be made up within a week of the marking period's end. If the lab or labs are not in by the end of that week the student will not be allowed in the class until the parents and student have met with the teacher and Principal. Parents and students are reminded that the State of New York requires that all required labs must be completed to be eligible to sit for Regents' Exams in the sciences.

## ELIGIBILITY AND ACADEMICS

Students are declared ineligible to participate **in athletics or extra curricular activities** if they are failing two or more courses at the time of progress reports or report cards. The student is ineligible for a period of 10 SCHOOL DAYS. He/She will be notified by administration and during this time students **may not attend or participate** in games, meetings, or practices. At the end of the **10 SCHOOL DAYS** the student must have his/her teachers assess the progress made and sign the appropriate **ELIGIBILITY**

**FORM** that may be obtained in the Guidance Office. Students continue to be ineligible for the remainder of the marking period or until the next progress report if they are still failing two subjects at the end of the 10 school days. Any money a parent paid for participation in an activity for which a student becomes ineligible is not refunded.

#### **FIELD TRIPS**

Teachers may supplement classroom instruction with trips to educationally relevant sites. Field trips are viewed as privileges afforded to students; they are not a right. Students may be denied participation in a field trip if they fail to meet academic or behavioral standards in the class participating in the field trip or in any other class that would be missed. On all field trips students are to wear the school uniform unless the principal grants permission for other attire.

Students will not be permitted to leave school for a field trip unless the proper field trip permission form provided by the school has been completed, signed and turned in. Permission to take part in a field trip cannot be given over the telephone; only written permission suffices.

#### **FINAL EXAMS**

Final exams, including Regents exams, count for 20% of the student's final average in a course. Students failing to be present for an exam receive a zero for that exam. The administration reserves the right to make exceptions to this rule for severe illness, death in the family, or a medically documented illness.

#### **HARASSMENT/HAZING**

It is the policy of Notre Dame-Bishop Gibbons School to maintain learning and working environment that is free of any type of harassment. Harassment on the basis of race, color, religion, gender, national origin, age or disability constitutes discrimination and, as such, violates this school's policies.

Harassment is verbal or physical conduct that threatens, denigrates or shows hostility or aversion toward an individual because of his/her relatives, friends or associates and that has the purpose or effect of creating an intimidating, hostile or offensive environment OR has the purpose or effect of unreasonably interfering with an individual's performance OR adversely affects an individual's opportunities.

Harassing conduct includes, but is not limited to the following: epithets, slurs, negative stereotyping, hostile acts that relate to color, race, gender, national origin, age or disability...written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age or disability and that is circulated within or placed on walls, bulletin boards or elsewhere on the school's premises. See "Code of Conduct" for specific examples.

Notre Dame-Bishop Gibbons School values respect for the individual and we will not tolerate harassment in any degree or in any form. The principal will determine censures for harassment.

#### **HOMEWORK**

Homework is an important part of the learning process, providing students with practice in fundamental skills. Students in all grades will have homework on a regular basis. Students are expected to complete homework assignments on time. All teachers will list homework assignments weekly on line.

#### **LIBRARY/MEDIA CENTER**

Our computer lab is located in the library and open each day after school for the use of students needing to prepare papers or conduct research.

#### **HOMEWORK FOR EXTENDED ABSENCES**

If a student is absent from school for a day or two, homework assignments should be sought from the homework site. If an illness keeps a student absent for more than five days, the guidance secretary should be notified.

If a child is absent from school for a vacation while school is in session, the child may or may not be given work at the discretion of the teacher. A teacher is not required to provide work for these absences.

#### **NON-CUSTODIAL PARENTS**

The school abides by the provisions of the Buckley Amendment regarding the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records of the child. It is the responsibility of the custodial parent to provide a copy of any existing court orders that prevents the non-custodial parent from having access to a student's records.

### **PLAGIARISM / CHEATING**

When someone uses the writings, ideas, or thoughts of another author or speaker, in whole or in part, as one's own – from magazines, leaflets, TV, books, films, the internet, etc. and does not use bibliographic credit (endnotes or citations or footnotes), this is plagiarism. This includes but is not limited to the following: homework, class assignments, lab reports, or lab work, review book assignments, workbook assignments, etc. Any NOTRE DAME-BISHOP GIBBONS student who plagiarizes receives a zero on the assignment. In addition, the administration of NOTRE DAME-BISHOP GIBBONS may take further disciplinary action.

Students are guilty of cheating when they copy work from another student, give or receive answers on tests or other written assignments, bring answers or other unauthorized materials to a test or assignment, program unauthorized information into calculators or personal digital assistants, or fail to follow testing directions or procedures. The consequences for cheating are the same as for plagiarism. Forging someone else's signature is also considered to be plagiarism/cheating.

### **PROMOTION/DISMISSAL FOR ACADEMIC REASONS**

A student must pass all courses (including electives) to receive a diploma or be advanced to the next grade. A student with one or two failures must re-take the course(s) in summer school. A student failing three or more courses is not allowed to return to Notre Dame-Bishop Gibbons for the following year.

### **REPORT CARDS**

Report cards are issued four times each year—approximately every 10 weeks. At the midpoint of each quarter progress reports are issued. Parents/guardians must sign the report card and return it to school the following day for students in grades 6 - 9. The minimum passing grade at Notre Dame-Bishop Gibbons is 65%.

### **TRANSCRIPTS**

A student's transcript is the permanent record of a student's academic achievement during high school. An official copy of a transcript embossed with the school seal is mailed directly from the guidance office to colleges or other schools/institutions as requested by the student or parent.

### **TUTORING**

Students experiencing difficulties in a particular subject are to see the teacher of the subject for extra help. There is no expectation that parents should ever pay teachers for extra help. If a student needs additional help, peer tutors are also available and can be arranged through the Guidance Department.

## **Spiritual Life**

The spiritual life program at NOTRE DAME-BISHOP GIBBONS seeks to have our students develop their personal experiences of faith. Building a relationship with Jesus is accomplished through frequent opportunities for worship, for instruction in religion classes, quiet reflection in the school chapel, retreat experiences, and community service.

### **CAMPUS MINISTRY**

The primary role of the Campus Minister is to enable students to synthesize their faith with academics and integrate faith in their daily lives. The school provides worship and retreat opportunities for the students. Community service opportunities are posted for students who need them.

### **CELEBRATION OF MASS AND OTHER LITURGIES**

The Celebration of the Holy Eucharist is the heart and summit of the Church's life for it is the whole Christian Community united with Christ, its Head. By its very nature the Mass calls for a full, conscious and active participation of the faithful.

The entire school community will gather several times each year to celebrate Mass together. Reverence is always the fitting response to the Lord. At Mass we gather before the Lord who reveals himself to us under the appearance of bread and wine. The reverence and respect for Christ present in the Most Blessed Sacrament must be peerless.

Reverence and devotion, faith and unity are celebrated in a variety of ways. Disrespect, irreverence and impiety at Mass are intolerable. Profane, rude or disrespectful conduct during the celebration of Mass or any other form of common worship will warrant one's removal from that service. Such conduct will be considered a major offense and may be met with consequences as severe as suspension or expulsion.

## **CHAPEL**

The school's chapel is a sacred place for prayer. Students visiting the chapel either alone or as part of a class are to demonstrate respect for Jesus present in the Blessed Sacrament reserved in the chapel.

## **LITURGIES AND PRAYER SERVICES**

Mass is celebrated on days central to Roman Catholicism and at pivotal times during the school year at St. Paul the Apostle Church located near the school. Parents sign a permission slip at the beginning of the school year authorizing the school to walk students back and forth to St. Paul the Apostle Church for liturgies, practices, and retreat experiences.

Prayer services are also held in the school chapel or in the gym. All liturgies and prayer services are noted on the school calendar.

Exposition of the Blessed Sacrament takes place in the chapel on the first Friday of each month during the school year from 8:30 AM to 2:00 PM.

Parents are always welcome at school liturgies, prayer services and during Exposition of the Eucharist.

## **CHRISTIAN SERVICE**

Christian service is an important component of the interdisciplinary academic program at Notre Dame – Bishop Gibbons School. Students in grade 6-8 are expected to perform ten hours of service each year; students in grades 9-11 are expected to perform fifteen hours of service each year; seniors are expected to perform twenty-five hours of service.

Any senior student who fails to complete the service requirement will not receive his/her diploma. All other students who are non-compliant will not be permitted to begin another academic year at NOTRE DAME-BISHOP GIBBONS without first fulfilling the unmet service requirement from the previous school year.

Forms for the documentation of service hours are available from the Campus Minister or the Main Office. April 30 is the last day to file service forms to be considered for accolades at the end of the school year.

# Attendance Policies

## **ABSENCE FROM SCHOOL**

When a student is going to be absent from school or late because of a doctor's appointment, the parent/guardian must call the school before 8:00 a.m. (393-3131). Students must come to school after an absence with a note from the doctor on his/her letterhead explaining the absence. This is presented to the homeroom teacher. Students failing to present an absence note on the day of return may be given a detention. Written excuses must be presented whenever a student is absent. The student's parent's or guardian's signature must be on the note.

## **ABSENTEEISM**

High rates of absenteeism result in poor grades and poor work habits. Excessive absences result in a student being put on probation, possibly not receiving credit for courses taken, or not being allowed to re-register for the following academic year. A student with excessive absences will be put on probation.

## **ATTENDANCE AND PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

A student who is absent from school on the day of an athletic event or extracurricular activity in which he/she is scheduled to perform or participate will not be allowed to compete in that event. A student is considered "absent" if he/she is not signed in to school by **10:00 AM** of that day. Doctor appointments and school activities do not constitute an absence from school. A note from the doctor **MUST** be provided on the day of the visit for the student to be eligible to participate

## **ATTENDANCE AT SCHOOL**

Notre Dame–Bishop Gibbons is required by the State of New York and the Middle States Association of Colleges and Schools to provide the appropriate number of instructional days. Students are expected to be present and punctual for assigned classes and all other required events.

## **ATTENDANCE IN CLASS**

A student's class attendance is a key factor in his/her academic evaluation. Students must be in class before the second bell sounds. Students are only allowed to go to lockers in the morning before homeroom, after third period, before going to lunch in the cafeteria, and at the end of the

day. Students arriving to class late are given detention. The administration will determine the consequences for a student who absents him/herself from class without permission.

**COURSE CREDIT AND ABSENCE**

Being present in class on a consistent basis is vital for academic success. Each student's grade is determined by tests/quizzes, class participation, homework, projects and lab work. Excessive absence from school/class has a direct effect upon learning and its subsequent evaluation.

Notre Dame-Bishop Gibbons offers both full year and semester classes. Absences from class will be addressed as follows according to this policy. All absences refer to CLASS absences, which do not automatically concur with full day absences. Teachers will keep careful attendance for students in their classes and the following formula will be used for parent notification/failure of a class:

Type of Class	(A) Letter to Parent	(B) Meeting	(C) Automatic Failure
Full Year	15 absences	20 absences	24 absences
Semester	6 absences	9 absences	12 absences

The only exceptions to the class attendance policy will be for residential rehabilitation treatment, immediate family bereavement or extended hospitalizations. Absences can be made-up but must be done prior to 24 absences in a full-year course and 12 absences in a semester course.

**EARLY DISMISSAL**

If it is necessary for a student to be excused from school during the school day, the parent/guardian must write a note stating the time the student is to be excused, the reason for the early dismissal, and the telephone number where the parent/legal guardian can be reached if there is a need for verification.

Appointments should be scheduled outside of school hours as much as possible. If a student is able to return to school after an appointment, he/she should do so.

Early dismissal notes are presented to the school official at the hallway podium that provides the

student with a pass. Parents must meet their student in the main office. The student is signed out and signs back in upon returning to school. Parents are never to advise a son or daughter to meet the parent in the parking lot.

If a student becomes ill during the day, the child reports to the school nurse. The nurse contacts the parent and arrangements are made for the child's dismissal.

**EXCUSED ABSENCE**

Excused absences may be either unexpected or anticipated. In the case of an unexpected absence, the parents are requested to notify the school office between 7:30 and 8:00 a.m. on that day and every day (in case of continuous absences). Examples of excused absences include personal illness, family illness, death in the family, doctor's or medical tests appointment; health clinic; quarantine; approved college visit; impassible roads or inclement weather; cooperative work programs, court appearances, religious observances, and military obligations. Upon return to school, the student must present a note signed by a parent stating the reason for the absence. The note must be dated, contain the dates and reason for the absence, and include a phone number for verification purposes. The note is kept on file in the Main Office. For anticipated absences, a parent-signed note of explanation must be brought to the office as far in advance as possible, but no later than one day in advance of the absence.

The only excused absences permitted during final exam days are for illness, death in the family, or court summons. All assignments, tests, quizzes, etc. assigned on day(s) missed are to be made up for full credit. Everything must be made up within a time frame equaling the number of days absent plus one (up to five days) in order to receive full credit. For example, a student absent for two days has three days (counting the day of return) to make up all missed work. After that point, a zero is given.

**Exceptions:** Assignments given prior to the absence but due during the absence are due on the day of return. Tests and quizzes are to be made up on the day of return after an absence if the last day the student was present was the last class day before the test or quiz. The teacher(s) involved, with approval of the principal, may grant extensions to the time limit. Teachers reserve the right for long term assignments (defined as one

due 3 or more weeks after it is assigned) to insist that the assignment be turned in on the due date even if the student is absent on the day the assignment is due.

#### **SCHOOL BUILDING HOURS**

***Each school day, Notre Dame-Bishop Gibbons is officially closed at 4:00 PM. For safety reasons, any student who stays after school (from 2:43–4:00 PM) for a sports practice or a teacher-monitored activity (i.e. play practice, Mock Trial, club meeting, committee meeting, choir practice, etc.) or for after school help (tutoring), must be under the direct supervision of the coach or teacher or moderator at all times. Students who are waiting for a ride must remain in the cafeteria. Our goal is to ensure that Notre Dame-Bishop Gibbons' students are in a safe, supervised environment.***

In order to ensure the safety of our students, students MUST be with a teacher, or a coach, or staff member after 4:00 PM. There will be no other supervision in or around the school building after this hour.

No student will be allowed to remain in or wander the building unattended. Students who loiter on campus for no legitimate reason are subject to disciplinary action. Students who continually loiter on campus after school hours may be subject to dismissal from the school.

#### **TARDINESS TO SCHOOL**

Students who are tardy are those who arrive to school after 8:00 a.m. The administration allows for two tardies, with legitimate excuse, in the course of one semester. After that, students are given a detention regardless of the reason for the lateness. The only exceptions would be those whose bus arrives late, those with a note from a doctor's appointment, and impassable roads because of a storm. Students who opt to drive to school or whose parents opt to drive them cannot be excused because they got a late start or because of traffic. Phone calls or notes from parents/guardians asking to excuse a student's lateness will NOT excuse the student from detention.

#### **TRUANCY**

Truancy is defined not only as failing to come to school but also includes leaving school grounds without the proper written parent consent and without signing out in the main office. Any

student who is truant from school is referred to the Dean of Students. The student is placed on probation after his/her first incident of truancy and the administration will determine the consequences. The school reserves the right to dismiss any child for a second case of truancy during the same school year.

#### **UNEXCUSED ABSENCES, TARDIES, OR EARLY DISMISSALS**

When a student is absent, or tardy, or has an early dismissal from school without good cause, he/she has an unexcused absence. Examples of unexcused absences: work; shopping; overslept; travel/vacation; job interview; frozen car doors; manicure appointment; babysitting; heavy traffic; taking a permit test; taking a road test; etc.

#### **UNEXPECTED SCHOOL CLOSINGS**

If classes are cancelled because of snow, ice, or another emergency, an announcement will be made on Radio Station WGY (810 AM), Television channels 6, 8, 9, and 13.

It may happen that a storm strikes during the school day. If that happens, the public school bus garages will call to tell us that they are having an early dismissal and they will send their buses to pick up students. Students are called from class when their bus arrives. Students who drive to school are advised to take the school bus home and leave cars here. Should they choose not to, they remain until school closes. We strongly recommend that parents not allow students to drive when inclement weather is predicted.

#### **VACATIONS DURING THE SCHOOL YEAR**

Vacations during the school year are considered to be an unexcused absence from school. They are strongly discouraged. The school calendar is provided to aid parents in making vacation plans during school vacation time. Teachers are not required to provide work to students missing school during vacation, nor are they required to give make-up tests or to provide individual instruction on the content of the missed classes.

## **Dress Code**

Students are expected to take pride in their appearance. Notre Dame-Bishop Gibbons requires its students to be in uniform each and every day.



## FALL/WINTER UNIFORM

### BOYS:

1. White oxford buttoned-down long or short sleeves shirt – only white T-shirts are to be worn under the oxford shirt
2. Striped NOTRE DAME-BISHOP GIBBONS tie from the uniform company **ONLY**
3. Sweater vest or sweater from the uniform company **ONLY**
4. Grey pants from the uniform company **ONLY**
5. Black dress style shoes **ONLY** with socks that are visible; shoe laces must be black
6. Sneakers and boots of any kind are not permitted
7. Black or brown dress belt that does not hang below the pant's belt loops
8. A single, small earring is allowed for each ear.
9. No other visible body piercing is allowed.
10. No jewelry with un-Christian symbols is allowed

### GIRLS:

1. White oxford buttoned-down long or short-sleeved blouses
2. Sweater vest or sweater from the uniform company **ONLY**
3. Skirt or gray slacks from the uniform company **ONLY**, with a hem no more than 2" above the knee
4. Opaque gray, white, burgundy, black, and navy socks or tights.
5. Black dress shoes **ONLY**; No moccasin or slipper type shoes allowed
6. Boots, sneakers, or open-toed shoes are not allowed (no clogs, high heels of any kind, or sling-back or backless type shoes)
7. Minimal jewelry & makeup are allowed
8. Simple chains may be worn around the neck
9. **No visible body piercing, No Nose Rings, No Clear Nose Studs.**
10. Jewelry with un-Christian symbols is NOT allowed
11. White T-Shirts worn under white blouse

### FOR BOYS AND GIRLS:

1. No faddish or extreme hairstyles; no unusual coloring of hair; no symbols shaved into the hair.

2. Boys: hair is to be neat and well-groomed; hair may not be spiked or bushy; hair is not to extend past the shirt collar nor cover the eyes; no facial hair is allowed; sideburns may **ONLY** be mid-ear in length; boys may not wear pony-tails of any length;
3. No Sweatshirts are to be worn over uniform (even those with ND-BG logos)

As fashions/styles change for boys and girls, the administration of Notre Dame-Bishop Gibbons reserves final judgment in all dress code matters. Parents and students cannot debate the decisions.

## SPRING UNIFORM

The spring uniform is mandatory and is to be worn in September, May and June and it consists of the following:

### GIRLS:

1. The blue spring skirt from the uniform company (no more than 2 inches above the kneecap) **or** The khaki walking shorts or khaki pants from the uniform company
2. A white polo shirt with the school insignia from the uniform company (a white t-shirt may be worn underneath)
3. White sneakers with white socks or crew socks the are visible (one or two narrow – not wide -colored stripes on the sneakers is OK) worn with white socks

### BOYS:

1. A white polo shirt with the school insignia from the uniform company. A white T-shirt may be worn under the polo shirt. No other color T-shirt may be worn.
2. The khaki walking shorts or khaki pants from the uniform company
3. White sneakers with white socks or crew socks that are visible (one or two narrow – not wide- colored stripes on the sneakers is OK) worn with white socks

### FOR BOYS and GIRLS:

1. Sneakers can only be worn with the spring uniform.
2. Polo shirts can only be worn with the spring uniform.
3. No mixing or matching the spring uniform with the winter uniform.
4. Hooded Sweatshirts are not part of the spring uniform. No Sweatshirts are to be worn over uniform (even those with ND-BG logos)

### **DRESS DOWN DAYS**

Throughout the year, there are days when students are permitted to “dress down.” Unless specifically permitted, the following items may **NOT** be worn on dress down days: hats, bare-midribs, low-cut blouses, sunglasses, pants with rips/frays, T-shirts with slogans that are inappropriate, blouses with spaghetti straps, do rags or similar headwear, pajama bottoms, and short shorts.

## **Extracurricular Activities**

Notre Dame-Bishop Gibbons offers its students a wide array of opportunities for participation in athletics and extracurricular activities. We believe these activities enhance the school experience for our students and provide them with opportunities to excel in areas outside of academics.

As success in studies is of paramount importance, students who participate in extracurricular activities are expected to maintain passing grades. They are also expected to conform to the school’s code of conduct and comply with the rules of eligibility as stated in this handbook.

Students do not enjoy a right to participate in extracurricular activities. Students whose conduct is contrary to the standards of Notre Dame-Bishop Gibbons may be excluded from participation in extracurricular activities at the discretion of the coaches, moderators, or school administration.

## **Student Services**

### **BUS TRANSPORTATION**

New York State provides bus transportation for students living within a 15-mile radius of a private school. Parents/guardians need to contact their home school districts to secure bus transportation by filling out the necessary forms **by April 1st** of the preceding year.

In riding their district’s buses or the public buses, students are expected to conform to the same behavior as is expected here at school. Students board and exit the bus in an orderly manner.

They remain seated and are always cooperative with the driver. Students arriving late to school on a bus are to report directly to the main office.

### **CARS**

It is a privilege for a student to park on school property. Any student who is legally licensed and has the permission of his/her parents may drive to school.

All students must register their vehicles with the school in order to park in school lot. Cars/vehicles are to be kept locked. Students are not allowed to go to cars at any time during the day except with the permission of an administrator. All cars must be parked within designated parking spots—that is, between the yellow lines and not at an angle. The school reserves the right to engage in searches of cars with students present.

Extreme caution must be exercised on entering or leaving the parking lot. The school can revoke a student’s right to park on school grounds at any time because of reckless driving. Students are discouraged from driving to school in inclement weather or when roads are icy.

Students who drive must observe state laws concerning the passing of school buses. Even in the parking lot, students may not pass a bus loading or dropping off students.

### **GUIDANCE OFFICE**

Our guidance counselors are trained to help students realize their fullest potential as unique human beings. The counselors help students to deal with a variety of personal issues. The counselor also helps schedule students into classes, add/drop classes. The counselor will confer with the Vice Principal or Principal who will then make the final decisions about adjusting a student’s schedule.

The guidance complex includes a college information library of print and video information. The Director of Guidance hosts parent nights and college information nights. The office also hosts college representatives who visit the school to meet with prospective students. The office assists students registering for the SAT exam, has preparatory software available, and aids students in filling out college-related paperwork.

## **INSURANCE**

Student accident insurance is provided for all students. Insurance claims should be filed with the school nurse within 20 days of the accident.

## **MAIN OFFICE SCHOOL TELEPHONE**

There is a public telephone for student usage in the main office. Students are not to use the phone during class time or study halls. Parents needing to make contact with a child during the school day are to call the main office at extension 100 and leave a message.

## **SCHOOL NURSE**

The nurse is present on campus each day. The nurse is provided through the Schenectady Board of Education. Medical excuses for any activity are presented to her. She supervises the storage and dispensing of medication. Any student needing to take prescription medication during the school day is to bring it to her in a well-labeled container from the pharmacy. A written note from the doctor and parent/guardian must accompany the medication. The student is to report at the appropriate time to the health office to take medication.

The only time a student is allowed to carry a medication during school hours is when a specific arrangement has been made with the school nurse, parent/legal guardian and physician. At this time, written documentation from the parent/legal guardian and physician granting permission for the student to carry the medication will be required. This written notification should be brought to the nurse where it can be kept on file. It is encouraged that medications be taken at home when at all possible.

During the school year the nurse provides vision and hearing tests, aids students seeking physical examinations for sports, and distributes working papers. All students are to have an annual physical exam and submit the paper work to the nurse. The nurse should also be informed of any accidents, hospitalizations, and health issues relating to any student. The nurse processes working papers for students. It takes 48 hours to process them.

Students who become ill during the school day should secure a pass to the nurse's office from the classroom teacher. The school nurse will determine whether a student should be sent home. The nurse will contact the parent/legal

guardian of the student to make arrangements for the student to be picked up from school.

Should a student be involved in an accident during the school day, he/she should either go directly to the nurse's office or, in an emergency, send someone for the nurse. The nurse will attend to the student and then complete the appropriate accident report to be filed at the school and, when necessary, with the insurance company.

Students who claim to be sick and spend a class period in the bathroom without knowledge or permission of the nurse or an administrator will be considered as "skipping" that class or study hall. If the student is too sick to alert the nurse, then he/she should send someone else to get help.

## **TEACHER VOICEMAIL AND OBSERVING THE CHANNELS OF COMMUNICATION**

The school maintains a faculty voicemail system that aids teachers in receiving messages from parents. As teachers are unable to take calls during the school day from 7:45 until 3:00 p.m., this is the most effective way of reaching a teacher. When you call the school number (393-3131) and hear the welcome message, press the number 7.

You will be directed to press the teacher's voice mail number. Do so and leave a message. The teachers' voicemail numbers are annually published in the September and January *Nuggets* newsletter; they are also available from the main office at extension 100.

Parents are requested to please observe proper channels of communication. Parents with a concern about a teacher or coach should first speak with the teacher or coach. If the concern persists after the meeting, the parent should then make an appointment with one of the following to settle the matter:

**Regarding a discipline matter or athletics**

- call Mr. Pat Moran at x100

**Regarding a teacher** - call TBA at x100

In addition, in order to communicate about any of the other issues listed below, please call the following:

**To report an absent student** - call the Main Office at x100

**To suggest fundraising ideas** - call Advancement at x107

**To discuss a Tuition Account** - call The Business Office at x103

## Student Code of Conduct

Notre Dame–Bishop Gibbons School is a community and therefore it has rules to govern the behavior of its members for the sake of good order. Rules and regulations are not intended to be restrictive or punitive in nature. They are necessary to act as a positive guide to good order and ultimately to a well-rounded education.

Our rules, regulations and policies are conceived as a means to assist our students to develop Catholic ideals, attitudes, understanding and good habits of behavior that will help to prepare them to take a responsible place in society.

Only those students who fail to obey our rules and regulations and who violate the rights of the school community need to be concerned with punishment. Correction should always be viewed as remedial in nature rather than punitive.

### TO THE STUDENT

- Rules and regulations are intended to preserve our rights and insure good order for the entire school community
- **Rules and regulations are not matters for open debate, discussion or personal interpretation**
- Rules and regulations are to be obeyed by all
- Please remember that rules remain merely a guide to preserving the good order of the school community and cannot be regarded as absolute. Some cases may result in more or less severe consequences, depending upon the circumstances. The Principal or Vice Principal will make the determination.

### TO THE PARENT(S) AND GUARDIAN(S)

- Our goal is to provide a safe environment that will allow your children to develop as young Catholic women and men and to

reach their full potential in the spiritual, academic, athletic and social aspects of their lives. In order to achieve this goal, your understanding, cooperation and support are appreciated and indispensable.

- Parents are expected to insure that their children attend school and school functions dressed in conformity with the school dress and grooming code; to explain their children's absence from school; to meet their financial obligations in a timely manner; and to be honest and supportive in their dealings with the school administration, faculty and coaching staff and to assure the students arrival to school on time each day.
- Parents are also reminded that they send their children to Notre Dame-Bishop Gibbons of their own volition and if they are unable to abide by parental obligations or support school policy, they should seek another school alternative for their child.
- The following actions or activity on the part of parents break the relationship between school and home and can result in dismissal of their children from Notre Dame-Bishop Gibbons: rude or abusive behavior toward members of the administration, staff or faculty in a school or athletic setting; dishonesty in dealings with school officials, such as untruthfulness in reporting reasons for absences; repeated failure to support the administration's enforcement of school policy (such as dress or grooming code); conduct or activities which discredit Notre Dame – Bishop Gibbons School.

### ACTS OF MISCHIEF

Students may not bring or use water guns, noisemakers, laser pointers or other disruptive items in the school or on campus.

### ALCOHOL/DRUGS

The possession or use of illegal drugs or alcohol on school grounds or at any school-sponsored event is grounds for immediate dismissal from Notre Dame-Bishop Gibbons. Actual consequences will be determined by the administration in accordance with the facts

surrounding the particular infraction and Diocesan Policy.

#### **ARREST / CONVICTION OF A STUDENT**

The school reserves the right to suspend a student who has been arrested for or convicted of the commission of an illegal act—whether or not the incident occurred on school grounds or when school is not in session. The suspension lasts as long as it takes for the school to conduct a reasonable inquiry into the nature of the arrest/conviction to determine if the student will be allowed to continue at Notre Dame-Bishop Gibbons.

#### **BOMB THREATS/FIRE ALARMS**

A student who calls in a bomb threat to this school or any other school is liable for immediate expulsion regardless of the place where the call was made. Pulling the fire alarm or reporting a false emergency is grounds for immediate expulsion. The police are notified first, the parents/guardians are called.

#### **CAFETERIA REGULATIONS**

The school provides the services of a cafeteria for the convenience of the students. An attempt is made to present a varied menu at reasonable prices.

Although the cafeteria period provides an opportunity for relaxation and pleasant companionship, all students must be mindful of the fact that many people use the same facilities and, therefore, they are expected to keep their places clean. Students must also return all serving trays to the designated area and place disposable waste in the proper containers. Students must follow the instruction of the Cafeteria Supervisor in order to facilitate the serving of food.

Before the end of each period, students must return to their places and clean the tables and floor, leaving everything in the proper order. Sitting on top of the tables is **NEVER** permitted. Students may not leave the cafeteria without permission. Any student who is absent without explicit permission from the Cafeteria Supervisor during their scheduled lunch period will be cited for cutting class.

Food and beverages may not be taken out of the cafeteria at any time during the school day. The school dress code remains in full effect during lunch.

Students are allowed to leave the cafeteria to seek help from a teacher **ONLY** if they have written permission from teacher

#### **COMPUTER ACCEPTABLE USE POLICY**

Students observe the following guidelines when using the library or the technology lab computers:

1. Students will not attempt to alter the parameters and settings of the computers.
2. Students will not use the computers to “hack” or tamper with this or any network at any time, for any reason.
3. Students will not attempt to install programs into the computers.
4. Students will not attempt to copy programs from the computers thus violating federal copyright laws.
5. All flash drives brought into the lab will automatically be tested for viruses.
6. Students will use the Internet for academic purposes only.
7. Students will use the Internet only with the permission of the librarian or technology teacher.
8. Students will not access offensive or destructive websites, i.e. those containing pornography, racist/hate group propaganda, anarchist literature, etc.
9. Students will not use the Internet to transmit pornographic, obscene, hateful, threatening, or other illegal information.
10. Students will not copy term papers or attempt to plagiarize anyone else’s work or property off of the Internet.
11. Students violating these regulations are denied computer use here at school, are suspended, and are put on a probationary contract.

#### **DANCES**

Dances are planned for students of Notre Dame–Bishop Gibbons School. Dances at Middle School Activity Nights are casual in dress and limited to students registered in the Middle School of Notre Dame-Bishop Gibbons. The Eighth Grade Moving Up Dance is a dress-up (not semi-formal) dance limited to students in the eighth grade only.

High school dances are open to students registered in the high school—no middle school students may attend a high school dance. High school students may bring a single guest who is also a high school student at another school

provided they have obtained an Out-of-School Date Request Form and have received permission from the Dean of Students. Students and guests at the Freshman/Sophomore Semi-Formal must be freshmen or sophomores.

Given the special nature of the Prom, seniors who attend may bring a date who is under the age of twenty-one provided that an Out-of-School Date Request Form has been completed and approved by the Dean of Students. Exceptions to this policy can be made by the administration under special circumstances.

Students are required to behave at dances in a manner befitting young Catholic men and women. Dancing that is sexually suggestive is prohibited. Students who engage in this type of dancing may be asked to leave the dance or activity night after parents have been notified.

#### **DETENTION**

Detentions may be issued by individual teachers (“teacher detention”) or by the administration (“school detention”). Teacher detention is assigned for minor infractions as determined by the classroom teacher. It usually involves staying after school for a period of time under the supervision of the issuing teacher. School detention is assigned for more serious infractions and involves reporting to the detention room from 3:00 - 4:00 PM. Students are given 24 hours notice before having to serve a detention.

***Students are expected to report to detention as scheduled; extracurricular activities, after-school jobs, etc., are not legitimate excuses to miss detention.*** Students who fail to report for detention may receive additional detentions or, in some cases, be suspended.

#### **DISRUPTIVE BEHAVIOR**

Serious or repeated misbehavior in a classroom or in other areas of the school may lead to suspension or expulsion depending on the nature of the incident. This includes behavior that could be harmful to the health and welfare of others as well as behavior, which interrupts instruction or decorum.

#### **EXPULSION**

Expulsion is the permanent removal of a student from Notre Dame – Bishop Gibbons. This may be incurred by a single serious act or a continued disregard for the school’s code of conduct. The principal expels a student only with the authority granted by the superintendent of schools for the

Diocese of Albany. Students who are expelled from the school are not allowed to return to the campus for any reason, including activities and athletic events.

Reasons for which a student may be expelled include, but are not limited to, the following:

- Endangering the safety or welfare of staff or students.
- Defiance of the authority of a teacher or administrator.
- Willful damage to school property.
- Serious infraction by a student on probation.
- Stealing and/or possession of stolen goods.
- A history of suspensions.
- Sale, use, or possession of any controlled substance or paraphernalia associated with controlled substances.
- Possession of a weapon in school or at a school-sponsored event.
- Fighting.
- Any gang-like behavior or activity.
- Criminal behavior that is inconsistent with the mission and philosophy of this Catholic school.

#### **FIGHTING BETWEEN STUDENTS**

Fighting between students usually results in the suspension of all students who engaged in the fight regardless of the reason and regardless of who started it. The suspension can last from one to five days. A serious physical altercation may result in expulsion.

#### **FOOD AND BEVERAGES**

No food or beverages are permitted outside of the cafeteria (i.e., not in hallways, classrooms, or the library). Students are not permitted to carry beverage containers (e.g., bottled water, coffee, juice, soda, etc.) with them outside of the cafeteria.

#### **GAMBLING ON SCHOOL GROUNDS**

Gambling of any kind on school grounds or when on a school related activity results is strictly prohibited.

#### **BULLYING AND CYBER BULLYING**

Notre Dame-Bishop Gibbons strives to provide a safe, positive learning climate for students in school. Therefore, it shall be the policy of Notre Dame-Bishop Gibbons School to maintain an educational

environment in which bullying and cyber bullying in any form are not tolerated.

Bullying is defined as intentional, repeated, hurtful acts, words or other behavior, such as name calling, threatening and/or shunning by one or more individuals against another. Any physical, sexual, or verbal harassment will not be tolerated at Notre Dame-Bishop Gibbons.

Where a student experiences some kind of bullying he or she should contact a faculty member, guidance counselor, or administrator concerning the matter. This report will be dealt with confidentially. Behavior considered to be bullying or harassment includes, but not limited to:

**1.) Physical bullying** is any unwanted physical contact between the bully and the victim. Examples include:

- a. Punching
- b. Pushing
- c. Shoving
- d. Kicking
- e. Slapping
- f. Tickling
- g. Headlocks
- h. School Pranks
- i. Teasing
- j. Fighting
- k. Unwanted physical contact, such as hugging, holding, patting, neck massages, or intentional brushing up against someone

**2.) Emotional bullying** is any form of bullying that causes damage to a victim's psyche and/or emotional well-being. Examples include:

- a. Spreading of malicious rumors about people
- b. Keeping certain people out of a "group"
- c. Getting certain people to "gang up" on others
- d. Ignoring people on purpose – the silent treatment
- e. Eye rolling, silent, but hurtful body motions such as pointing, face making

**3.) Verbal bullying** is any slanderous statements or accusations that cause the victim undue emotional distress. Examples include:

- a. Directing foul language at a student
- b. Name calling
- c. Commenting negatively on a student's looks, clothes, body etc...
- d. Tormenting
- e. Harassment referring to a person's gender, religion, sexual preference, or sexual activities

**4.) Cyber-bullying** is any bullying done through the use of technology. It includes, but is not limited to, the following misuses of technology:

- a. Harassing
- b. Teasing
- c. Intimidating
- d. Threatening
- e. Or terrorizing another student by the way of any technological tool, such as sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or website postings (including blogs) which has the effect of:
  - i. Physically, emotionally, or mentally harming a student
  - ii. Placing a student in reasonable fear of physical, emotional, or mental harm
  - iii. Placing a student in reasonable fear of damage to or loss of personal property
  - iv. Creating an intimidating or hostile environment that has or may interfere with a student's educational opportunities
- f. Posting on online blogs or social networking sites such as, but not limited to, Myspace, Twitter, Facebook, etc. may result in disciplinary actions should the contents of the blog include defamatory comments about our school, our faculty, or staff or our students.

All forms of bullying are unacceptable and, to the extent that such actions are disruptive of the educational process of the student, classroom, and/or school, offending student may be subject to appropriate disciplinary action, consistent with the student discipline code. Judgments will take place on a case-by-case basis and will be reviewed by the administration. This may include detention, suspension, expulsion, or notification to the appropriate authorities.

#### **INSUBORDINATION/DISRESPECT TO A TEACHER OR STAFF MEMBER**

It is absolutely prohibited for a student to be insubordinate or disrespectful to any member of the Notre Dame-Bishop Gibbons' faculty or staff. Students who swear at, are disrespectful to, or are insubordinate to a teacher or staff member may be suspended or expelled, depending on the nature of the insubordination/ disrespect.

### **LOCKERS**

Lockers are school property. School administrators may open and inspect lockers for any reason, at any time, without the prior consent of the students or parents. Students are responsible for the contents of their own lockers. Malfunctioning lockers are to be reported to the main office. Students will be fined \$10.00 for each lost combination lock.

### **MEMBERSHIP IN A GANG**

Because of the threat of danger it may bring to the school community, the school reserves the right to expel any student who becomes a member of a street gang.

### **POSSESSION OF PORNOGRAPHY**

The possession of pornography on school grounds is forbidden and the student bringing it to school and any students circulating it are subject to suspension or, in certain cases, dismissal.

### **PRINTED MATTER/PETITIONS**

Students are not to post posters or other materials without the permission of the principal. Students are never to circulate petitions. They are to use the proper channels of communication made available to them through guidance counselors, their teachers, the student council, and the open-door policy maintained by the principal.

### **PUBLIC DISPLAYS OF AFFECTION (PDA)**

Displays of personal affection between students are not appropriate at school or at school functions. This includes holding hands, embracing, kissing, sitting on another student's lap, and the like.

### **REPEATED INCIDENTS OF POOR BEHAVIOR**

A student who engages in repeated minor incidents of poor behavior is put on a probationary contract. After the contract is signed, the student may be expelled if behavior problems persist.

### **REPEATED TRUANCY**

Students who are truant more than once in a school year are subject to expulsion.

### **SKIP DAYS**

NOTRE DAME-BISHOP GIBBONS does not authorize or condone any "skip days" in the school year (including a Senior Skip Day).

Participation in skip days will be treated as truancy.

### **SMOKING**

Smoking is discouraged because of the potential danger it presents to one's health and the fire hazard it constitutes in the school building. Smoking and the use of **ALL** tobacco products are prohibited on school property including any school building, any place an individual is visible from the school (i.e. within a 100 feet of school property) and at any school-sponsored event or activity. Possession of tobacco products by students on school property is also prohibited and shall be considered a violation of the policy. Any student who violates this policy is subject to disciplinary action and a fine of \$50.00. The use of tobacco on school grounds or anywhere in the immediate vicinity of the school results in suspension.

### **STUDENTS' LIVING SITUATIONS**

Students who are not living with a parent or legal guardian may not remain at Notre Dame-Bishop Gibbons. If a student decides to move out of his/her home, the student makes the decision to leave this school.

### **STUDENTS WHO ARE 18 YEARS OF AGE**

Students who are 18 years of age must follow all the rules and regulations of all other students.

### **SUSPENSION**

Suspension is the removal of a student from Notre Dame-Bishop Gibbons for a defined period of time, usually one to five days. Suspension is incurred through a serious infraction of the code of conduct or a series of infractions that indicate a disregard for the rules and regulations of the school. Suspension is a serious consequence. Students may not make up work missed during a suspension and will receive a grade of "0" for all missed work. Suspended students and their parents must meet with a member of the administration before the student is allowed to return to school.

Reasons for which a student may be suspended include, but are not limited to, the following:

- Serious misbehavior in class, on school grounds, or at a school-sponsored function on or off campus.
- Defacement of school property.
- Profanity and disrespect.
- Consistent tardiness or truancy.



- Noncompliance or repeated violations of dress code.
- Fighting.
- Leaving school campus without authorization.
- Association with any use of controlled substances or paraphernalia associated with controlled substances.
- Possession and/or use of any pyrotechnic device.
- Excessive number of detentions.
- Any violation of school handbook policies deemed serious enough for suspension by the administration.

**TALKING DURING A FIRE DRILL**

Talking during a fire drill results is prohibited and may result in detention.

**THEFT OF ANOTHER’S PROPERTY**

A student who steals from another student or a teacher or staff member is suspended for a period of one to five days. The property must be returned or the full value of replacement must be paid before the student can return to school. A parent meeting then takes place with the assistant principal for discipline and a probationary contract is signed.

**USE OF FOUL/INAPPROPRIATE LANGUAGE**

Swearing or the use of obscene language on school grounds or on a school related field trip will result in detention. Repeated use of obscene language will result in suspension/expulsion.

**USE OF RACIST SPEECH**

A student who uses racist or similar inflammatory speech is automatically suspended. This includes racist speech by members of minority groups directed at each other. Upon further investigation the student may be required to leave NOTRE DAME-BISHOP GIBBONS.

**USE OF THE RESTROOMS**

Students use restrooms with teacher permission. They are to be maintained in a neat and orderly fashion. Graffiti of any kind is considered vandalism and the student is subject to suspension or expulsion.

**VANDALISM**

Acts of vandalism against the school or its property cause the student to be subject to expulsion. Parents are expected to pay the full cost of replacement. The police may be notified.

**VIOLATION OF THE RIGHTS OF OUR NEIGHBORS**

Students who are rude or disrespectful to our neighbors or who trespass on their property are subject to detention or suspension.

**VIOLATION OF THE SCHOOL’S COMPUTER USE POLICY**

Students who violate the school’s computer acceptable use policy are suspended for a period of one to five days depending on the nature of the incident. A parent meeting with the principal follows and a probationary contract is signed.

**VIOLATION OF THE SCHOOL’S DRESS CODE**

Students are not admitted to class unless they are in full compliance with the school’s dress code. They are sent home to change and are then allowed back in class once they are in full dress code unless they have a pass from the main office.

**VIOLENCE AGAINST A TEACHER OR OTHER STUDENT**

Acts of violence against a teacher/staff member/administrator or another student may be grounds for immediate expulsion. The administration defines what a serious act is. The police may be notified in the case of serious violence.

**IPODS/CELLPHONES/IPADS AND TABLETS**

Cell phones and beepers may not be used on school grounds during the school day. Cell phones may be used after the last bell. Cell phones are to be kept in a student’s locker. If seen or heard during the school day, they will be confiscated and only returned to the student’s parent/guardian. Students with cell phones with built-in cameras may not use the camera function on campus at any time. Violation of privacy by such devices may result in suspension or expulsion.

Audio (iPods, MP3 Players, etc.) and other electronic entertainment devices may not be used during the school day and are subject to confiscation. Items confiscated will only be returned to the student’s parent/guardian.

Notre Dame – Bishop Gibbons cannot be held liable for the loss of or damage to electronic devices. Students are urged to keep these items at home.

**WEAPONS IN SCHOOL**

A student who brings a weapon to school is subject to immediate expulsion. A weapon includes, but is not limited to the following: a gun,

knife, pellet or BB gun, cutting blade, stun gun or similar electrical device. The administration reserves the right to determine the definition of a weapon in the context of the situation. The police will be notified first, the parents/guardians are then called.

#### **CONSEQUENCES FOR VIOLATIONS OF RULES, REGULATIONS AND POLICIES**

1. Warnings/reprimand (oral or written)
2. Parent conference
3. Detention - the detaining of students after school hours under proper supervision. Detention must be served within two (2) days of the disciplinary infraction being resolved.
4. In-School Suspension-the exclusion from classes and school related activities but not from the building where the student is placed under proper supervision.
5. Out-of School Suspension-the exclusion from school property and from all school related activities. Both types of suspension (In-School and Out-of-School) require a parental conference with school authorities and that the student makes up all of his/her work. Any student who has been suspended will be reviewed at the end of the second semester regarding his/her progress. Moreover, any student who has been suspended twice may be dismissed from Notre Dame-Bishop Gibbons School upon his/her third suspension of the school year.
6. Probation - the restriction of student's activities to those activities directly related to the teaching - learning situation.
7. Expulsion - permanent dismissal from the school.

The principal and the administration reserve the right to review a student at any time his/her actions warrant it and to invoke any of the above penalties based on the circumstance.

Repetition of an infraction may lead to the imposition of the next measure of discipline. Chronic repetition of infractions may lead to long-term suspension or expulsion.

The Principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his/her discretion.

The education of your child is a partnership between the parent and Notre Dame-Bishop Gibbons School. If, in the opinion of school administrators, the partnership is irretrievably broken, you may be required to withdraw your child from Notre Dame-Bishop Gibbons School. Notre Dame-Bishop Gibbons School abides by the child abuse reporting statutes of New York State.

Parents and students need to understand that what a student does, even if it occurs on the student's "own" time, outside the school day and property reflects on Notre Dame-Bishop Gibbons School. Students should understand that they are members of a faith and educational community and they have a responsibility to conduct themselves appropriately. Students involved in conduct whether inside or outside Notre Dame-Bishop Gibbons School that is detrimental to the reputation of Notre Dame-Bishop Gibbons School will face disciplinary action.

## **Athletics**

The Notre Dame-Bishop Gibbons High School Interscholastic Athletic Program is a natural extension of the high-school curriculum that provides activities for the growth and development of our students. The program includes experiences in human relations as well as opportunities for developing each student physically and emotionally.

We encourage student participation in our athletic program and would like to involve as many students as possible in an educationally sound and successful competitive, interscholastic program. High school athletics is a competitive experience; therefore all who try out do not make a team, nor do all those who make a team receive the same participation opportunities in contests. Ultimately decisions on participation reside with the coaches of a particular team.

In addition, our aim is to develop a student with an improved self-image, the ability to learn a new skill, and an intrinsic motivation for growth and development. We want to see a student who will demonstrate a willingness to accept responsibility for his/her actions, measure him/herself against standards of quality, express ideas and solutions

to problems, and value fair play, honesty, and cooperation. We also want to develop student-athletes who will represent Notre Dame-Bishop Gibbons on both the playing field and in the community.

#### **NOTRE DAME-BISHOP GIBBONS SPORTS TEAMS**

##### **Fall**

Varsity Football  
Modified Football  
Varsity Boys Soccer  
Varsity Girls Soccer  
Varsity Girls Volleyball  
JV Girls Volleyball  
Varsity Cross-Country  
Modified Cross-Country  
Varsity Cheerleading  
Varsity Golf

##### **Winter**

Varsity Boys Basketball  
JV Boys Basketball  
Modified Boys Basketball  
Varsity Girls Basketball  
JV Girls Basketball  
Modified Girls Basketball  
Varsity Bowling  
Varsity Indoor Track  
JV Indoor Track  
Varsity Cheerleading  
JV Cheerleading

##### **Spring**

Varsity Baseball  
Modified Baseball  
Varsity Softball  
JV Softball  
Varsity Track and Field  
Modified Track and Field

\*\*\*All sports subject to student demand\*\*\*\*

#### **RESPONSIBILITIES OF AN NOTRE DAME-BISHOP GIBBONS ATHLETE**

Being a member of a Notre Dame-Bishop Gibbons athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight. It takes the hard work of many people over the years. As a member of an interscholastic squad, you have inherited a wonderful tradition, a tradition you are challenged to not only uphold but to build upon in the future.

It will not be easy to contribute to such a great athletic tradition. When you wear your school colors, we assume that you not only understand our traditions, but also are willing to assume the responsibilities that go along with them. However, your contributions should be personally satisfying to you.

- **Responsibilities to Yourself** - The more important of these responsibilities is to broaden yourself and develop strength and character. You owe it to yourself to get the greatest possible good from your school experiences. Your studies and your participation in other extra-curricular activities, as well as in sports, prepare you for life as an adult.
- **Responsibilities to Your School** - Another responsibility you assume as a team member is to your school. Notre Dame-Bishop Gibbons cannot maintain its position of having outstanding programs unless you do your best in the activities in which you participate. You should participate in athletics to the best of your ability; you are contributing to the reputation of your school.

You assume a leadership role when you are on an athletic squad. The student body and citizens of the community know you and will judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make Notre Dame-Bishop Gibbons proud of you and your community proud of your school by your faithful exemplification of these ideals.

- **Responsibilities to Others** - As a team member, you also bear a heavy responsibility to your home. You should always strive to make your family proud. You must measure up to all of the training rules. You should practice and play to the best of your ability every day. The younger students in the Notre Dame-Bishop Gibbons school community are watching you. They will copy you in many ways. Set good examples for these students.

## **ATHLETIC TEAM SELECTION**

### **Philosophy**

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program at Notre Dame-Bishop Gibbons School, we encourage coaches to select as many students as they can without compromising the integrity of their sport. Obviously, time, space, facilities, equipment, athletic ability and other factors will place limitations on the most effective squad size for any particular sport. However, when developing procedure in this regard, coaches should strive to maximize the opportunities for student athletes without diluting the quality of the programs.

### **Team Selection-Coach's Responsibility**

Choosing the members of athletic teams is the sole responsibility of the coach. Junior varsity and Modified coaches must take into consideration the policies established by the head coach in each particular program when selecting team members.

Prior to trying out, the coach shall provide the following information to all candidates for the team:

- a. Extent of the tryout period.
- b. Criteria used to select the team.
- c. Number of students to be selected.
- d. Practice commitment for those who make the team.
- e. Game commitments.

### **Team Selection Procedure**

Each candidate shall have a minimum of three practice sessions. Illness and injury to a student athlete during a tryout period must not be held against the student athlete, but the coach must make a fair judgment about time restrictions for tryouts.

### **Playing Time**

#### **a. Modified Teams**

At this level, students become accustomed to interscholastic practice and play. For many, it is their first introduction to competitive sports, different from recreation in its demands and philosophy. Gaining experience through training and play should be paramount, not the win/loss record. At this level of play, the focus is on learning athletic skills and game rules, fundamentals of team play, social-

emotional growth, and healthy competition. All players will receive playing time, as safety and positive participation in practice allow.

#### **b. Junior Varsity Teams**

This level of competition has an increased emphasis upon team play, physical conditioning, and refinement of basic skills. Although being successful on the J.V. level is important, winning is not the sole objective. This is the level at which the athlete displays his/her readiness for the execution of skills at game speed. Athletic abilities, commitments, and positive attitudes will be rewarded and tested in competitive game situations. An attempt will be made to allow as many participants as possible to play but not all will play equally. At the J.V. level, playing time will be based on the degree of effort, skill improvement, ability to compete and execution of skills at game speed demonstrated by the student athlete in practice and during games.

#### **c. Varsity Teams**

Varsity competition is the culmination of each sport program. It is at this level that competition becomes more intense and the idea of winning becomes a goal. Squad size at the varsity level is limited. The number of participants on any given team is a function of the number needed to conduct an effective and meaningful practice and to play the contest. It is vital that each team member has a role and is informed of its importance. The number of roster positions is relative to the students, acceptance of their individual roles in pursuit of the team's goals. While contest participation over the course of a season is desirable, a specified amount of playing time at the varsity level is never guaranteed. It is the coach's responsibility to make clear to the student athlete what his/her role is on the team.

A sound attitude and advanced level of skill are prerequisites for a position on a varsity team, as is the realization that a varsity sport requires a six-day-a-week commitment. This commitment is often extended into vacation periods for all sport seasons. While contests and practices are rarely

held on holidays or Sundays, the dedication and commitment needed to conduct a successful varsity program should be taken seriously.

#### **COMPETING ON NON-SCHOOL TEAMS IN SEASON**

Notre Dame-Bishop Gibbons' student athletes' first commitment is to the school program and the team. If conflicts arise, athletes are required to compete on the high school team.

#### **CONDUCT OF ATHLETES**

The conduct of an athlete is closely observed in many areas of life. It is important that your behavior be above reproach in all of the following areas:

**In the classroom:** Strong academics reinforce strong athletics. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies.

In addition to maintaining strong academics, an athlete should give respectful attention to classroom activities and show respect for other students and faculty at all times.

**School discipline referral:** Any student referred to the office for a rules violation may be denied the privilege of participation in all athletic activities for a period determined by either the principal or athletic director.

**On the field:** In the area of athletic competition, a true athlete does not use profanity or illegal tactics and understands that losing is part of the game. If a student is ejected from a game they are suspended from the next competition. If a student receives a technical foul there will be disciplinary action taken by the Athletic Director. You should be gracious in defeat and modest in victory. It is always courteous to congratulate the opponent on a well-played game after the contest, whether in defeat or victory.

**Failure to play up to these standards may result in denied privilege of participation in athletic activities for a period of time determined by either the principal or athletic director.**

#### **EXPECTATIONS OF PARENTS**

1. Be positive with your son/daughter. Let them know that they are accomplishing something by being part of the team.
2. Do not offer excuses to them if they are not playing. Encourage them to work hard and do their best.

3. Encourage athletes to follow the rules. Whether they are a first stringer or seventh stringer, players must follow rules pertaining to curfew, drinking, smoking, promptness and school.
4. As a fan, you are entitled to cheer your head off, but don't become belligerent. Coaches work with athletes and know their talents. Respect that!
5. Insist that the athletes respect team rules, school rules, game officials, and sportsmanship. Self-respect begins with self-control.
6. Encourage the athletes to improve their self-image by believing in themselves.
7. Encourage your athlete to play for the love of the game.
8. Remember that the coach is involved as a coach because he/she is sincerely fond of children and is an experienced professional. Coaches have different ways of dealing with people and situations. Athlete's lives are enriched by interaction with different types of leaders.
9. Remember: at a competition you, the parent, represent your town, your school and your son/daughter. Please be a positive role model.

## **ATHLETIC DEPARTMENT POLICIES**

#### **ABSENCES / CLASS CUTS**

A student who is absent from school on the day of a game or an athletic event in which he/she is scheduled to perform will not be allowed to compete in that event. A student is considered "absent" if he/she is not signed in to school by 10:00 AM of that day. Doctor appointments and school activities do not constitute an absence from school. A note from the doctor **MUST** be provided on the day of the visit for the student to be eligible to participate. Any exceptions to the above stated policies concerning absences and subsequent athletic participation must be arranged through the Athletic Director and/or the Principal the day before the absence. Furthermore if an athlete cuts a class, he or she

will be suspended a minimum of 2 games (1 football).

#### **COLLEGE RECRUITMENT POLICY**

In the event a college recruiter should contact an athlete personally, he or she has an obligation to work through his or her coach and the Athletic Department. Inform your coach of such a contact as soon as possible. College recruitment information is available in the Athletic Department.

#### **CONFLICTS IN EXTRA-CURRICULAR ACTIVITIES**

An individual student who attempts to participate in too many extra-curricular activities will, undoubtedly, be in a position of a conflict of obligations.

The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in the area of extra-curricular activities and, to this end, will attempt to schedule events in a manner so as to minimize conflicts.

Students have a responsibility to do everything they can to avoid a continuous conflict. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the faculty sponsors involved immediately when a conflict does arise.

#### **DISRESPECT TO TEACHER OR COACH**

Any act of disrespect by an athlete towards his/her teacher, coach, or member of the school administration or faculty will be handled swiftly. Punishment may include banishment from all athletics for the remainder of the school year. If the offense occurs at the end of the sport's season or at the end of the year, other action (including but not limited to withholding a letter or award for that sport) could be enacted.

#### **EQUIPMENT**

The athlete is responsible for the proper care and security of equipment issued to him or her. All equipment not returned in good condition at the end of the season will be subject to a financial penalty.

All equipment issued to a player is to be worn only at practice or scheduled games or scrimmages involving that particular sport. The coach must approve any exceptions (i.e. jerseys).

The athlete must secure permission from the coach before any item is attached, added to, removed from or worn with a uniform that is issued to an athlete for a specific sport.

Each athlete is responsible for all equipment issued. Keep it clean and in the best possible condition. Notre Dame-Bishop Gibbons is not responsible for lost or stolen equipment. It is suggested that athletes use a lock on athletic lockers to avoid theft.

All athletic equipment is the property of the Athletic Department. Therefore, school equipment may not be taken from the building for the use of any other organization or for personal use. The athletic director must approve any exception.

All equipment issued to an athlete must be returned at the end of the athletic season. Equipment that is not returned for any reason or that is damaged beyond normal wear and tear must be paid for at current replacement cost. Equipment is to be returned or lost equipment paid for within one week of the last contest of the sport. Any athlete who has not returned or paid for lost equipment within one week will be denied the right to participate in athletics until the equipment is returned or paid for. In addition, these costs will be added to the school fees owed to the school.

#### **FACILITIES (GYM, LOCKER ROOM, WEIGHT ROOM, EQUIPMENT ROOM)**

- At no time should any student athlete be in the gym building without the supervision of a member of the coaching staff
- All cleats and spikes **MUST** be removed before entering any part of the building.
- Athletes are responsible for keeping the facilities in order and they should report any damages or problems to their coach or the Athletic Director.
- No athletes are allowed in the equipment room without the permission of the Athletic Director.
- All facilities should be left in excellent condition after usage. All team members and coaches are responsible.
- Any student athlete found in violation of any of these policies will be disciplined and could face suspension or removal from their team.

### **INDIVIDUAL COACH'S RULES**

Each coach is encouraged to set team rules in addition to the rules in the Athletic Handbook. Rules and penalties for tardiness, curfew violations, inappropriate practice/game dress and misconduct are examples of acceptable coach's guidelines. These rules should be given in writing to all athletes, parents and the athletic director at the beginning of each season.

### **INJURIES**

A student athlete must report every injury to their coaches. Any athlete who receives medical treatment for any reason or who is under a doctor's care must submit to the Athletic Director and/or the Health Office a form signed by their doctor clearing them to resume participation before he/she is allowed to return to their sport.

### **PHYSICALS AND HEALTH UPDATES**

In order for any student to participate in an interscholastic sport they must have a current physical and a sports health update form on file in the health office. A current physical means an exam that was done in the last twelve months. The sports health update, which is filled out by the parent/guardian, is a requirement for every sports season and is mandated by New York State. Its purpose is to validate the current physical.

Both of these documents must be on file before sports participation begins. If they are not received within a timely manner the student will be removed from the sport until the paperwork is in. All paperwork should be sent to the attention of the health office or the athletic director.

### **RISK OF PARTICIPATION**

All athletes and parents or guardians must realize the risk of serious injury, permanent disability or death, which may be a result of athletic participation. Notre Dame-Bishop Gibbons will use the following safeguards to make every effort to eliminate injury:

1. Maintain a continuing education program for coaches to learn the most up-to-date techniques and skills to be taught in their sport
2. Instruct all athletes about the dangers of participation in the particular sport

### **SCHOOL SUSPENSION**

If any student athlete is suspended from school for any disciplinary reason, he/she will be

ineligible during the period of suspension. A second suspension in the same school year may result in total school-initiated withdrawal from athletics for the remainder of the school year.

### **TRANSPORTATION**

All athletes are expected to travel to and from contests in a chartered bus or van. In special situations a parent or guardian may transport his or her child, with advance written permission. Athletes may not be transported by those NOT considered the parent or guardian without special written permission and approval from the principal or athletic director. Violation of this policy could result in either suspension or removal from a particular team.

### **TWO-SPORT PARTICIPATION**

Athletes may participate in more than one sport at Notre Dame-Bishop Gibbons in any one sport season (fall, winter or spring) if both coaches concur and cooperatively work out the details of practices, games, etc. with the athlete. The athlete who is attempting to "double up" must declare one of the sports as a "sport of first priority". This means the athlete will attend all "events" (contests, practices, meetings, etc.) connected with that squad. The athlete may participate with the other squad during the time there are no obligations to the sport of first priority. It should be emphasized that the school can benefit from multi-sport participation and that disciplined athletes can be successful.

Cheerleading is considered to be a sport and will be included in all of the above standards. It is the ultimate decision of the coach of the secondary sport to determine whether or not participation on their team will be allowed.

### **UNIFORMS**

In several sports, the athlete will be required to purchase a portion of the game uniform, which will become his or her property.

## **ATHLETIC AWARDS**

Each year, the athletic department honors all student athletes, varsity and sub-varsity, at the end of the year banquet. Athletic awards are given in recognition of athletic achievement. Students are expected to attend the banquet in proper dress.

### ATHLETIC LETTERS AND AWARDS

Criteria for earning a Junior Varsity or Varsity Letter:

1. The athlete must participate in at least 50% of all games played
2. The athlete must participate in at least 90% of all called practices. (Coaches and the Athletic Director will use their own discretion in cases of injured players and tutorial periods.)
3. In the opinion of the coach, the athlete must make a positive contribution to the team or sport.
4. The athlete must stay academically eligible during 80% of the season.
5. The athlete must remain in good standing with the school and their community.

### MODIFIED SPORTS AWARDS

All modified team members will receive a certificate of participation signed by the Athletic Director and the Principal.

### SENIOR AWARDS

These awards are presented to but not limited to 2 senior boys and 2 senior girls that have displayed excellence in all areas of the athletic program. The Athletic Director and the Athletic Committee will select these students. The awards are as follows:

- **The Betty Bogardus Award** presented to the female senior who has shown sportsmanship and dedication to athletic excellence;
- **The Lee Riley Award** presented to the male senior athlete who has shown sportsmanship and dedication to athletic excellence;
- **The Brother Murphy Award** presented to the female senior who has shown scholarship and proficiency in athletics;
- **The Paul DeLorenzo Award** presented to the male senior who has shown scholarship and proficiency in athletics;
- **The Dr. Vincent Luvera Award** presented to that senior-athlete who as shown courage, perseverance, and commitment to Notre Dame-Bishop Gibbons Athletics.

## Tuition and Fees

### TUITION PAYMENT

Tuition and fees must be paid on time in order for the school to pay its bills.

For the convenience of parents, tuition is divided into eleven payments. Tuition not paid in full at the beginning of the year must be paid through the F.A.C.T.S. Tuition Management Service. There is a small annual fee for this service. A \$25 late fee is assessed each time the monthly deadline is missed.

Tuition accounts that are delinquent by 60 days may result in a student being suspended from school, not being able to receive a report card, and not being able to take final exams.

Questions regarding tuition accounts are directed to Mrs. Audino at extension 103.

### Tuition and Fees for 2011-2012

Tuition for grades 9-12	\$6,515
Tuition for grades 7 and 8	\$5,965
Tuition for grade 6	\$5,515
Registration fee	\$70
Application fee	\$30
Replacement Locker	
Combination Lock	\$5
Family Fundraising Fee	\$300
Graduation fee for grade 12 –	
\$175 (due May 1)	
Moving-Up fee for grade 8 –	
\$75 (due May 1)	

### Additionally:

1. Students need to purchase school supplies, novels, and certain consumable books.
2. Students in grade 8 wear academic gowns to their moving-up ceremony.
3. Students in grade 12 graduate in an academic cap and gown.

### FINANCIAL AID OPPORTUNITIES

All financial aid opportunities require that the necessary forms be filled out before April 1st. At this time, all financial assistance offered by Notre Dame-Bishop Gibbons is need-based.