



Student Handbook

INTRODUCTION

The rules and regulations of Bishop Grimes Jr./Sr. High School are such as to create an atmosphere which is conducive to academic, spiritual, and human development. Therefore, it is expected that every student and parent/guardian be aware of personal obligations. If the purposes for which we are here, and the purposes for which Bishop Grimes Jr./Sr. High School exists to be carried out, then everyone must live and work in such a way as to serve the best interests of Bishop Grimes as well as its individual members.

Please Note: The policies, procedures, and regulations found in the Bishop Grimes Handbook are not considered inclusive. Bishop Grimes retains the right to modify any of the policies, including the Code of Conduct and disciplinary consequences, within this handbook when it is deemed necessary, without notice. Furthermore, the school administration has the right to enforce any law, ordinance, school, or diocesan policy or consequence not written in this handbook.

Bishop Grimes and the Catholic Schools of the Diocese of Syracuse commit themselves to a continued policy that there will be no discrimination because of race, color, gender, national origin, or an individual's disability or age.

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I. ABOUT

BISHOP GRIMES MISSION STATEMENT

Bishop Grimes shares in the evangelizing mission of the Roman Catholic Church, a mission that has been handed on by Christ and his apostles and received by generations of believers. Therefore, we seek to help students take part, with the current generation of believers, in receiving and handing on their Catholic faith by coming to know it, live it, and share it. We accomplish this mission by providing a high quality and rigorous Catholic education that prepares students in mind, body, and spirit to encounter Christ, live their faith in the context of His Church, and serve others in His name, particularly the poor and those who are in need.

BISHOP GRIMES PHILOSOPHY

Bishop Grimes is a Roman Catholic school that prepares students for college, career and life. At Bishop Grimes we recognize our responsibility as ministers of the church of the Roman Catholic Diocese of Syracuse to share in the mission of Jesus. We treasure the unique potential of each individual and strive to create a rigorous, engaging, supportive, and spiritual environment. The educational experience at Bishop Grimes challenges each of our students to “grow in the maturity of Christ,” to become responsible citizens, and to be active in their parish faith communities.

BISHOP GRIMES BELIEF STATEMENTS

At Bishop Grimes we believe:

Christ is our Purpose. Christ is our Focus. Christ is our Model.

It is these foundational beliefs from which all of our other beliefs at Bishop Grimes are derived, including our belief that we are called to:

Integrate the Gospel message of Jesus Christ within our daily lives as promoters of justice, seekers of peace, and evangelizers of the work of God to all those in need;

Foster responsible decision-making based on Gospel-values in our current circumstances and future challenges;

Ensure that all of our students are college and career ready and prepared for a lifetime of growth centered on the teachings of Jesus Christ;

Promote academic excellence and to foster the unique potential of each student.

PROFILE OF THE BISHOP GRIMES JR. / SR. HIGH SCHOOL GRADUATE

Graduates of Bishop Grimes and the Catholic Schools of the Diocese of Syracuse will:

Live their faith by:

Knowing, understanding, and promoting the principles of the Catholic faith

Protecting and nurturing human life at all stages

Exhibiting behavior and making decisions that reflect high moral character and values of our faith: integrity, honesty, self-control, and concern for others

Serving God through service to others in society and the Church

Respecting the dignity of others, including people of other cultures and traditions, as modeled by Jesus by extending acceptance, empathy, compassion, and love towards all

Being responsible stewards of all of God's gifts

Continuing to devote attention to their own ongoing faith formation and evangelization

Providing leadership enhanced by moral considerations to the Church, local communities, their families, and future generations

Use their educational experiences by:

Mastering a rigorous academic program with conscientious work habits and study skills

Continuing to build on a strong academic foundation provided in Catholic schools as principled lifelong learners dedicated to academic excellence

Being effective communicators orally, in written form, and in the use of technology

Using technology in an ethical manner to create, access, and share information

Demonstrating the acquisition of life skills that promote cooperation, creativity, critical thinking, self-reflection, and problem solving in a variety of settings

Taking active roles as responsible community leaders in order to make significant positive contributions

Demonstrating an understanding and appreciation for the development of the whole person – spiritually, academically, physically, emotionally, and socially

Code of Conduct & Discipline

At Bishop Grimes, we seek to create a healthy moral environment and to build a school community reflecting gospel values and the spirit of Jesus' love. We wish to develop an atmosphere that is conducive to learning, protect members of our school family from injury or malicious harm, and safeguard both private and school property. Our goal is to aid our students in growing into mature responsible Christian

leaders. Firm and sound discipline of the individual is basic to this development. Respectful behavior must be taught, learned and practiced.

As a Catholic school community, opportunities to gather in prayer are especially important. Student behavior during liturgies and prayer should be exemplary. Students should always remain silent during Mass and prayer experiences except to pray aloud or sing as appropriate. Students who are not of the Catholic faith are expected to participate as fully as possible and to remain in respectful silence when not participating.

We expect everyone here, students, parents, teachers, administrators, and staff, to treat all others with respect. Courteous behavior and respect for the rights of others are expected of all students in classrooms, on campus, within the vicinity of school, and at all school functions both on and off campus. Off-campus conduct by the student and/or parent that reflects negatively on Bishop Grimes may be grounds for school disciplinary action, including, but not limited to, expulsion in the School's sole discretion. All conduct and disciplinary decisions are decided upon by the school administration.

PLEDGE OF ALLEGIANCE & PRAYER Students are expected to display respect for their country by standing during morning and afternoon prayer and the recitation of the Pledge of Allegiance.

II. COMMUNICATION

Email, the Bishop Grimes website (www.bishopgrimes.org), and FACTS are the most current and powerful lines of communication between the school and parents. Everything you ever needed to know about Bishop Grimes (course descriptions, community service, sport schedules, etc) can be found at the website. Please know the school communicates with parents and students electronically. It is a parent and student responsibility to check email, FACTS, access the home page, and stay in touch through social media resources and the Bishop Grimes App.

Use of BG Brand, Name & Logo No student or student's parent/guardian, without express written authorization of the Principal, may utilize the school's name, abbreviation thereof, school employee's names or pictures, or any identifying logo, for any inappropriate purpose, including but not limited to: opening up any bank account; soliciting funds on behalf of the school; collecting money or in-kind donations on behalf of the school; selling products on behalf of the school; scheduling a field trip, vacation, or other accommodations; or posting on any website for any purpose including, but not limited to support of a particular social or political agenda. This also includes the creation of pages, postings, or accounts with social media sites. Any such unauthorized use of the school's name, name of personnel, or identifying logo, if committed by a student may subject the student to disciplinary and/or legal action. Any such unauthorized use of the school's name, name of personnel, or identifying logo, by a non-student may result in legal action. Any one seeking use must present their proposal to the Director of Communications and adhere to the graphic standard for the school.

III. ADMISSIONS

Application Bishop Grimes High School proudly welcomes students from all over the world. Each prospective student is expected to complete the enrollment application. In addition, each prospective student is asked to submit their most recent credentials - report card and standardized exam scores.

Beginning in October, Bishop Grimes offers the Placement Exam. Every prospective, incoming 7th Grader is required to sit for this exam. Registration for the exam is first come, first served.

The application is an online process through FACTS. Once all credentials are received, the prospective student's application file is presented for consideration for enrollment. Initial acceptance/welcome packets are mailed out in November. Please find more information and the ability to enroll today on our website.

CUSTODY INFORMATION The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a copy of court order on file at the school specifically stating that the non-custodial parent is denied access to such information.

All separated, divorced, and never married parents are asked to provide the school with a court-certified copy of the custody section of the appropriate decree. If a parent is to be denied access to a child's academic records, that denial should be noted in this section of the decree. The custody section should also provide information about the non-custodial parent's right of access to the child.

If a parent would like a non-parental family member or sponsor of a student to have access to the student's academic and school-related information, a parent must provide a letter in writing to the Administration stating this request along with appropriate contact information (address, phone number, e-mail address, etc.) in order for the school to honor this request.

TRANSFER POLICY Welcome to Bishop Grimes Jr/Sr High School, home of the Cobras! We are thrilled you have selected to transfer to our school. In an effort to support your success, we have structured an agreement intended to clarify academic, behavioral, and financial expectations. If you ever need assistance in any of these areas, please contact the following individuals:

Office of Academic Advising: Ms. Laura Burnett lburnett@syrdioocese.org, Ms. Alexandra Scullion ascullion@syrdioocese.org

Director of Admissions: Ms. Sue Collins scollins@syrdioocese.org

As a transfer student, I agree to the following conditions:

- Submit all application materials
- Pay registration fee
- Submit transcripts from sending school (Must be received prior to enrollment)
- Maintain a minimum cumulative GPA of 2.0 within the first semester at BG

- Maintain 95% attendance
- Model expected behavior
- Remain in “good” financial standing

Being accepted as a transfer student is a privilege at Bishop Grimes Jr/Sr High School. It is expected transfer students hold themselves to our high standards academically, behaviorally, and financially. We wish you the best on your continued education and success.

Change of Address/Email Families should update their information directly in FACTS each year during the reapplication process. It is also the responsibility of the parent/guardian to inform the main office of any change in address, phone number or significant information.

IV. FINANCIAL INFORMATION

Tuition and rates for students are established by the Bishop Grimes Board of Trustees and are subject to change from year to year. There is a non-refundable registration fee of \$75 per student. All parents are required to acknowledge a tuition agreement before their children may be enrolled at Bishop Grimes. All tuition must be paid in accordance with the schedule that is established. The school reserves the right to decline continued enrollment for a student until such payments are made or an alternate arrangement is reached with respect to such payment.

FINANCES & FINANCIAL AID All current and extraordinary financial obligations must be met from the payment of tuition and fees in conjunction with local parish subsidies and the generosity of donors and alumni.

Families whose tuition accounts are in arrears must make arrangements with the school’s Finance Committee via the school’s Tuition Accounts Manager in order to be able to take their final exams, participate in graduation and end of school-year activities, and/or make course selections for the following year. All grades, records, and transcripts may be withheld until all financial obligations are met.

In the case of expulsion or dismissal, or in the case of voluntary withdrawal, tuition and fees will be paid according to the following refund schedule: the family is responsible for tuition and fees for the year up to and including the month of the child’s withdrawal. In addition, all fees for the year are due in full and are not refundable.

Parents and guardians are considered as agreeing to all regulations of the school, including financial regulations, when students are enrolled.

If a family needs assistance with tuition, please contact the Tuition Accounts Manager. Families seeking financial assistance must complete an electronic application through FACTS in order to be eligible for any financial assistance. In addition, it is the responsibility of each family seeking financial assistance to meet the published deadline for submission of their FACTS application.

Families will receive copies of the FACTS family summary and initial Tuition Assistance letters. There are typically more families requesting additional tuition assistance than there is available assistance. All awards of financial assistance will be communicated in writing to the family via the school’s Tuition Accounts Office.

TUITION: PAST DUE AMOUNTS Tuition is considered late if payment is not made by the date designated in the FACTS payment plan. Should circumstances arise that may cause delay in payment, the school's controller and/or school tuition accounts manager must be notified immediately so consideration for an alternate plan may be discussed, or there will be late fees applied. The Finance Office will try to work with a family to come up with a mutually agreeable arrangement.

If a family's payment(s) remain past due, the school will notify the family by email that a payment is delinquent and needs to be made.

If a family's payment(s) remain past due for thirty days, the school will notify the family by email that their payment remains behind. The school will make every effort to work with a family to bring payments back to the proper payment schedule.

If a family's payment(s) remain past due for sixty days, written and verbal notification to the family will be received indicating that a family's payments are behind and that the student's continued enrollment at the school is in jeopardy without a swift response and a payment plan approved by the school.

If a family's payment(s) remain past due for ninety days, a family will be given a final opportunity in writing to make arrangements to bring the account current. Failure to bring an account current or to make an arrangement that is acceptable to the school will result in the family's student(s) being removed from the school.

If tuition payments become past due, a family will be contacted by the school and every effort will be made to collect the past due amount. If any part of the previous year's tuition is not paid by August 1st, the students will not be allowed to return for the new school year. Re-application forms and fees may be resubmitted after unpaid tuition is paid in full. All past due tuition and fees must be paid before the student will be allowed to attend school for the new school year.

TUITION: TUITION PAYMENTS FACTS is the tuition management company engaged by Bishop Grimes. It is expected that all families will register with FACTS.

In split parental/guardian arrangements (eg., divorce), both parties are required to provide a signed Tuition agreement if both parties are responsible for tuition. Please notify the school's tuition accounts assistant if a split payment arrangement is to be enacted.

TUITION: TUITION POLICY A student may not begin or continue classes in September if there is past due tuition owed at Bishop Grimes or another Syracuse Diocesan Catholic school.

A FACTS Tuition payment plan must be in place in order for a student to start the new school year.

The privilege of participating in any school-year activities, including Prom, trips, and graduation ceremonies, may be suspended if a student's tuition account is in arrears or not paid in full. A student's final transcript may not be issued until their tuition account is paid in full and they may not be able to sit for exams.

In the event that tuition is left unpaid and there is no communication with the school or no payment plan in place, the school will refer a family's tuition account to its collection attorney, and the family will be responsible for all collection related fees.

The Admissions Office has information on scholarships and the Controller's office has information on financial assistance available. Families seeking financial assistance must complete an electronic application through FACTS in order to be eligible for any sort of tuition aid. In addition, it is the responsibility of each family seeking financial assistance to meet the established deadline(s) for submission of their FACTS application.

TUITION: TUITION REFUNDS If a student leaves during the school year, the school will refund prepaid tuition on a prorated basis. Student activity fees will not be refunded. Students who are expelled from Bishop Grimes are not, as a general rule, eligible for a tuition refund. For families eligible for a tuition refund, the amount will be calculated based on monthly enrollment. A student enrolled for one day during a month is considered enrolled for the entire month. Discounts previously taken for tuition paid in full will be deducted from any refund of prepaid tuition.

TUITION: UNPAID TUITION AND FEES Student's records, including report cards and transcripts, will not be released until all tuition and/or fees are current. Twelfth grade students will not be allowed to participate in any graduation activities, nor will any of their records (including report cards) be released until all financial obligations to the school are paid in full or appropriate payment plans have been approved.

The school does realize that circumstances can change which could affect tuition payments. The school's Tuition Accounts Office must be made aware of any problems regarding unpaid tuition so that an acceptable payment plan may be worked out. The school is committed to working with all families who are experiencing any difficulty. Re-application forms and fees will be held for those families that are past due with tuition. Re-application forms and fees may be re-submitted once all tuition is current.

Materials/Resources Students are required to pay the \$600 activity fee. There are no school supply lists. Dual credit courses through Lemoyne, AP and Regent courses may require a textbook/materials that will be the responsibility of the family to purchase. Additionally, a calculator may be required for mathematics class.

VI. ACADEMICS

Homework Homework is considered an integral part of the educational process. Success at Bishop Grimes requires students to be well organized, disciplined, and come to class prepared to learn each day. Students can expect between one and three hours of homework each night. In the event of an excused absence, the student must communicate with the teacher immediately. Homework may not be submitted if the absence is unexcused or if the student was suspended from school. If in attendance for any portion of the school day, students are required to submit any homework that is due that day. In the event work is turned in late, the student will lose one letter grade for every day assignment is not turned in.

Grading Scale For the purposes of computing cumulative Grade Point Averages (GPA), and Honor Roll, Bishop Grimes uses a standard 4-point scale, honors class are graded on a 5-point scale. Semester grades are the only grades used in computing GPA and recorded on the cumulative permanent record/transcript. Summer school, and correspondence courses do not count towards the GPA. Credits

for these classes may be awarded upon approval from our Office of Academic Counseling. The scale that follows shows the numerical equivalent of each letter grade.

GPA For the purposes of computing cumulative Grade Point Averages (GPA), and Honor Roll, Bishop Grimes uses a standard 4-point scale, honors class are graded on a 5-point scale. Semester grades are the only grades used in computing GPA and recorded on the cumulative permanent record/transcript. Summer school, and correspondence courses do not count towards the GPA. Credits for these classes may be awarded upon approval from our Office of Academic Affairs. The scale that follows shows the numerical equivalent of each letter grade.

Grades are weighted according to the 4.00, 4.50, and 5.00 systems, depending on whether a course is at the College Preparatory, Honors, Advanced Placement (AP) , orDual Credit.

- Courses offered at the College Preparatory level are weighted with the 4.00 system. The majority of the courses at Bishop Grimes are taught at this level.
- Courses offered at the Honors level are weighted with the 4.50 system. Admission to these courses can be selective and often requires that students have completed various prerequisites.
- Courses offered at the Advanced Placement (or AP) level are weighted with the 5.0 system. Advanced Placement® (or AP®) courses are created and certified by The College Board. Success on the corresponding exam offered at the end of each course could result in college credit. As with Honors courses, admission to AP® courses can be selective and requires that students have completed various prerequisites.
- Courses offered as a Dual Credit Course level are weighted with the 5.0 system. Dual Credit Courses are created and certified through our partnership with LeMoyne College. Students who complete the course successfully receive college credit. Admission to dual credit courses can be selective and requires that students have completed various prerequisites.

Grade	Percentage	College Prep	Honors	AP/DC
A	93-100	4.0	4.5	5.0
A-	90-92	3.7	4.2	4.7
B+	86-89	3.3	3.8	4.3
B	82-85	3.0	3.5	4.0
B-	80-81	2.7	3.2	3.7
C+	76-79	2.3	2.8	3.3
C	72-75	2.0	2.5	3.0
C-	70-71	1.7	2.2	2.7
D+	66-69	1.3	1.8	2.3

D	62-65	1.0	1.5	2.0
D-	60-61	0.7	1.2	1.7
F	59-0	0.0	0.0	0.0

Academic Honor Roll Honor Roll is based on the Term GPA. The Term GPA required for the various levels of the Bishop Grimes Honor Roll are: Summa Cum Laude: 4.00 or above Magna Cum Laude: 3.70 to 3.99 Cum Laude: 3.00 to 3.69

GRADUATION REQUIREMENTS

Required Subjects	Minimum Credits	Minimum Years of Study
Theological Studies	4 credits*	4 years*
English/Language Arts	4 credits	4 years
Social Studies	4 credits	4 years
Mathematics	4 credits	4 years
Science	3 credits	3 years
Languages Other Than English	3 credits	3 years
Art or Music	1 credits	1 years
Physical Education	2 credits (0.5 credit/year)	4 years
Health	½ credit	1 year
Electives	½ credit	Varies
Total Credits	26 credits	
*Students transferring to Bishop Grimes after 9 th grade are only responsible for their grade level Theology credits.		

Student Academic Progress Progress may be accessed by using FACTS. Passwords are issued to each student and their parents at the start of the school year. Grades are updated biweekly. Students' report cards may be viewed on Renweb and updated twice a year, following the end of each term. Cumulative GPAs are also included on the grade reports. It is expected that parents/guardians, teachers and students share the responsibility of communicating student progress.

Criteria for Admission to AP/Dual Credit/Honors/Accelerated Level Classes A student who desires to enroll in a high-level course must meet certain requirements.

The following criteria are generally considered when applying for an honors level class:

1. Student must be in the top 15-20% of their respective class
2. 3.7 or higher cumulative GPA
3. Student must have earned an "A" average in prerequisite class
4. Test scores
5. Reading Levels
6. PSAT
7. Teacher recommendation
8. Dual Credit courses may be subject to other entrance requirements

Students who do not maintain a B average in honors courses may be removed from the class upon teacher recommendation at the completion of a quarter and/or semester.

Final Exams All students are required to be in attendance for final exams when assigned. All financial obligations must be current. This also includes athletic fees and all sport uniforms returned to Bishop Grimes. Final exams are generally scheduled the final week of a semester. Two exams are scheduled daily. Each course will have a final exam during exam week. All general education course final exams will be worth 10%, honors level or higher will be worth 15%. If a senior student is receiving a 90 or above in a course, it is the teacher's discretion to exempt the student from final exams.

INCOMPLETE GRADES An incomplete grade may be issued only for an extenuating circumstance with the approval of the Office of Academic Counseling. No credit will be given for a course as long as an incomplete appears as a grade. Incompletes are to be made up 4 weeks into the next semester. Upon completion of the necessary assignments the incomplete grade will be changed to the appropriate numerical grade on the student's next report card. Failure to meet this time-line will result in the incomplete being changed to an "F" by the teacher. If there are extenuating circumstances, the student is responsible for talking with his/her teacher(s) and academic counselor.

Minimum-Maximum Credit Rule Students must be fully scheduled every semester they attend.

Academic Progress Academic progress may be accessed by using FACTS. Passwords are issued to each student and their parents/guardians at the start of the school year. Grades are updated bi-weekly and final grades at the conclusion of the semester. It is the prerogative of the teacher to inform and communicate with parents and students daily/weekly etc. Students receive online report cards at the end of each semester. It is expected parents, teachers, and students share the responsibility of communicating student progress. *Teacher's will notify parents, via email, of any student receiving a D/F in a course at any given time during the semester.*

VI. ACADEMIC HONORS

SENIOR ACADEMIC AWARDS The determination of Salutatorian and/or Valedictorian is based on the class ranking system. Please note that only students who have attended Bishop Grimes from 9th grade – 12th grade and are graduating with an advanced Regents diploma are eligible to be named Salutatorian or Valedictorian.

In addition, each department grants awards to seniors based on the following criteria:

HONORS: Awards are given to seniors maintaining an average of at least 93.0 who also fulfill departmental criteria

HIGHEST HONORS: Awards are given to the senior with the highest average who also fulfills the departmental criteria. If no senior has an average of 93.0, the highest honors is given to the senior with the highest average above 90.0. The weighting of courses taken is reckoned into these averages. Five points are added to the final grade of any honors or advanced placement course.

DEPARTMENTAL CRITERIA

Social Studies:	Highest Honors: Highest average with subject taken for four years Honors: Average of 93.0 or above with subject taken four years
Mathematics:	Highest Honors: Highest average with subject taken for four years Honors: Average of 93.0 or above with subject taken four years
Science:	Highest Honors: Highest averages with four years of Regents level Science Honors: Average of 93.0 or above with four years of Regents level Science
Theology:	Highest Honors: Highest average with at least two credits in the subject Honors: Average of 93.0 or above with two credits in the subject
English:	Highest Honors: Highest average with at least four credits, including one honors or AP course Honors: Average of 93.0 or above with at least four credits
LOTE (Each language offered):	Highest Honors: Highest average with at least four years of the language Honors: Average of 93.0 or above with at least four years of the language
Art:	Highest Honors: Highest average with at least four credits Honors: Average of 93.0 or above with at least four credits
Music (Choral and Instrumental):	Highest Honors: Highest average with four years in Chorus or Band Honors: Average of 93.0 or above with four years of Chorus or Band
Business/Technology:	Highest Honors: average in Business/Technology sequence Honors: Average of 93.0 or above in Business/Technology sequence
Theater:	Awarded to a student who, in the opinion of the BG theatre faculty, has made outstanding and lasting contributions to the theater program at Bishop Grimes Jr./Sr. High School.

NATIONAL HONOR SOCIETY & NATIONAL JUNIOR HONOR SOCIETY Membership in National Honor Society or National Junior Honor Society is an honor bestowed upon a student by the Faculty Council on behalf of the school faculty and administration. Selection for membership is based on outstanding scholarship, character, leadership, and service. Leadership is based on the student's participation school in community activities. To meet the service requirement, students must be active in service projects in the school and in the community. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. Once selected, a member has the responsibility to continue to demonstrate these qualities. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the Chapter Advisor and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or civic laws, a member does not necessarily have to be warned. The Faculty Council shall determine when an individual has exceeded a reasonable number of warnings. In all cases of impending dismissal, a member shall have the right to a hearing before the Faculty Council. The Principal has final say in all matters after hearing the recommendation of the Faculty Council.

To be eligible for membership a student must have been in attendance at Bishop Grimes for the equivalent of one complete academic year, except for the 7th grade. Students must maintain the designated cumulative average as set by the Faculty Council, and must be a member of one of those classes designated as eligible. Students in grades 7, 8, and 9 must have a cumulative average of at least a 92% to be eligible for National Junior Honor Society. Students in grades 10, 11, and 12 must have a cumulative average of at least a 90% to be eligible for National Honor Society.

Upon completion of the first semester, qualifying students will receive an application to either National Junior Honor Society or National Honor Society. The Faculty Council consisting of five faculty members will screen the student applicants. Decisions of the Faculty Council are final.

OTHER ACADEMIC HONOR SOCIETIES Bishop Grimes also offers admittance into content-specific National Honor Societies. Currently these include: English, French, Math, Science, Social Studies, and Spanish. These honor societies are sponsored by individual teachers and membership requirements vary based upon the specifications of the sponsoring organization. Requirements for membership are available by request. Please contact the Main Office for more information. Recognition of the members of these honor societies takes place on Grimes Day.

Academic Honor Roll Honor Roll is based on the Term GPA. The Term GPA required for the various levels of the Bishop Grimes Honor Roll are: Summa Cum Laude: 4.00 or above Magna Cum Laude: 3.70 to 3.99 Cum Laude: 3.00 to 3.69

VII. ACADEMIC PROBATION/DISMISSAL

Probation Probation is a supportive effort whose intent is to help students focus on academics. Ineligibility affects **all extracurricular activities** including athletics, drama club productions, after school clubs, open gyms (workouts), and dances. All classes to include core classes, physical education, art, music, and all elective classes shall count towards eligibility. Eligibility will be based on semester grades and carry over from one academic school year to the next.

Academic Probation A student is placed on academic probation when the student earns less than a 2.00 grade point average for one semester and/or cumulative grade point average, and/or fails two or more classes in a semester. A student is subject to dismissal from Bishop Grimes High School if the student earns less than a 2.00 GPA for two semesters and/or cumulative grade point average, and/or fails 2 or more classes in a semester. In addition to increasing the student's GPA, students on academic probation must maintain a 95% attendance rate. Any student who is on probation will not be allowed to participate in extracurricular activities.

It is our sincere desire to assist you in reaching your educational goal. Some areas of assistance we would like you to consider are:

- Speak with your teacher(s).
- Office of Academic Affairs: Contact Mrs. Burnett, Mrs. Scullion, or Mrs. Enck to schedule a meeting to review current grades and credits.
- Peer tutor.

We strongly recommend you utilize these resources as soon as possible to develop a positive plan of action.

All students on probation will have grades reviewed every two grade updates, or every four weeks. At the end of 4 weeks, it is at the Coaches, Athletic Director & Office of Academic Affairs discretion whether or not to allow an ineligible player to resume playing. If there has been improvement, the academic affairs office is able to request the student be able to participate.

AFTER SCHOOL HELP Students are responsible for seeking extra help after school with their teachers when necessary. Teachers are typically available in their classrooms Monday, Wednesday, and Thursday until 3:20.

VIII. ACADEMIC HONESTY & INTEGRITY

Bishop Grimes Jr./Sr. High School is committed to and values the highest level of academic achievement and integrity. It is the expectation of the school that all members of the Bishop Grimes community strive to be principled, act with integrity and honesty with a strong sense of fairness, justice, and respect for the dignity of the individual, groups, and communities. In addition, Bishop Grimes Jr./Sr. High School believes that academic honesty in all classes teaches and promotes self-management and communication, as well as thinking and research skills, which are necessary life skills beyond the walls of the school community. It is the school's objective to work together as a community of teachers, students, administrators, and parents to ensure that our students have access to and use resources of the highest academic quality that are then properly credited and cited by students. Additionally, students are required to create original and authentic work on their assignments, tests, research papers, and other assessments as teacher guidelines require. **Referenced work that is quoted or paraphrased must be clearly acknowledged in the body of the assignment and again in the student's works cited/works consulted page.** To understand academic honesty it is important to also examine the forms of academic misconduct.

ACADEMIC MISCONDUCT is a behavior, whether deliberate or inadvertent, that results in, or may result in, a student or any other student gaining an unfair advantage in one or more components of an assessment. A behavior that disadvantages another student is also viewed as academic misconduct.

The administration and faculty of Bishop Grimes are dedicated not only to teaching academic skills but also to fostering integrity among our students. Recognizing that today's students are tomorrow's leaders, students must be encouraged to recognize, understand and practice ethical behavior. In an effort to accomplish this goal the following policy is presented to help students avoid what is considered unethical behavior and to help guide them toward more acceptable conduct.

For assignments, papers, books, reports, tests, quizzes: Infractions are cumulative during the student's entire enrollment at BG and are to be graduated in severity. (i.e., if a student cheats in a Math class and is reported and sometime later in the same year or during another year cheats in History class that will count as two violations.)

Consequences:

- 1st offense: a zero (0) for the assignment (exceptions may be made at teacher's discretion for students to make up the 0 grade), parents notified by the teacher and a copy of the letter is to be put in the student's disciplinary file.
- 2nd offense: consequence as in #1, 4 hour service assigned
- 3rd offense: consequence as in #1 and #2, and the school administration, teacher, parent and student will meet for a final warning.
- 4th offense: Student may be expelled from school

Some examples of cheating are, but not limited to copying another person's work to be submitted as one's own work; plagiarism (see below); having, using, or attempting to use unauthorized aids books, notes, Apple applications including, but not limited to Messenger, electronic aids on tests, quizzes, papers, or projects; writing formulas, notes, or anything on desks, paper, hands or clothing to be used or actually used on the assignment, test, or quiz; talking during a testing session; having a copy of the test or answers to the test; providing specific information about a test to someone who has not yet taken the test; giving unauthorized assistance to a fellow student, (i.e., giving student homework to copy, allowing another student to look on test papers, doing another student's assignment for them); forgery in connection with academic endeavors or school processes or procedures.

Plagiarism results from the unacknowledged use of material found in print sources, oral presentations, or visual, electronic or other media sources. Plagiarism does not require an intention to deceive. It can result when a student submits as his or her own work ideas, language, data or other material contained in a source not acknowledged by the student, if the student knew or should have known that such acknowledgment was required.

Plagiarism includes, but not limited to the following:

- Submitting another author's published or unpublished work, in whole, in part, or in paraphrase, as one's own work, without fully and properly crediting the other author with footnotes, citations or other bibliographical reference;
- Submitting as one's own original work any material, including data, tables, graphs, charts, or other visual material obtained from any source, without acknowledgment and citation of the sources
- Submitting as one's own original work material produced through unacknowledged collaboration with others, unless such collaboration is permitted by the instructor.

IX. SERVICE LEARNING

The Service Learning Program at Bishop Grimes is a basic part of our school's mission that fosters a life of service and witness to the message of the Word of God. By volunteering their energies and talents to the people and organizations in our community, students fulfill their obligations to perform corporal and

spiritual works of mercy. Service at our school is part of who we are as a people of faith in Christ. Although there are prescribed hours of service for students to complete, in each Theology class, facilitated by the instructor, it is our hope the school's culture naturally promotes service endeavors. Service hours may be completed only during the semester class in which the student is enrolled. Hours completed beyond class will be considered for the Presidential Award.

Special Recognition: Seniors who have accumulated a minimum 200 or more hours of service during their time at Bishop Grimes will be recognized for their outstanding efforts at Grimes Day with the President's Service Award:

Bronze 100-174, Silver 175-249, Gold 250+

Portfolio: Once hours have been completed, each student must document their service hours via an electronic portfolio. Approved hours will be documented, by the theology teacher, in FACTS. Those student portfolios demonstrating 200 plus hours of service will be selected for special recognition at graduation. Additionally, students may receive the Presidential Service Award as prescribed above.

X. HEALTH SERVICES

A registered nurse is on duty or on call during the school day. The Health Office is located just off the Main Lobby past the bathrooms. The nurse assesses students for illness, provides first aid, administers medication, and provides vision, hearing, and scoliosis screenings. The nurse also coordinates medical eligibility for student's participation in physical education class and school sports, and the nurse sees that the appropriate personnel have limited but necessary information pertinent to a student's specific health needs. The nurse also issues Working Papers when requested by students during the school year. Parents are asked to call the nurse regarding a child's hospitalization or extended absence due to serious illness, injury or surgery, or with specific concerns regarding a child's health.

All medical forms are available by clicking on Health Information under the Admissions tab at www.bishopgrimes.org.

ATHLETICS

The medical requirements for participation in school sports are met when the following documents have been reviewed by the school nurse and are on file in the Health Office.

1. A current health appraisal/physical examination that specifically notes sports participation. (The appraisal must have been completed within the last twelve months.)
2. An initial health history form that has been completed and signed by a parent/guardian for the student for his/her first season of sports in a given school year. An internal health history form must be submitted for each additional sports season a student participates in during a given school year.
3. Documentation of a pertussis-tetanus booster given within the last 10 years and a copy of an up-to-date immunization record.
4. If applicable, a release from a health care provider or emergency room provider to participate after an injury, a surgical procedure, or a chronic medical condition. This includes a "carry" authorization for an Epi-Pen or inhaler.
5. Also see section **Medication Use in School**

ELEVATOR The use of the school's elevator by students requires an administrator's or the nurse's permission. Use of the elevator is restricted to those students who cannot use the stairs easily because of a handicap or a short-term physical condition.

EMERGENCY CONTACT & HEALTH INFORMATION Bishop Grimes requires that current parent/guardian phone numbers be on file in the Health Office in the event of student illness, injury, or emergency. This information should be updated annually on the Student Emergency Contact and Health Information Card. Students receive this card in homeroom during the first week of school and are asked to return the card to either their homeroom teacher or the nurse before the end of September. Please notify the Health Office of any health information changes throughout the school year.

HEALTH APPRAISALS/ PHYSICAL EXAMINATIONS It is required that all 7th, 9th, and 11th grade students as well as all new students to the building and students participating in interscholastic athletics have a health appraisal. Annual screenings are required for students in grades 7-10. Students in grades 7 and 9 require scoliosis screening, and those in grades 7 and 10 require a hearing and vision check. The school nurse performs these screenings on all students who do not show documentation of these having been performed by their own health care provider. Parent/Guardians will be notified should the results of the screening indicate that their child requires further follow-up. If the child's health care provider has not examined the child, and a parent/guardian does not want their child screened for scoliosis by the school nurse, notify the Health Office in writing prior to October 1st.

It is recommended that a child's own health care provider complete the health appraisal and record it on the East Syracuse Minoa form that is available in the Health Office or on the school's website.

Health Appraisals are offered two times a year at Bishop Grimes with written permission, an appointment, and completion of a health history form by a parent/guardian prior to the examination date. Health appraisals are also offered through ESM at the high school throughout the school year and summer. Dates for each school's health appraisals can be found on the respective school calendars.

HEALTH CARE PROVIDER/EMERGENCY ROOM If a healthcare provider in an emergency room or office sees a student, a note must be sent to the nurse stating the care a student may require during school hours, medication needed (see below for regulations), and activity for physical education and sports.

ILLNESS/INJURY

Students are encouraged to see the school nurse when they become ill at school and to seek first aid in the Health Office for injuries that occur during the school day. **No student should leave the building because of an injury or ill health without first being evaluated by the nurse.** The nurse will contact a parent/guardian as needed. Students are instructed to go to the school nurse if they are not feeling well instead of calling home/texting on their cell phone for a parent/guardian to pick them up from school. The administration requests the help of parents to comply with this request. If it is necessary for a child to go home, the nurse will write a dismissal pass and the student will sign out in the Guidance Office prior to leaving the building.

IMMUNIZATIONS Students in grades 7 and 12 are required to have a record of receiving a meningitis vaccine on file in the Health Office by September 3. New York State Public Health Law requires all students entering 7th grade to have a single dose of meningitis vaccine (brand name Menactra or Menveo) administered to all adolescents at age 11 or 12. A second (booster) dose of meningitis vaccine

(brand name Menactra or Menveo) should be administered at age 16 years. The booster is not necessary for students who received the first dose at 16 years or older.

New York State law requires parents/guardians to give the school a copy of an immunization (shot) record that shows their child has received, or has an appointment(s) to receive the required vaccine(s) (shots) in order to attend school. This record may be from a health care provider, health department, or an official immunization record from the child's former school. The record must include: name of the vaccine, date vaccine given, and who gave it, along with their title; or where it was given if at a clinic.

Please contact your child's health care provider to make sure your child has what is required in order to attend school this fall.

INTERNATIONAL STUDENTS International students at Bishop Grimes must provide medical records, immunization records, and a physical written or translated in English in order to ensure that proper care and procedures are taken in the case of an emergency. In addition, international students must have a health appraisal completed by a New York state licensed health care provider.

MEDICATION USE IN SCHOOL When it is necessary for a child to take medication at school, either over-the-counter or prescription, a child's health care provider must complete a Bishop Grimes medication order and authorization form in addition to a parent/guardian signature on file authorizing the nurse to administer the medication. This form is available in the Health Office or on the Bishop Grimes website.

ALL medication must be brought to the Health Office by a parent/guardian in its original container/packaging and label with the appropriate forms. Pharmacists will provide a duplicate bottle and label upon request. Parents are asked to bring in only what is needed during the school day for the length of the prescription. Medication must be stored in the Health Office and administered by the school nurse. An exception can be made for an Epi Pen, Auvi-Q, or inhaler when an additional authorization is on file in the Health Office. This "carry" authorization is mandatory for athletes whose health care provider prescribes an Epi-Pen or Auvi-Q for a bee sting allergy or an inhaler for asthma. Leftover medication must be picked up by the parent/guardian at the end of the time it is to be given or at the end of the school year if given all year. Medication not picked up will be destroyed.

NEW STUDENT TO THE SCHOOL An official immunization record from a child's health care provider is required prior to a child starting school. According to Public Health Law no student may attend school in excess of 14 days without this documentation or proof that the immunizations are being administered. Exclusion proceedings will have to be initiated if written proof is not submitted. Also, a health appraisal/physical examination is required for the current school year.

PHYSICAL EDUCATION AND SPORT EXCUSES If a student is unable to participate in physical education class or sports a note from a parent/guardian will excuse the student for one day. A health care provider's note is needed for any extended excuse. A note is then needed from the health care provider to return to physical education class and sports. An excused student continues to report to the physical education class but under NO circumstances may that student participate in any activity until a health care provider's release is received. An athlete that sees a health care provider during that particular sport season must also provide a note, even if no restriction was placed on the athlete

ACCIDENTS Every precaution is taken to avoid accidents. In the event of an accident occurring on school grounds, it is to be reported to the school nurse and/or administrator immediately. Sports-related injuries occurring on or off school grounds must also be reported to the school nurse. A student's parents/guardians will be notified immediately and an accident report will be completed. If an injury occurs the student's family health coverage is the primary coverage for health care.

CONFIDENTIALITY IN COUNSELING When a student indicates that he or she is thinking about hurting himself or herself or other students, school personnel are required to take action to ensure the safety of the student or other students. This action will include sharing information with the school Principal and parents/guardians and may include notifying outside agencies. No statement, oral or written, made by a student seeking counseling for any form of drug abuse may be used as admissible evidence against him/her in any proceedings.

XI. ATTENDANCE

Attendance Policy Bishop Grimes believes strongly that regular, in-person attendance and punctuality are essential to good performance in school. Through the combined efforts of students, families, and school personnel, the goals of punctuality, self-discipline, and responsibility can be developed as we prepare students for the adult world. Regular attendance is a necessary part of this preparation. Virtual attendance does NOT count as being Present, unless it is a designated Virtual Learning Day, by administration, for the entire school.

Excused Absence Excused absences are defined as absences that the school regards as legitimate reasons for being out of school, as included in the school policy. These could include:

- Illness verified by note from parent/guardian (no more than three per semester)
- Illness verified by note from Physician (after three parent excused calls)
- Family funeral
- Military Connected Families (e.g. absences related to deployment/return)
- Excused by the school administration

Unexcused Absence An unexcused absence is any absence not covered under the definition of excused or exempt.

Upon the 10th UNEXCUSED absence, the student places him or herself in jeopardy of losing all credits for the semester. The administration will advise on all situations. Students are not considered absent when attending field trips, college visits, masses, school directed activities, traveling abroad, etc.

Any work submitted by a student during time considered UNEXCUSED, may be marked as a zero (0%).

Attendance Procedures The parent/guardian is expected to notify the school before 7:50 a.m. on the day of the student's absence. Parent/guardians are expected to email: bgattendance@syrdiocese.org or call the attendance office explaining an absence, and this note is to be provided to the attendance office the day the student returns. Failure to follow these procedures will result in the student receiving unexcused absence.

Attendance Guidelines If a student is to be absent for reasons other than illness, an email detailing the absence is requested at least two days in advance. If at all possible, families should not schedule doctor appointments, driving tests, and other personal business during the school day. Requests for early dismissal must be accompanied by a note from a parent/guardian. If a student becomes ill during the day, he/she must first call his/her family from the attendance or health office to receive permission before leaving.

Extracurricular Activities Daily attendance at school is expected. Students involved in any extracurricular activity (including sports) must have attended class ALL DAY on the day of the activity in order to be able to participate in that activity. Approved field trips or school activities constitute attending school. Any exemptions (funeral, dental, doctor, for example) must be approved by the school administration. "Sleeping in" with parental/guardian approval is not an allowable exemption.

Tardiness Bishop Grimes is responsible for students developing a sense of self-management. Demanding punctuality is directed toward that goal. Punctuality is the duty and responsibility of each student. Students are expected to be on time for all classes and scheduled activities during the school day. If a student is more than 10 minutes late from the class, it will be considered an unexcused absence.

Students who form a pattern of being tardy for any period of the day, are in jeopardy of receiving no credit for the course. *Teacher will contact a parent/guardian after the 3rd tardy. Upon the 6th tardy, the student may receive no credit for the class.*

Tardiness Defined Tardiness is defined as a student not being in an assigned area or classroom when the allowed passing time has expired. A student is tardy if not in the classroom when the bell rings, unless he/she has an admit pass from school personnel.

Emergency Closing In the case of a school cancellation or delay, parents and students are to check their email and/or the Bishop Grimes website. WE DO NOT FOLLOW THE PUBLIC SCHOOL DISTRICTS' DECISION.

Students may be responsible for virtual learning opportunities on Emergency Weather Days

Standard Steps Taken for Virtual Learning Days Students will need to check in, via email, with their first period teacher by 8:00 am for attendance. If a student fails to check in with their first period teacher via email, it is an unexcused absence and they receive zero credit on all assignments for that day.

- Assignments for the day are posted at FACTS and/or Google classroom.
- Teachers *may* assign 40 minutes of work or the equivalent of one period.
- Teachers will be available via email during regular school. Should a student request a Google Meet with a teacher during the school day, every effort should be made to accommodate the student's request.
- Students are expected to have all work completed by 3:30 pm that afternoon.
- The work should be essential to what would have been taught in school: engaging, explorative, relevant...this is not busy time. The work should mirror a lesson.
- Student safety is our priority, and virtual learning days support that priority.

XII. DRESS CODE

Philosophy One of the primary aims of Bishop Grimes that sets it apart from public schools is the hope of teaching students a sense of self-discipline. All students are expected at all times to present a modest, neat, and clean appearance while being in the approved school dress code. Parents/Guardians must be aware of the dress code, ensure the approved items are purchased, and insist that their student(s) be in dress code when leaving the house each morning. Students not in compliance with the dress code policy will be provided one opportunity to become compliant. Failure to comply will result in the student being sent home for the day.

The school's primary mission is to educate the whole student in a Christian atmosphere where modesty and non-competitive dress are the norm; pride in oneself, self-confidence, and self-esteem are part of this and directly relate to appearance. The Bishop Grimes community believes a dress code is conducive to an attitude and atmosphere of cooperation and prepares students to take their place in the workplace.

All students are expected at all times to present a modest, neat, and clean appearance while attending classes and after school activities at Bishop Grimes. The dress code at Bishop Grimes is in effect from 7:40 a.m. until 2:50 p.m. each school day. Students serving after school detentions and/or participating in after school activities in which they are representing Bishop Grimes are also to be in dress code.

DRESS CODE ENFORCEMENT No matter the dress code, the issue is the enforcement of it. The enforcement of the Bishop Grimes dress code is the responsibility of four primary groups of people.

The first is the student. The student is aware of the dress code and what is expected. One of the primary aims of Bishop Grimes which sets it apart from public schools is the hope of teaching students more self-discipline.

The second group is the parents/guardians. Families should be aware of the dress code, provide their students with the correct dress code items, and insist that their student(s) be in dress code when they leave the house each morning.

Teachers/staff are the third group needed to enforce the dress code. The teacher is typically the first adult the students interact with each morning at school. Teachers are called upon to be consistent when enforcing the dress code for every person on an equitable basis. Throughout the day classroom teachers are expected to enforce the dress code.

The last group in the enforcement process is the school administration. Decisions regarding consequences for dress code violations are at the discretion of the administration.

DRESS CODE VENDOR For the sake of uniformity and consistency Lands' End is to be the sole dress code clothing provider of Bishop Grimes. A link to the Bishop Grimes Lands' End Uniforms page is available on the BG website's homepage.

Please note that students who have gray pants, skirt/skort, shorts purchased from Flynn O'Hara or Lands' End will be allowed to wear these pants during the 2021-2022 school year; however, these pants are no longer available for purchase and are being phased out of the dress code.

YOUNG MEN'S DRESS CODE

1. Navy blue or khaki pants with the BG logo from Lands' End Uniforms are worn with a long-sleeved light blue button down oxford dress shirt. Oxford dress shirts must be buttoned (except for the top button) and tucked inside the pants so that the belt line can be seen. Students may wear a school-appropriate tie with their dress shirt if they choose to do so.
2. A belt must be worn with dress code pants. If a student chooses to wear a shirt under his oxford shirt, it should be a solid white or navy blue shirt.
3. Bishop Grimes light blue polo shirts, with the BG logo, purchased from Lands' End Uniforms may ONLY be worn in September, October, May, and June. A student may choose to wear a solid white or navy blue short-sleeved t-shirt under his polo shirt.
4. If a Bishop Grimes sweater or jacket with the BG logo from Lands' End Uniforms or a quarter-zip purchased from Bishop Grimes is worn, an approved oxford dress shirt or BG polo shirt (in the appropriate months) must be worn underneath it.
5. Footwear is to be a dress shoe, boat shoe, or sneaker. The only colors allowed are solid black or solid dark gray. Footwear is always to be worn with socks. During the months of September, October, May, and June students may wear white or black ankle socks if they are wearing their Lands' End Uniforms shorts.
6. Navy blue or khaki walking/Bermuda shorts with the BG logo purchased from Lands' End Uniforms may ONLY be worn in the months of September, October, May, and June. A belt must be worn with shorts.

YOUNG WOMEN'S DRESS CODE

1. Navy blue or khaki pants/slacks or a skirt/skort at the knee with the BG logo must be worn with a light blue button down blouse (long- or short-sleeved). Both the pants/slacks, skirt/skort, and blouse must be purchased from Lands' End Uniforms. Blouses are to be buttoned (except for the top button) and tucked in so the belt line can be seen. A student may choose to wear a solid white or navy blue short-sleeved t-shirt under her blouse.

2. A belt must be worn with pants/slacks. Slacks and skirts are not to be rolled or slit and must be properly buttoned or fastened.
3. Bishop Grimes light blue polo shirts, with the BG logo, purchased from Lands' End Uniforms may be worn ONLY in September, October, May, and June. A student may choose to wear a solid white or navy blue short-sleeved t-shirt under her polo shirt.
4. If a Bishop Grimes sweater or jacket with the BG logo purchased from Lands' End Uniforms or a quarter-zip purchased from Bishop Grimes is worn, an approved blouse or a BG polo shirt (in the appropriate months) must also be worn underneath it.
5. Footwear is to be a dress shoe, boat shoe, or sneaker. The only colors allowed are solid black or solid dark gray. Heels must be less than two inches. Footwear is always to be worn with socks, tights, or stockings. During the months of September, October, May, and June students may wear white or black ankle socks if they are wearing their Lands' End Uniforms shorts.
6. Navy blue or khaki walking/Bermuda shorts purchased from Lands' End Uniforms may ONLY be worn in the months of September, October, May, and June. A belt must be worn with shorts.

NON-PERMISSIBLE DRESS CODE ITEMS

1. Beach shoes, Crocs, Ugg boots, flip-flops, open-backed, slipper-type shoes, footwear with any type of visible fur (i.e., moccasins), sandals, and any shoe deemed inappropriate by an administrator.
2. Footwear must not be nor contain any neon or bright colors.
3. Cargo pants, joggers, and pants with elastic waistbands or elastic at the bottom of the legs are NOT permitted.
4. Pants must NOT be tucked into footwear.
5. No undergarments are to be seen, including the bottoms of undershirts.
6. Hats and other types of headgear, hoods, scarves, bandanas, and sunglasses are not permitted.
7. Coats, jackets, hoodies, sweatshirts, and other outerwear that are not part of the BG dress code described above are not permitted during the school day.
8. Students are not to cut off the legs of dress code pants to turn them into shorts.

PERSONAL GROOMING

1. Young men must be clean-shaven each day.
2. Young men must not have facial hair, beards, mustaches, or sideburns below the ears.
3. Hair must be a natural color, neat, clean, and acceptably styled. Fads and trends are to be avoided.
4. Hair should be combed or brushed, of acceptable length, and neat in appearance at all times. For young men this means cut above the collar, ears, and eyes. For young ladies this means hair must not be covering the eyes.

5. Young men are allowed to wear a single pierced earring in each ear.
6. Visible tattoos are prohibited.
7. Facial piercing, of any kind, including the nose or lip, is prohibited.
8. Excessive or cult jewelry, including chains, is not permitted.

DRESS UP DAY & GRIMES DAY DRESS CODE

1. Students must wear their school uniform or DRESS UP on Grimes Day or on a dress up day.
2. Students who choose to wear their uniform must follow the regular dress code guidelines.
3. Shorts are NOT to be worn on Grimes Day or a dress up day.

If a student chooses to dress up these guidelines must be followed:

YOUNG MEN: dress pants, dress shirt (must be tucked in with a belt), dress polo shirt, ties and suit jackets are optional but strongly encouraged, and dress shoes with socks. Sneakers are NOT to be worn on Grimes Day or a dress up day. No hats of any kind, no denim/jeans of any kind, no t-shirts, and no cargo pants or shorts are to be worn.

YOUNG WOMEN: dress pants, skirt, or dress of fingertip length and blouses (only top 1-2 buttons may be unbuttoned). Dress and blouse tops must have straps that are two fingertips wide (at least 1") or greater. Cleavage must be completely covered. Clothing must be of a modest fit and length. Undergarments are NOT to be visible when standing, sitting, or bending. No rompers or tight-fitting clothes are to be worn. Dress shoes are to be worn. Heels must be no greater than two inches (2") and must strap to the foot. Safety while climbing stairs and bleachers should be considered. Sneakers, flip-flops, Crocs, Ugg boots, beach shoes, and slippers are NOT to be worn on Grimes Day or dress up days.

"DRESS DOWN DAY" DRESS CODE On non-dress code days, often referred to as dress down days, students may pay for the opportunity to wear appropriate clothes of their own choosing. These clothes must not have inappropriate slogans, language, or depictions on them. All clothes must be generously fitting and in good repair. Young men are not to wear sleeveless t-shirts. Young women's dress and blouse tops must have straps that are two fingertips wide (at least 1") or greater. Jeans, pants, athletic warm ups, Capris, and a skirt or dress at least to the end of the fingertips are acceptable. Shorts (not cut-offs or slits) to the ends of the fingertips are allowed in the months of September, October, May, and June. Students may not wear sandals, flip flops, open-backed, beach shoes, or slipper-type shoes. Rules associated with grooming in the normal student dress code, i.e., hats, head scarves, bandanas, sunglasses, jewelry, tattoos, and shaving still apply on non-dress code days.

Students are expected to display modesty, decency, and good taste on non-dress code days. Clothing is not to be distracting to the student population. For example, clothing containing vulgar language, illegal activities, un-Christian and un-Catholic messages, inappropriate depictions, or clothing that encourages the use of controlled substances, alcohol, firearms, etc. are not allowed. Visible undergarments, clothing

with rips, slits, tears, or holes (including jeans), bare midriffs, cleavage, and backless or sleeveless tops are not acceptable attire. Form-fitting or tight pants (skinny jeans, leggings, yoga pants) may be worn with an appropriate top that extends to the student's fingertips while standing. Interpretations of modesty, decency, and good taste are left to the discretion of the disciplinary deans and administration.

Students are required to pay for the privilege of having a non-dress code day during first period class or upon late arrival to school in the Guidance/Attendance Office. Every effort should be made to have the exact amount of money for a non-dress code day rather than large bills that cannot be given change. If a student does not pay for a non-dress code day and is found to be in non-dress code clothes at any point in the day, he/she will be treated as though he/she is out of dress code and will face the appropriate consequences.

COBRA PRIDE DAYS DRESS CODE On Cobra Pride Days, in an effort to increase school spirit and celebrate student involvement in activities at Bishop Grimes, students may choose to wear any Bishop Grimes club, sport, or school-sanctioned top with dress code pants, slacks, or skirt/skort. Bishop Grimes, BG, or the BG logo must appear on the shirt. Homemade shirts are not acceptable. Students will not be charged to participate in Cobra Pride Days.

PHYSICAL EDUCATION DRESS CODE In order to participate in Physical Education students must wear the proper attire. Students may purchase the BG Gym uniform components from Lands' End, or they may follow the guidelines outlined below. Students are to change into and out of their Phys. Ed. uniforms before and/or after class on days when they have Phys. Ed. Failure to follow the proper PE dress code will result in a student's forfeiture of participation points. The following is acceptable clothing for Physical Education classes:

1. A t-shirt or sweatshirt that must have sleeves, no cutoffs; be blank (no logo) or have a Bishop Grimes or other Catholic school related logo.
2. Shorts or sweatpants (not pajama pants) that do not have writing on the backside and be at least fingertip length.
3. Sneakers do not have to be new, but they should be used for indoor use only and have non-marking, clean bottoms.
4. Bishop Grimes issued athletic uniforms are NOT to be worn during Physical Education classes. These uniforms are only to be used for games. Team or club items (i.e., t-shirts, etc.) purchased for ownership may be worn during PE class if they meet the above criteria.

Parents/guardians are asked to help in controlling the length of skirts and the overall application of the dress code. The school administration has the authority, at any time, to determine if a student is out of uniform and/or drawing undue attention to themselves. If a need arises for a uniform deviation, they must receive from the school administration permission (in writing) for the alternate dress code. If a student is not in proper uniform, it is the right of administration to send a student home and the day will be marked as an unexcused absence.

XIII. SENIOR PRIVILEGES

At the beginning of the school year, Senior Class Officers must submit a written request to the Administration with a proposal of the Senior Privileges that the class would like to earn. Senior Privileges do not begin until the Administration has met with and discussed this proposal with the officers and class moderators. At that time, the parents/guardians of seniors who are in good academic and behavioral standing are offered the opportunity to request Senior Privileges for their student.

A senior in good academic and behavioral standing must:

- ✓ Maintain a minimum overall average of 80%
- ✓ Receive no failing grades
- ✓ Receive no more than three school detentions in a marking period
- ✓ Not incur any type of school suspension
- ✓ Receive no more than three unexcused absences or tardies. After a senior has accumulated three unexcused tardies, each subsequent tardy will result in a one week revocation of senior privileges.

Senior privileges will be reviewed each time that progress reports and report cards are posted or distributed.

SENIOR COLLEGE VISITS Any senior scheduling a college interview which would require him/her to be absent for a full day or be excused early from school is required to bring a note indicating this to the attendance officer the day before the college visit. Seniors are required to obtain a “green sheet” from the Attendance Office one week prior whenever possible to the visit, in order to allow teachers’ knowledge of the intended absence. Confirmation of the visit (via a letter from the college) is to be submitted to the Attendance Office for verification upon the student’s return to Bishop Grimes.

SENIOR APPAREL Upon receipt of the officially-approved Bishop Grimes senior apparel, seniors who purchase the official Class of 2021 Senior Apparel t-shirt and/or sweatshirt (hoodie) may wear these two items of clothing on designated days as negotiated by the class officers. Please note that there may be days when the administration stipulates senior apparel is not to be worn, including days when there is Mass or a prayer service. Seniors are expected to follow these directives. In addition, this privilege is not extended to other senior apparel items of clothing (i.e., sweat pants).

SENIOR EARLY DISMISSAL Early Dismissal is for seniors whose academic classes end before the end of the normal school day. In such a case, a student with Early Dismissal privileges may leave the school’s campus following their final academic class. Permanent schedule changes will not be permitted for the sole purpose of a student gaining Early Dismissal. If a student has their afternoon periods free he/she may leave at the beginning of second lunch. Seniors may not leave early on days that are designated by the Administration for special programs, prayer services, or assemblies. Seniors with Early Dismissal must sign out in the Attendance Office immediately after their last class and then immediately leave campus upon signing out. Once a student has left school’s campus he/she may not return except for an after school activity/sport and not until after the school day has finished at 2:55 p.m. Senior student-athletes need to be aware of and follow the guidelines for student-athletes found in this Handbook. Seniors may lose the privilege of early dismissal for academic and/or disciplinary reasons.

SENIOR STUDY HALL Senior Study Hall is a privilege that allows seniors to report to the designated senior lounge area during the study hall.

A parent or the school may temporarily, or permanently, revoke these privileges for academic or behavioral reasons. If a parent/guardian wishes to deny or revoke these privileges, he/she must inform the administration in writing.

SENIOR SKIP DAY The Administration of Bishop Grimes Jr./Sr. High School does not offer or condone a senior skip day. Any senior who participates in any form of a senior skip day may face disciplinary and/or academic consequences for his/her decision to do so.

SPECIAL SENIOR HONOR AWARDS

SPIRIT AWARD

The Bishop Grimes Spirit Award has been designated as one of the highest awards which the school gives to a student. It is not primarily an academic award, but the senior who wins it should be a person who works to ability. The award stresses maturity, character, service to the school and community, responsibility, and leadership. This award is given to one male and one female from the Senior Class.

BISHOP GRIMES CHRISTIAN LIVING AWARD

This award has been designated as the highest award which the school gives. It is given for outstanding Christian living. This award stresses dedication, cheerfulness, kindness, selflessness in giving of one's time and gifts, and mature spirit of faith and prayer. This award is given to one male and one female from the Senior Class.

XIV. BEHAVIOR POLICIES AND PROCEDURES

Code of Conduct According to the mission and vision of Bishop Grimes that emphasizes deep respect for human dignity and the value of every individual, each student is to be considerate of the rights' of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development, personal responsibility and a Christian attitude. Each student is expected to behave appropriately at all times, respect the rights of others, and adhere to all classroom rules and school regulations.

BUILDING RULES The Administration has the authority to establish standards of conduct and rules for local matters, school building activities, and the granting or withholding of student privileges. These standards and rules may include procedures for arrival to/at school; student assemblies; emergency drills; study halls; use of the cafeteria; conduct in hallways; use of student lockers; student ID's and student passes; school parking privileges; book bags and backpacks in the building; bicycles, skateboards, and similar means of transportation; the use of cell phones and electronic devices; and other matters related to discipline and order in the building.

Conferences for Behavioral Concerns Conferences to discuss behaviors that affect successful school performance may occur. The use of recording devices during conferences is prohibited. The secretive recording by a student or parent will result in immediate withdrawal or expulsion of the student.

Because parent/family cooperation is essential to successful education and discipline, the administration of Bishop Grimes has the right to involuntarily withdraw a student when the parent/guardian of the student acts in ways not helpful to the successful education of the student as determined by the administration. If a member of administration or faculty is not permitted to

communicate or meet with a student per a parent's instructions, the student will be withdrawn from the school.

CELL PHONES & CELL PHONE POLICY The overwhelming research on the use of social media by middle and early high school students suggests they are not emotionally mature enough to properly engage in the use of these types of media. The incidents of inappropriate use at the junior high and early high school level at Bishop Grimes has led to the decision that students will not be allowed to have access to their cell phones or any personal electronic device that has Internet capabilities (iPod, iPad, smart watch, etc.) during the school day.

Students in Grades 7-11 will be required to place their cell phones/non-school issued electronic devices in their homeroom before the start of classes. Phones/non-school issued electronic devices are to be turned off before placing them in their homeroom. Students may retrieve their devices at dismissal at 2:50 p.m. If students carry their devices into class with them, they will be asked by the teacher to leave them in that classroom's designated area.

The Main Office phone number should be used by parents/guardians to contact students during the day in cases of emergencies. Students will be provided access to a land-line phone if a phone call home is necessary.

A 7-11 grade student in possession of a phone/non-school issued electronic device will be expected to surrender the device, and it will be brought to the Main Office. A parent/guardian will be contacted by the teacher before the device is returned. Any offense thereafter will be treated in accordance with the student code of conduct.

Students in Grades 12 are allowed to have their cell phone, but they are not allowed to use their cell phone/electronic device unless given permission by a faculty member. Students in Grades 12 are expected to leave their cell phone/non-school issued devices in the designated area for that class, during all classes.

To ensure safety and accuracy of information, cell phone/electronic devices used by any student during an emergency drill and/or event is expressly prohibited.

No cell phones/electronic devices shall be used in restrooms or locker room areas at any time by any student.

Student use of cell phones/electronic devices to text or make posts on social media for bullying or inappropriate purposes that run contrary to the beliefs and mission statement of the school, including posting pictures or videos to social media, may result in suspension or expulsion.

Disciplinary Consequences Classroom teachers are responsible for discipline in their rooms. Students are expected to comply with all class rules set forth by a teacher, as well as whatever disciplinary actions are imposed for noncompliance. When a teacher judges that a student's discipline problems have become excessive and/or all reasonable courses of action have been tried or considered, the student will be sent to the school administration for further action.

Administrators and teachers document behavior incidents in student files and on FACTS when appropriate. When a behavior infraction is entered, a consequence is determined and the incident will be reported to the parent(s)/guardian(s) via email.

- Level-One infractions incur a verbal warning and/or detention as determined by the classroom teacher/staff member.

Level-One includes, address violations in a manner appropriate to the violation; this may include removal from the school; and, if applicable, law enforcement agencies may be notified of any violation of the letter or spirit of this policy.

Level-One includes, but is not limited to:

1. Classroom Disruption as defined by the classroom teacher
2. Gum, Food in Class, Spitting
3. Note Writing
4. Teasing, Name Calling
5. Tardy to Class
6. Failure to Follow Directions
7. Lacking Supplies
8. Touching Other's Property
9. Dress Code Violation
10. Profanity, Obscenity

- Level-two infractions incur a detention, in-school suspension, and/or an out-of-school suspension as determined by the administration.

Level-Two includes, but is not limited to:

1. Repeated Level-One Violation (regardless of whether each violation was previously recorded or incurred previous discipline)
2. Internet Violation
3. Forgery
4. Cheating
5. Making Threats
6. Bullying
7. Fighting
8. Possession of Inappropriate Items as determined by Administration or a teacher
9. Open Defiance, Insubordination, or Disrespecting of school staff or employees
10. Plagiarism

- Level-Three infractions incur at least a suspension and at the discretion of the Administration, expulsion from Bishop Grimes.

Level-Three including, but not limited to:

1. Repeated Level-Two Violation or Continual Level-One Violations (regardless of whether each violation was previously recorded or incurred previous discipline)
2. Firearms/Weapon Possession
3. Attack on school employees or other students.
4. Threats to school employee or other students or their property
5. Leaving Campus without Permission
6. Bomb Threat or False Fire Alarm
7. Gang Involvement
8. Endangering the Well-Being of Self and Others
9. Not cooperating in School Evacuation
10. Use or Possession of Drugs and Drug Paraphernalia
11. Use or Possession of Tobacco Products
12. Unwanted Sexual Advancement, including inappropriate verbal, cyber, written, or physical conduct of the sexual nature
13. Serious Inappropriate Behavior (as determined by the Administration)
14. Stealing
15. Harassment whether sexual, physical, verbal, cyber, etc.
16. Damage to School Property

Using this system as a guide, the School Administration reserves the right to determine consequences according to the seriousness of the infraction.

Consequences may include, but are not limited to:

Detention Detentions are time spent fulfilling service to the school. The purpose is to discourage negative behaviors and/or activities, and give back to the school. Parents are notified and are responsible for providing transportation for their child. Students failing to report for an assigned detention are given a second detention. Three detentions from any level may result in an in-school suspension or an out-of-school suspension. Detentions have priority over extra-curricular activities. Repeated minor offenses are considered a major offense.

Probation The administration monitors the academic and behavioral records of students throughout the school year. A student may be placed on probation if a number of disciplinary incidents occur. Probation is effective for a period of time determined by the School Administration, at which point the student may not participate in any school activity or be a member of a Bishop Grimes athletic team. If the student's behavior does not improve during this period, the School administration will decide if withdrawal is appropriate.

Suspension Suspension demonstrates to the student that his/her conduct is not acceptable. It tells the student that if continued, such conduct will cause a permanent separation. If a student is placed on

out-of-school suspension, parents are notified immediately by school administration and are provided written confirmation indicating the student's date of return.

Students must complete all assignments and assessments missed during the suspension. During a behavioral suspension the student is not permitted to participate in extracurricular activities and school-related functions including but not limited to, team practices, contests, dances, club meetings, games, team try-outs, award ceremonies, and any other Bishop Grimes event. This period coincides with the start of the suspension and continues until the student is permitted to return to class.

Expulsion Student behavior that is a continual source of harassment to teachers and/or fellow students, may result in involuntary withdrawal or expulsion from the school. Such a request is made at the discretion of the school administration. Any conduct not consistent with Catholic moral teaching and the philosophy of Bishop Grimes constitutes grounds for possible expulsion. Possession of illegal substances, a weapon or item judged by the administration as posing a threat to the safety of other students, will result in immediate expulsion. The school administration will in all instances be the final arbiter in determining the grounds for expulsion.

Students expelled, and in some instances who have withdrawn, from Bishop Grimes are not permitted to attend any school function, on or off school property.

Off Campus Conduct The administration of Bishop Grimes reserves the right to discipline its students and parents for off-campus actions that are in violation of the Code of Conduct and behavioral expectations of students.

CONDUCT ON SCHOOL BUSES When riding on a school bus maintained by a public school district, the student is responsible to comply with all of the rules and regulations established by the public school district providing such transportation. In addition, the school may impose a disciplinary consequence on a student after receiving a report of misbehavior from a representative of the public school district's transportation department. When riding vehicles owned or rented by Bishop Grimes all of the provisions of the school's Code of Conduct shall apply.

Searches While students may have a constitutional right to be free from unreasonable search or seizures while attending a public school, they understand and agree that employees of Bishop Grimes or their appointees have the right to search their person or property if the administrators, instructors, or staff believe that the search will produce evidence of a violation of a school rule, the school's Code of conduct, or the law. Bishop Grimes' students and their parents/guardians understand and agree that it is within the sole discretion of Bishop Grimes' administrators to determine whether such a reasonable belief exists. They further understand and agree that Bishop Grimes has the unfettered right to examine, search, or inventory a student's desk, locker, back pack, or other space and personal belonging present at school. It is further understood and agreed that these areas may be searched by the school at any time and for any reason. Students should have no reasonable expectation of privacy related to any of these areas (i.e. desks, lockers, automobiles parked on school grounds etc.)

Any vehicle parked in the student parking lot is subject to drug dog searches. Any item that is prohibited in the School is also prohibited in the student vehicles. Should a drug dog discover any prohibited or illegal item, the same disciplinary procedure would apply as if the item were found on the student's person. If a drug dog indicates the possible presence of any material that the dog is trained to detect within a vehicle, then an immediate search of the vehicle can take place. Any student who drives a vehicle to school is deemed to have consented To such search. Upon a drug dog alerting its handler to a student vehicle, a School administrator will request the student to allow a further search of the vehicle. If a minor student refuses to allow such search, School personnel will immediately contact the student's parent or guardian. Illegal items may be seized by School authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit. Any student who refuses to allow his or her vehicle to be searched shall be considered to be in possession of Prohibited Substances as explained and is subject to discipline as explained above.

Lockers Lockers issued to students are the property of Bishop Grimes and are subject to inspection and/or search and seizure of its contents at any time at the discretion of the administration. Drug dogs may periodically search student lockers, and any prohibited or illegal items found in the student's locker are considered to be in the possession of the student.

Classrooms Drug dogs may also periodically search randomly selected classrooms. A drug dog alert to an individual, a backpack, or a desk during a search will lead to further searching and investigation by School officials or law enforcement officers.

Beverages All beverage containers, including cups, cans, and bottles (including water bottles), are subject to search and testing by School administration, with or without any suspicion of the presence of a Prohibited Substance.

Breathalyzer/Drug Testing Any student who the administration suspects to be under the influence of a Prohibited Substance is subject to breathalyzer and/or drug testing.

Extracurricular Activities Certain extracurricular activities, including dances and prom, may require all students and guests attending to submit to a breathalyzer test prior to admission to the event. Consent forms will be provided and sent home with the student for signature by the student's parent or guardian. Signed consent forms must be presented at the door prior to breathalyzer testing in order for the student to be admitted to the event. Throughout the extracurricular activity, School administration may require students to submit to an additional breathalyzer test or tests.

XV. IPAD RESPONSIBLE USE POLICY

Providing students with an individual iPad in a 1-to-1 environment provides an opportunity to enhance each student's overall learning experience. Utilizing the iPads at Bishop Grimes gives students the access to learn anywhere, anytime - both in classrooms and at home. This 1-to-1 personalized learning also narrows the digital divide between students and promotes responsible use of today's ever changing technologies.

All iPads remain property of BG until the student has graduated. All applications (apps), files and documents stored on the iPad are the property of BG. BG reserves the right to confiscate and search a student's iPad to ensure compliance with the Acceptable Use Policy. Students in violation of the Acceptable Use Policy may be subject to but not limited to; disciplinary action, repossession, overnight confiscation, removal of content. In the event of repossession or confiscation, completion of all class work remains the responsibility of the student. Bishop Grimes is not responsible for the financial loss of any personal files that are deleted.

Student Responsibilities:

Caring For The iPad

- Students will be receiving keyboard cases for their iPads. These cases are to remain on at all times.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused. NEVER have your iPad out of the provided case. Never drop nor place heavy objects (books, laptops, etc.) on top of the iPad. *Damaged Screens will incur costs of up to \$250, which a student is responsible for.*
 - Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad's screen.
 - Defacing of the iPad, in any way is prohibited (stickers, markers, etc).
 - To extend battery life, students should always turn off and secure their iPad after work is completed.
 - Do not subject the iPad to extreme heat or cold (do not store in vehicles).
 - If students leave their iPad at home, they are responsible for getting any assignments or coursework completed as if they had their iPad present. Spare iPads will not be available to students who forget to bring their iPad to school or who fail to charge their iPad.
 - iPads must be brought home at night and charged.

Safeguarding and Maintaining as an Academic Tool

- iPads are intended for use at school each day. In addition to teacher expectations and class materials for iPad use, school messages, announcements, planners, calendars and schedules may be accessed using the iPad. *Therefore, pupils are responsible for bringing their iPad, fully charged, to all classes each day.* Charging at school is only available during lunch.

If an iPad is left at home or is not charged, the student remains responsible for completing all coursework as if they had use of their iPad. Repeat offenses will require the iPad be confiscated by the Asst. Principal and 'checked out' on a daily basis.

Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.

- Items deleted from the iPad cannot be 'undeleted', so backing up your work is very important. Work completed on the iPad should be e-mailed to your BG account and/or saved to google drive. This is another way of protecting the work you have done on the iPad.
 - Preloaded apps may not be deleted and they must be updated periodically.
 - Memory space is limited. Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal files/apps must be removed at the student's expense.
 - Non-educational content is for personal use only and should not be shared in any manner, audio or visual, with other students.
- The volume is to remain on mute unless headphones are attached and/or permission is obtained from the teacher.
- The whereabouts of the iPad should be known at all times. It is student responsibility to keep their iPad safe and secure.
- iPads belonging to other students are not to be tampered with in any manner.
If an iPad is found unattended, it should be given to the nearest faculty/staff member.

Lost, Damaged or Stolen iPad

- If the iPad is lost, stolen, or damaged, the Main Office must be notified immediately.

iPads that are believed to be stolen can be tracked through the MDM(school's management program for the iPads). Lost iPads that cannot be recovered are capable of being remotely wiped. The student is responsible for the \$500 cost for replacing an iPad that is lost, stolen, or damaged.

The iPad is subject to routine monitoring by teachers, administrators, and the technology staff. The Bishop Grimes Technology Staff will periodically monitor iPad wireless activity. If the acceptable use policy is violated, the iPad may be remotely locked down, wiped, and/or confiscated.

Prohibited Uses Include:

- Accessing Inappropriate Materials - All material on the iPad must adhere to the values and mission of Bishop Grimes. Students must abide by the same prohibited uses as the use of lab computers and laptops. Students are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- Safari is the one and only browser permitted for iPad use. Downloading other browsers is not permitted. Proxy sites are also prohibited.
- BG Student is the only permitted wireless network for student iPad use, while they are on campus. Connecting to other WIFI networks is not permitted while on the school's campus.
- Illegal Activities - Use of the school's internet/E-mail accounts for financial or commercial gain or for any illegal activity.

- Violating Copyrights - Senior students are allowed to have music and install apps on their iPad's, however the items downloaded and synced to the iPad must be in compliance with Federal copyright laws.
- Cameras - Students must use good judgment and follow the predefined Bishop Grimes rules of conduct when using the camera. The student agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of cameras in restrooms or the locker room, regardless of intent, will be treated as a serious violation.
- Use of the camera and microphone are strictly prohibited in the classroom and hallways unless permission is granted by a teacher.
- Misuse of Passwords/Unauthorized Access - Students must set a passcode to their iPad to prevent other students from misusing their iPad. Any student caught trying to gain access to another student's accounts, files or data will be subject to disciplinary action. Students will be provided an AppleID and create an account, provided by the school, the first day they receive their device. It is the student's responsibility to remember all IDs/passwords.
- Malicious Use/Vandalism - Any attempt to destroy hardware, software or data.
- Jailbreaking – Jailbreaking is the process of which removes any limitations placed on the iPad by Apple. Once jailbroken, users are able to download additional applications, extensions and themes that are not otherwise available. Jailbreaking results in a less secure device and is strictly prohibited.

XVI. COMPUTER, NETWORK, AND INTERNET ACCEPTABLE USE POLICY

Bishop Grimes is pleased to make available to students access to the school Network and to the Internet. In order for us to be able to continue to make the computer Network and Internet access available, all students must take responsibility for appropriate and lawful use of this resource. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and staff will make reasonable efforts to supervise student use of the Network and Internet, they must have student cooperation in exercising and promoting responsible use of this resource.

Listed below are the provisions of your agreement regarding computer Network and Internet use. If any user violates this Policy and Agreement, the student's access will be denied and he may be subject to additional disciplinary action.

Student Access A student who submits a properly signed Policy and Agreement to the school and follows the policy to which he has agreed will be permitted access to the BG Network and Internet. Students will be asked to sign an Agreement *each year* during which they are students at Bishop Grimes before they are given access to the Network and the Internet.

Guidelines All users and their parents/guardians are advised that access to the electronic network may

include the potential for access to material inappropriate for school-aged pupils. Every user must take responsibility for his use of the computer network and Internet and stay away from these sites.

- Electronic Correspondence on BG computers is allowed only through your BG provided account and should be used for school purposes only. ***All other correspondence is prohibited.* This includes but is not limited to: chat rooms, personal email accounts, instant messages, DMs, blogs, or any form of student computer correspondence.

The following uses are also prohibited:

- Offering for sale or use any substance which is prohibited by BG's Student Handbook; Viewing, transmitting or downloading inappropriate materials or materials that encourage others to violate the law; Intruding into the school network or the computer of others; Downloading any programs or files, such as but not limited to MP3s files, onto computers or user directories, or for the purpose of saving to disks or USB memory accessories; Game/music playing on BG computers; Using Proxy servers; Commercial use; Students may not sell, buy or bid on anything over the Internet. Students may not supply private information about you or others, including credit card numbers, social security numbers, private addresses, etc. Connecting a personal laptop to the BG iPad Network without permission.
- You must not disclose or share your password with others.

Privacy Network and Internet access is provided as a tool for your education. BG reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information shall be the property of Bishop Grimes and no user shall have any expectation of privacy regarding such materials.

Failure to Follow Policy and Breach of Agreement The student's use of the computer network and Internet is a privilege, not a right. A user who violates this policy and breaches his Agreement, will receive a minimum of two weeks suspension from the school network. Any second offense will result in the termination of use of the computer equipment for up to the remainder of the year. All must read and sign the agreement below, failure to do so will result in the student's inability to utilize the school's network and/or devices.

XVII. Alma Mater



Bishop Grimes Alma Mater

Joyfully we raise our chorus
In this song of praise to thee
All the years of life before us
You will live in memory.

Refrain:

Happy days and happy times
In our days at Bishop Grimes
Grateful hearts and grateful voices
Alma mater Bishop Grimes, Alma mater Bishop Grimes

Though the trials of life surround us
Strong of heart and strong of soul
We will face the world around us
As we reach our cherished goals.

(Refrain)



XVIII. AGREEMENTS FOR STUDENT ENROLLMENT

1. Student and Parent Verification

We have reviewed the Bishop Grimes Handbooks: Student, Athletic, and Academic & Diocese of Syracuse Policies.

We agree to abide by the policies and procedures set forth within and understand that all final decisions rest with the Bishop Grimes administration. We understand and agree that the “school administration” as used throughout these handbooks means the Principal or the Principal’s designee. We further agree to accept all notices and communications regarding any matter, including disciplinary matters, via email. It is my responsibility to stay up to date with these handbooks, in their most current form.

2. TRAVEL PERMISSION

This is a blanket permission slip to cover trips taken during regular school hours.

I understand that my student may have the opportunity to participate in field trips that will take him/her away from campus. I understand that these trips will be under the direct supervision of a Bishop Grimes faculty member and that my child will be transported in a BG bus/van. I request that my student be allowed to attend such field trips. The undersigned agrees to release, hold harmless and indemnify Bishop Grimes its agents, representatives and employees from all claims, damages, or other liabilities for injuries to my student which are not the result of gross negligence, intentional neglect or willful or wanton conduct by the school or its agents, representatives, or employees.

3. PHOTO RELEASE PERMISSION

I authorize the use of images of my child/children/host child. I give permission to the use of these photographs for placement in local newspapers, school publications, and associated educational documents and publications, including official school website/ official school media site.

4. TECHNOLOGY/RESPONSIBLE USE

I have read, understand and agree to abide by the terms of the foregoing iPad Acceptable Use Policy and the Computer, Network, and Internet Acceptable Use Policy. I agree that in keeping with the mission and philosophy of Bishop Grimes, it is ultimately my responsibility to make good choices when I use the iPad and computer network. Should I commit any violation or in any way misuse my access to BG’s computer network and the Internet, I understand and agree that my access privilege may be revoked and disciplinary action may be taken against me.

5. Parent/Guardian Network Usage Agreement

As the parent or legal guardian of this student, I have read, understand and agree that my child or ward shall comply with the terms of Bishop Grimes’ Responsible Use Policy, and the Computer, Network, and

Internet Acceptable Use Policy for the students' access to the school's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the both Policies. I am therefore signing this Policy and agree to indemnify and hold harmless Bishop Grimes against all claims, damages, losses and costs, of whatever kind, that may result from my child's use of his access to such networks or his violation of the foregoing Policy. Also, in the case of lost, stolen, or damaged iPad, I accept responsibility for the replacement cost of \$500.

6. CORONAVIRUS AND COVID-19 DISCLAIMER WAIVER

The risk of exposure to coronavirus exists anywhere that people (and even [pets](#)¹) are present, especially in larger groups. According to the [Centers for Disease Control and Prevention](#)², the virus spreads easily between people and can cause severe illness and even death. The risk is higher for certain people. [Risk factors](#)³ include being 65 years of age or older or having serious underlying medical conditions.

By attending Bishop Grimes, you voluntarily assume all risks related to exposure to viruses, including the coronavirus that causes COVID-19.

Enhanced health and [safety measures](#)⁴ have been recommended to protect each of us. You must follow all posted instructions while attending school.

I have read, understand, and consent to all of the agreements above. I also recognize that future updates or changes may be made to the policies, requirements, and rules stated above and that it is my responsibility to be aware of the most current form of these agreements and documents pertaining to them.

- Parents/Guardians/Students will electronically acknowledge and accept the agreements above through their FACTS application and reapplication processes.

Parent/Guardian Signature _____ Date:

Student Signature _____ Date: