

**Bishop Maginn High School
Student-Parent Handbook
2008-2009 Edition**

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INTRODUCTION

Bishop Maginn High School is a Diocesan Catholic High School staffed by dedicated laity, religious sisters and Diocesan priests. Maginn serves the youth of the Albany Diocese in grades 9-12. While the majority of the students reside in the City of Albany, approximately 30% reside in 44 different school districts outside of Albany. Maginn enjoys a solid reputation within the community as a school with high academic standards and achievements that prepares its students for educational and professional pursuits built upon a strong and challenging curriculum.

Our principle focus is to provide an atmosphere based upon the gospel of Jesus Christ. Through the daily teachings of Christian values, we foster responsibility within the school community. In living our Catholic Identity, the focus of Jesus becomes paramount. We apply this philosophy of Catholic Education to the uniqueness of our student population, comprised of many religions, races, and nationalities; and present our program to provide spiritual, academic, social and emotional growth that produces well-rounded Christian adults.

Bishop Maginn High School meets the high standards of the Middle States Association of High Schools and Colleges. We strictly adhere to the requirements of the New York State Education Department's Learning Standards. Over 98% of our students matriculate at major universities and colleges. Maginn graduates, as well as those from our heritage schools – Vincentian Institute, Cardinal McCloskey, Cathedral Academy, St. Joseph's, St. John's and St. Ann's – are members of our Alumni Association. Together, the faculty, staff, students, parents, and alumni continue to develop a Christian-based educational community at Bishop Maginn High School.

MISSION STATEMENT

Bishop Maginn is a Catholic, Diocesan, co-educational high school serving students in grades nine through twelve in the Albany and Greater Capital District Areas. Bishop Maginn provides a college preparatory program following the New York State Learning Standards and meeting the academic needs of a diverse student population.

The dedicated professional staff at Bishop Maginn High School integrates spiritual and moral values into the curriculum within a safe, structured and supportive learning environment. The school community embraces the traditions of its heritage schools while instilling students with a sense of discipline and respect, as well as challenging them to achieve their greatest potential.

Academic Affairs

Students at Bishop Maginn receive instruction in all core disciplines predicated on the standards set forth by the New York State Education Board of Regents. As a Diocesan High School, instruction is also rooted in the traditions of Catholic education.

Each course at Bishop Maginn requires careful preparation as well as complete attention during class. This preparation includes both study and homework. It is the student's responsibility to prepare for and attend each class, as well as make up any work missed, without being asked.

Graduation and Promotion Requirements

Graduation standards

Bishop Maginn High School follows the learning standards established by the New York State Board of Regents, with the addition of a mandatory theology component in each year of the curriculum. Students must earn at least 22 units of course credits to graduate, in addition to passing certain Regents examinations. The minimum number of credits and examinations required in each subject area are listed in the table below:

General or Regents Diploma		Advanced Regents Diploma	
Required Courses	Credits	Required Courses	Credits
English	4	English	4
Social Studies	4	Social Studies	4
Mathematics	3	Mathematics	3
Science	3	Science	3
Language (other than English)	1	Language (other than English)	3
Art	1	Art	1
Health	0.5	Health	0.5
Physical Education [a]	2	Physical Education [a]	2
Theology [b]	2	Theology [b]	2
Electives	1.5		
Total	22	Total	22.5

Required Regents Examinations [c]	Required Regents Examinations [c]
English Comprehension	English Comprehension
Math A	Math A and Math B
Global Studies	Global Studies
US History	US History
Any Science	Any Two Sciences
	Language (other than English)

[a] 0.5 credits of physical education must be taken for each of four years.

[b] 0.5 credits of theology must be taken for each of four years. Students who fail a theology course are required to make it up through guided independent study and an examination.

[c] Regents sciences offered include Earth Science, Living Environment, Chemistry, and Physics.

NOTE: By state mandate, students will not be permitted to take any Regents science examination until they have completed the required number of laboratory activities and reports for that course.

Promotion

To be promoted to each grade level, students must achieve a certain number of credits prior to the start of that academic year. (*Physical education courses do not count toward this requirement.*)

Those numbers are:

Grade 10 -- 5 credits

Grade 11 -- 11.5 credits

Grade 12 -- 17 credits

Summer school

Students who fail to attain the necessary credits for their grade level, a prerequisite for a course that is in his/her fall schedule, or fails any English, mathematics, physical education, science, or social studies course will be required to go to summer school.

Student Assessment

Grading system

Students are assigned a numerical grade for each marking period and examination. Numerical grades can be interpreted as follows:

90-100: High honors **85-89:** Honors **75-84:** Good **65-74:** Passing **0-64:** Failing

Midterm and final exam grades will stand as scored. Quarterly, grades may not be lower than 50.

The final course grade for the year determines whether a student passes or fails the course, and will be used to calculate overall grade point average (GPA) and class rank. The final course grade is computed as follows:

First Quarter	1/6
Second Quarter	1/6
Third Quarter	1/6
Fourth Quarter	1/6
The January Midterm	1/6
Final Exam	1/6
Total Divided by 6 =	Final Grade

Report Cards

Report cards are issued quarterly and show grades and comments for the current and all previous quarters. First and second quarter report cards are given to the student to take home. Third quarter report cards (except for seniors) must be picked up at the school in person by the parent/guardian. Fourth quarter report cards are sent home by mail. Second quarter report cards also include midterm exam grades for full-year courses and final exam grades for semester-length courses. Fourth quarter report cards include final exam grades, final course grades, and the number of credits awarded for each course. A teacher may assign up to two comments for each student for each quarter.

Parents' Nights

Parents' nights are held twice a year, following the issuance of first and third quarter report cards. November and April parents' nights provide an opportunity for all parents/guardians to meet with teachers responsible for the education of their children. Report cards are distributed to the students to be brought home prior to the parents' night in November. Parents/guardians are required to pick up the third quarter report card personally at the April parents' night and re-register their student for the following year.

Deficiency Notices

Deficiency notices are an official notification to the parent/guardian that the student is not performing well in a particular class. It may indicate low test, quiz, homework or class participation grades or unsatisfactory effort. Notices are sent out during each marking period and are indicated on the school calendar.

Class Rank

Class Rank is computed at the end of the junior year and again after the third quarter of the senior year. All grades, including those from summer school courses, are used in determining a student's class rank.

Student Honors

The honor roll recognizes a student's academic performance in each of his/her classes on a quarterly basis. Students may be eligible for High Honors or Honors designation as described below:

- *High honors* are achieved by students whose grades are at least 90 in all subject areas, with one exception allowed that may not be lower than 85.
- *Honors* are achieved by students whose grades are at least 85 in all subject areas, with one exception allowed that may not be lower than 75.

Students who excel academically and in other areas may also be eligible for recognition by the National Honor Society (NHS). Additional information about NHS can be found in the Student Activities section of this Handbook.

Examination Policies

Examinations are given twice per year, in January and June. At his or her discretion, a teacher **may** exempt a student from the final exam, but only in a course without a Regents exam and only if the student has a 90 or better average through the first four quarters and the midterm. Except in these rare cases of exemption, **students are required to take all examinations.** Students who fail to report for an examination will receive a zero as the examination grade. Seniors who fail to report for final exams will not be allowed to participate in graduation exercises.

Students who fail a Regents examination may retake the examination at a later administration date (i.e., January, June, and August), but only if they can demonstrate that they have been adequately preparing for the exam, previously passed the associated course and, in the case of science exams, have completed the laboratory requirement for the course. Students must notify guidance of their intention to retake the test at least one month in advance. Non-Regents exams may not be retaken.

Bishop Maginn High School follows all guidelines and procedures of the New York State Education Department in regard to all Regents and local examinations. Any disruption, talking, or cheating will be grounds for removal from the examination room and the assignment of a zero grade for that exam.

Academic Probation

Academic probation signifies that a student's enrollment at, and graduation from, Bishop Maginn are in serious jeopardy. A student will be placed on academic probation for the quarter immediately following any quarter in which the student fails two or more courses. Students may also be placed on academic probation immediately upon receiving three or more deficiency notices in a quarter. **Students on academic probation will be deemed ineligible for participation in any nonacademic school activity.** While on academic probation, students will be monitored by the guidance department and will be required to obtain weekly progress reports from their teachers.

If in the quarter after being placed on academic probation, the student again receives failing grades in two or more courses, the student may be dismissed from the school at the discretion of the administration.

Academic Integrity

It is the expectation of the administration and faculty that students will perform their schoolwork honestly. There is no substitute for hard work and preparation.

Students will not:

- copy homework, essays, or other student work, with or without permission of the other student
- plagiarize (copy) reference materials without proper and correct documentation
- give or receive information from one another or from any other source during an exam, test or quiz
- reveal any test information to other students in later classes.

Instances of academic dishonesty will be dealt with in the following manner:

- The student will be assigned two days' detention by the teacher. No credit will be allowed on the test or assignment.
- The teacher will document the evidence of academic dishonesty and submit such documentation to the Assistant Principal for Academic Affairs and the Dean of Students.
- The student's parent/guardian will be notified in writing. This notification will include a report by the teacher detailing the instance of academic dishonesty.
- An established pattern of academic dishonesty on the part of a student will be grounds for dismissal from the school, at the discretion of the administration.

Textbooks

Textbooks are supplied to students by their home school district, except for theology texts. Other supplies such as workbooks, review books, and notebooks may be purchased from the school bookstore. For many Regents classes, students may be required by the teacher to purchase a review book.

It is the student's responsibility to return textbooks at the end of the school year. Albany City School District residents must return their books to Bishop Maginn. Students living outside the City of Albany must return their textbooks to the depository of the school district where they live. Students who do not return textbooks will be responsible for paying for them.

Administrative Policies

Tuition Policy

Collection of tuition

Tuition collection is through Smart Tuition. This plan offers four payment options to each family.

Option 1: This plan provides for the payment of tuition in full by July 15. With this plan there is a 4% discount on the final balance after grants, scholarships, and other aid.

Option 2: Payments are made in eleven monthly installments beginning in August and ending in June. Financial obligations are to be discharged on a regular monthly basis in accordance with the monthly billing. If any situation arises which makes financial obligations impossible to meet, it is essential for the parent or guardian to contact the principal immediately. All tuition must be paid in full by June 20 of the current school year. All payments are transferred electronically by Smart Tuition.

Option 3: The responsible party will make coupon payments by the first of each month beginning in July. The first payment must be made to Smart Tuition by August 1. The last payment must be completed by June 1.

Option 4: Credit cards may be used to pay the tuition through Smart Tuition.

Only tuition payments made in advance of July 15 will be accepted at Bishop Maginn High School. After July 15 all payments are made through Smart Tuition. Students will not begin classes in September or January unless all tuition and fee balances are paid and up-to-date.

If a student withdraws from the school during a calendar month, tuition for that full month is to be paid. If any refunds are due, the amount of the refund will be paid approximately six weeks after the refund request is submitted.

Final report cards and transcripts of marks will not be released until all obligations have been satisfied.

Miscellaneous Fees

- An annual activity fee is payable by September 1. A separate bill will be sent for this activity fee in August.
- A nonrefundable registration fee is paid by all incoming students before beginning classes.
- A graduation fee is imposed on all seniors who will be graduating. This is payable by April 1. The graduation fee includes the cap and gown, diploma cover and diploma, programs, flowers, music, awards, graduation announcements, and reception tickets.

Financial Aid

- Need-based Grants

There is a grant and aid program offered by the Diocese of Albany to provide financial assistance for families who are unable to afford the full tuition in a diocesan high school. Applications are available annually during March for the following school year. The application must be returned directly to FACTS Tuition Aid Service by April 15. These grants are awarded on the basis of financial need. Every family will be expected to pay tuition while receiving aid through this program. Awards are pro-rated and nonrefundable.

- Work/Study Program

Bishop Maginn High School offers a work/study program that provides students with opportunities to reduce their tuition. Students and their parents/guardians may apply for work/study positions with the principal only after applying for need-based grant and aid. Work/Study opportunities will be awarded on the basis of need.

- Academic Competitive Scholarships

Bishop Maginn High School offers five \$1000 scholarships to incoming freshmen. Winners of these scholarships are determined by results of a competitive examination given in November at the school. This scholarship is renewable annually by the student, provided that the student is on the honor roll during each quarter of the year.

- Feeder School Scholarships

In addition to scholarships awarded as a result of the competitive scholarship exam, scholarships are also awarded to the top academic male and female student from Catholic elementary schools in the Diocese of Albany. \$1000 tuition scholarships are awarded for four years with the condition that the student is on the honor roll during each quarter of the year.

Fund Raising

Fund raising plays an integral role in maintaining tuition at a reasonable level while realizing revenues necessary to operate the school. The School Board urges the school community to initiate and participate in special fund-raising projects. While the school recognizes that each family's ability and willingness to participate in school fund-raising ventures differs, these efforts are critical to assist the school in meeting its total budgeted obligations.

Transportation

Transportation to and from Bishop Maginn is provided by the student's home school district.

Albany residents

Residents who live 1.5 miles or more from school are entitled to a CDTA bus pass. Applications for bus passes are available to students at Registration. This pass, good for one round trip on regular school days, may be used between 6:00 am and 6:00 pm and is valid only for the student to whom it is issued. It is not transferable. Applications for replacement of lost, stolen, or mutilated bus passes are to be obtained in the main office.

Out-of-district residents

Applications for transportation for all out of district students are available at the time of their registration, or directly from their home school district office. All applications for transportation must be filed before April 1.

Visitors

All visitors to the school, including parents/guardians, must ring the front door bell and report to the Main Office upon entering the building. Anyone who will be visiting the building for any purpose must receive permission from school authorities; sign the visitor log in the main office; and wear a visitor pass at all times while in the building. Visitors should only enter the school via the main entrance at the front of the building.

Students may not have visitors during the school day. Only a parent or guardian with proper identification may see a student during school hours. Messages will not be taken for students during the school day except from parents or guardians. All communication from parents or guardians should be through the main office. **Students' cellular telephones should not be called during school hours.** Students are not permitted to answer or to have them in their possession during the school day.

Students interested in Bishop Maginn High School may spend a day visiting the school. They must contact the guidance department at least two days in advance of their anticipated visit.

Loitering on or near Bishop Maginn High School property by people who are not authorized to be on school grounds is forbidden, and such persons are liable to be arrested.

Withdrawal from school

Only the parent or guardian who registered the student may authorize withdrawal from school. All withdrawals must be submitted in writing and delivered in person to the Guidance Office. No records will be forwarded to another institution unless all exit forms are signed and all financial obligations have been fulfilled.

Student Residency Requirements

No student may live apart from his legal stated residence and/or the legal parent/guardian while a student at Bishop Maginn High School. No student may be engaged or married while attending Bishop Maginn.

Attendance

Absences

A student's parent/guardian must call the school office before 10:00 am on the day of any absence. Upon returning to school, a note signed by the parent/guardian responsible for the student stating the dates and reasons for the student absence is required. This requirement must be completed before the student will be re- admitted to homeroom or any classes.

A student absent from school for **five** or more school days must have, in addition to the parent/guardian's note, a statement from the student's physician (on official stationery) stating that the student was under the doctor's care, that the absence from school was necessary, and that the student may now return to school.

Some types of absence from school may be considered unlawful detention at home. Visiting, being on vacation, shopping, being needed at home, caring for a family member, being at work or oversleeping are examples of unlawful detention at home. Although the student may be absent with the consent of a parent/guardian, these absences are unlawful detention, and are not acceptable. Excuses which are deemed unacceptable by the school administration may result in the student being assigned to detention.

A student whose parent/guardian expects him/her to be in school and who does not attend for other than lawful reasons is classified as truant by the New York State Register of Attendance. A conference between the student, the parent/guardian, and an administrator will be held before that student is readmitted to school. Disciplinary action will be taken against the student.

Tardiness -- Homeroom

Students are required to be in their assigned seats in homeroom with all materials needed for their first class when the bell rings to start the day at 8:30 am. A warning bell will ring at 8:25 am. Any student who fails to be in homeroom by 8:30 is considered tardy and must report to the main office to sign the late pad. The student will be required to explain their tardiness. Any explanation deemed unacceptable will result in the student being assigned **administrative detention**. Once a student has reported at the office, he/she is required to go directly to his/her homeroom or class.

A student who arrives at school later than 12:00 pm on a regular school day will be considered absent that day. On days when dismissal is 1:55 pm, students who arrive after 11:00 am will be marked absent.

Tardiness -- Class

The three minute interval provided for the change of classes allows sufficient time for a student to go from one class to another. Students in the hallways are asked to keep to the right and move rapidly to their next class. **A student late for class three times will be assigned one hour of detention.** A student going to his/her locker or to the rest room does not qualify as an acceptable excuse for being late for class.

Early Dismissal

Students are expected to make all medical or dental appointments, job interviews, college visits, and other appointments outside of school time. In the event of an extraordinary circumstance, a student may be excused from school by presenting a written excuse, signed by the parent/guardian, to the office before 8:25 a.m. The school reserves the right to require verification of these appointments by the providing professionals. Students are to report to the office before leaving the school and are expected to return to school upon the completion of the appointment. Upon returning to school, the student is to report back to the office. A student absent from school or a class is responsible for the work they have missed.

Student Appearance, Conduct and Discipline

School Uniform

Students must be in full uniform upon entering homeroom, and remain so for the entire school day. Students who are in any way out of uniform will be assigned detention. Teachers may refuse entry into class to a student who is out of uniform without authorization from an administrator or the Health Office. This may result in the student being considered late for school or for class. The administration may also refuse to allow a student to attend classes until the student is in uniform. In these instances, the student's parent/guardian will be called to either bring in the needed piece of uniform attire or to bring the student home to change.

The uniform regulations for Bishop Maginn High School are as follows:

- *Shirt/tie:* All students must wear a white, button-down Oxford shirt. The shirt must be long enough to be tucked into the trousers or skirt all the way and it must remain tucked in all day. Ladies must button all but the top button of their shirts. Gentlemen must completely button their shirts and wear the uniform necktie.
- *Trousers/skirt:* Students must wear straight khaki-colored dress slacks. Denim, corduroy, cargo, stretch, or flared pants are not permitted. Ladies may wear a heather-grey pleated uniform skirt instead of trousers. Skirts must be approximately knee-length.
- *Shoes/socks:* All students must wear black leather dress shoes and black socks or stockings. Sneakers, boots, and sandals are not permitted.
- *Sweater:* All students must wear the navy blue uniform sweater with gold Bishop Maginn monogram at all times from October-April. During the months of September, May, and June, the sweaters are optional. Uniform sweaters are available in cardigan and V-neck pullover styles.
- *Belt:* Belts must be solid black leather with a plain buckle.
- *Head wear:* No head wear of any kind may be worn in the school building. This includes hats, caps, scarves, bandanas, "do rags", and head bands.
- *Hair:* Hair must be clean and neat. Spiked or unusually dyed hair is not allowed.
- *Jewelry:* The administration may demand the removal of any item of jewelry at any time for any reason. Pierced ears (lobes) are the only body piercing permitted.

Students who are injured in such a way as to make the wearing of part of the uniform difficult or impossible may have that aspect of the uniform requirement waived by the Health Office only.

The administration may at times waive the uniform requirement for specific students or classes, or for the school as a whole. If, for any reason, students are permitted to be out of uniform (e.g. when the requirements are waived, or during a sporting event), they must still conform to reasonable standards of good taste and decorum. At no time may a student wear the following in the school building: military or camouflage clothing; clothing with offensive text or images; sleeveless, low-cut, or midriff-baring tops; shorts or skirts that are inappropriately short; head wear of any kind; clothing in a state of serious disrepair; openly displayed tattoos; body-piercing jewelry. The administration is the final authority on all dress code matters.

Conduct

In order to help the school accomplish its mission of education and guidance, students are expected at all times to behave themselves in a respectful manner that reflects well on themselves and Bishop Maginn. The following regulations apply to all students whenever they are in the building or on school grounds. Any violation of these rules is grounds for detention. Major or repeated violations may lead to suspension or expulsion.

Safety Regulations

- Violence, harassment, sexual harassment and threats are criminal acts, as is the possession of any sort of weapon on school grounds. At a minimum, the student will be suspended. Grave incidents will result in police intervention and/or expulsion.
- Possession or use of tobacco, drugs, or alcohol on school grounds is a violation of diocesan and school policy. Students also may not be under the influence of drugs or alcohol, nor in possession of matches or lighters while on school grounds. Students violating this rule will be suspended.
- In an emergency, or during an emergency drill, the directions of administrators, faculty, and staff will be obeyed without question. Students will remain quiet so that these directions can be heard clearly.
- Pushing, shoving, and general horseplay, as well as the throwing of any sort of object, will not be tolerated.
- Students are not to run in the hallways or classrooms. Walk at all times, and keep to the right while in the halls.

General Behavior Regulations

- Students are to treat everyone - faculty, staff, and other students - with respect. Taunting, harassment, and verbal abuse will not be tolerated.
- Directions of faculty, staff, and administrators are to be followed without question or "back talk." Objections to these directions will be handled immediately and brought to the attention

of an administrator.

- Students are expected to use language appropriate for polite conversation. Use of profanity, street language, and insults will not be tolerated.
- During religious services of any kind, students will exhibit an attitude appropriate to a house of worship.
- Students will have respect for the property of others, including the school. Students will keep the building and grounds free of graffiti and litter, and will not write on or otherwise damage desks, textbooks, and classroom and laboratory equipment.
- No radios or music players of any kind are to be brought into the building. Faculty and staff have the authority to remove them from a student's possession.
- Cellular telephones, pagers, and other means of electronic communication are not to be used in the building. Students are to keep these devices turned off and in their lockers until they are about to leave for the day. Failure to comply with this rule will result in the immediate confiscation of the device.
- Gum chewing is not permitted in the building. All gum should be disposed of immediately upon entering the building.
- Gambling of any sort is not permitted on school grounds.

Classroom Demeanor Regulations

- Students will arrive in class on time, prepared to work, and with all materials needed for that class.
- Any individual or group behavior which interrupts the normal operation of the school or any classroom will be considered a serious violation of school policy and dealt with appropriately.
- Students must not distract their classmates, nor cause disruptions that interrupt academic activity.
- Students must follow individual classroom policies set by the teacher.
- Students are to show reverence during the prayer that starts each class.
- During homeroom, students are to stand and be silent during the national anthem and the Morning Prayer.
- Students will not be permitted to leave homeroom without specific instruction from an administrator.
- Students are not to leave the classroom without permission and a pass from the teacher.
- Students are to make up work missed during absences.
- When there is a PA announcement or a call from the office, students are to be quiet so that the message can be heard, and the teacher can respond if necessary.
- Food, drink, and gum are not permitted in classrooms.
- Book bags, backpacks, etc. are not permitted in homerooms, classrooms or the cafeteria. These items are to be left in the lockers during the school day and may only be used for physical education classes.

Computer Use Regulations

- Students must sign a code of conduct before using the school's computing equipment.
- Students must sign in and out during each session when they use a school computer.
- Students are not permitted to change settings, store personal files, or add outside software on school computers.
- Students **may not** use the Internet unless directly supervised.
- Students will act in a respectable manner at all times while on the Internet. Abusive or unseemly language is prohibited.
- Students will not access or search for any area of the Internet that contains pornographic or otherwise objectionable material.
- Students will not engage in any activity that will cause the school, themselves, their families, or anyone else to be charged for any services or products or to cause embarrassment while on the Internet.

NOTE: Failure to follow any of these restrictions may result in loss of computer privileges.

Student Residence

No student may become engaged to anyone or live with a member of the opposite sex (other than a parent/guardian) while a matriculated student at Bishop Maginn High School.

No student may live apart from their legal stated residence (address that the parent/guardian gave in the application form) while a matriculated student at Bishop Maginn High School.

Disciplinary Actions

Classroom Detention

Faculty may assign a student detention in their classrooms on any school day until 3:00 pm with prior notice in cases when transportation is at issue. Detention may be assigned as a disciplinary measure or for academic reasons. During classroom detention, students may be compelled to do written assignments, manual labor such as cleaning the classroom, or to sit silently. Late arrival, failure to attend, or refusal to do the assigned work may result in additional classroom detention, administrative detention, a parent conference, or suspension in severe or repeated cases.

Administrative Detention

Administrators may assign detention for any failure to follow school policy. Common offenses are failure to be in uniform, tardiness for class or for school, and failure to report for classroom detention.

Administrative detention is held each Tuesday, Wednesday, and Thursday from 2:33 pm until 3:33 pm. **When a student is assigned administrative detention, no other activity, meeting, or appointment may take precedence.** During administrative detention, students will do written work in silence. Students who do not bring written work to administrative detention may be given an assignment. Students are not permitted to leave the detention room for any reason before their allotted time has been served. Students who misbehave during administrative detention will be referred to the Dean of Students by the detention proctor.

Refusal or failure to report for administrative detention, or being sent out of detention for misbehavior, will result in additional time being assigned as well as notification of the parent/guardian. A student who misses administrative detention two times will have their parent/guardian called as a warning. A student who misses administrative detention three times will be suspended until a parent conference is held.

Removal from Class

Students who cause serious disruptions to the classroom learning process will be sent to the Dean of Students. The student will not be permitted back into the class for the remainder of the period. The student will be assigned detention (classroom, administrative, or both) and the parent/guardian will be notified by the teacher.

Suspension from a Class

A student may be barred from attending a particular class when a serious disciplinary problem has arisen. The suspension period allows the administration time to gather facts or circumstances surrounding the case. During this period, the student will be assigned to a study area and will be monitored. Students who are suspended are responsible for all work missed.

School Suspension

When a student's behavior is such that their presence in classes is a deterrent to the educational progress of themselves or others, or who jeopardizes the welfare of others, may be suspended from school. While suspended, the student will also be barred from participating in all extracurricular activities and events sponsored by the school (e.g. sports practices and games; club meetings; dances and proms). Students who are suspended are responsible for all work missed.

There are two forms of school suspension as described below:

- *In-school suspension* requires the student to present themselves, in full uniform, to the Dean of Students by the start of the homeroom period. The student will be assigned to a study area for the entire school day, and school work will be assigned from each class teacher.

- *Out-of-school suspension* means that the student will not be permitted in the building or on school grounds for the duration of the suspension.

Suspensions are not to exceed five days. In all cases of suspension, the parent/guardian will be notified and the student will not be allowed to return to school or class until a parent conference takes place. A third suspension in the same academic year may be grounds for expulsion, at the discretion of the administration.

Expulsion

In cases of flagrant or repeated violations of school policy, a student's enrollment at Bishop Maginn may be revoked. Except for extreme offenses, expulsion is generally preceded by warnings to both the student and parent/guardian and is invoked only when other disciplinary measures have failed.

Due process

Students and parents/guardians have the right to a hearing with an administrator when suspension or expulsion is chosen as a disciplinary action. The student and parent/guardian will be notified of the specific violation of school policy causing the suspension or expulsion, and the diocesan superintendent will be notified as well.

School Services and Organizations

Spiritual Services

As a community founded on faith, we recognize the importance of providing our students, parents/guardians, and staff with opportunities to nourish the soul and renew our spirits. The following services are part of the way that we meet that commitment.

Liturgy

Mass is celebrated every day at 7:45 am in the Chapel of the Blessed Sacrament, on the second floor next to the library. In addition, on holy days and other special occasions, the entire community joins together for liturgy. These include (but are not limited to) the start of the school year, Christmas, Easter, Ascension Thursday, and graduation. Parents/Guardians are always welcome and encouraged to attend religious services at the school.

Confessions

The sacrament of reconciliation is generally offered twice during the year, before the Christmas and Easter holidays. At other times during the year, confessions may be heard upon request of a student.

Prayer services

The Campus Ministry office organizes prayer services, both for small groups of students and for the community as a whole. These are usually held around holiday celebrations or for specific local or global events that call for special attention in the prayers of the Bishop Maginn community.

Campus Ministry

The Campus Ministry Office attends to the spiritual well-being of each member of the Bishop Maginn community. The office organizes programs that help to promote mutual understanding, respect, and togetherness among our students, staff, and parents. In addition, the Campus Ministry staff is available, by appointment or by referral from a staff member, to any student for confidential discussion of *any* situation affecting that person's life. Faculty, staff, and parents/guardians are also invited to avail themselves of this service. The Campus Minister also organizes yearly retreats and wellness days for students, faculty and staff.

Miscellaneous Services

Cafeteria

Breakfast items are available from 8:00-8:25 am, and hot and cold foods are available during the respective lunch periods. Vending machines are available during these times, as well as after school.

Students who bring food to school must leave it in their lockers until immediately before their lunch periods; food and drink are only to be consumed in the cafeteria. Lunch periods are 25 minutes long, and students are expected to eat their lunch within that time frame.

Students in the cafeteria are expected to obey the instructions of the lunch room moderators, clean up their table before leaving the cafeteria, avoid yelling or shouting during lunch periods, and wait in line for purchases in an orderly fashion. Pushing, shoving, and changing places in line ("cutting" or "budging") are prohibited.

During lunch periods, students are permitted to go to the restroom, but not to lockers or classrooms. Time will be provided at the end of the lunch period for students to go to their lockers and get books for their afternoon classes.

Guidance Office

The guidance counselors are available to students to assist them with any personal or educational concern. A student should become acquainted with his guidance counselor early in the school year, and parents/guardians are also encouraged to meet with the counselor regarding any phase of their student's educational program. During the school year, the guidance office will administer special testing programs at the school and develop informational forums for students and parents/guardians. A schedule of these special tests and informational programs will be distributed to interested persons by the guidance staff in the fall.

Health Office

A school nurse is available in the health office daily. Students who are taken ill during the school day should report to the health office. If the nurse determines that the student is too sick to remain in school, the nurse will contact the designated emergency contact person for permission to dismiss the student from school. The parent/guardian will be responsible to provide transportation for the student. No student will be allowed to go home by bus without previously obtained parental permission.

Sports physicals are given prior to the fall, winter, and spring sports seasons. Students will be required to file a health history form with the health office prior to beginning the season with an athletic team.

Student Identification Cards

The student photo ID card is the official identification of a student at this institution. It should be carried on the person of the student at all times while on school grounds. The ID card serves to protect the student and the school. Transferring the ID card to another individual is prohibited. Loss of the ID card should be reported to the main office immediately. A replacement card will be issued for a fee. ID cards are required for entrance to all school activities. Improper behavior at a school

function may result in forfeiture of the student ID card and a ban on attending future events.

Insurance

Student accident insurance is provided for all students, covering injuries sustained while involved in school-sponsored activities, including interscholastic sports. Insurance claims must first be filed with the students own family's insurance company, then the school insurance provides thereafter. Claims on the school insurance should be filed with the principal within 20 days of an accident.

Library

The library is located on the second floor in the center corridor. It is open at 8:00 a.m. and after school. During the school day, students from study halls and those accompanied by a classroom teacher may use the library. The library is composed of a main reading room, a periodical room and has computers available for student use. (See the computer use regulations section of this Handbook)

Lockers

Students are assigned combination lockers in a corridor near their homerooms. Students will generally not be permitted to go to their lockers during classes as they should already have in their possession the necessary materials. Appropriate times for students to visit their lockers are before and after school, before and after lunch, and before and after physical education classes. Some students may be assigned gym lockers, which are intended for athletic clothing only and are not to be used as regular lockers for textbooks, notebooks, etc.

Students should not reveal their locker combinations to other students, and should never store valuables in their lockers. The school is not responsible for lost or stolen items. Damaged or improperly operating lockers should be immediately reported to the maintenance department.

NOTE: Lockers are the property of Bishop Maginn High School. As such, there is no legal expectation of privacy, and the administration may order any locker searched at any time for any reason without notifying the student.

Lost and Found

The lost and found is located in the maintenance department, near the main office. Articles such as clothing, books, and pens found in the building should be taken to the maintenance department and placed in the lost and found. Students who have lost articles should inquire for them at the lost and found within one week.

Parking

A parking lot is provided for the convenience of students who drive to school. The lot is located in the rear of the east wing of the building. Parents/guardians who are picking up their students should wait in this lot; **only buses may park in front of the school building.**

The speed limit on the road in front of the school is 15 mph; on school property, the limit is 5 mph. Any student exceeding these speeds will be prohibited from using the parking lot. Students are not allowed to go to their cars during the school day without the express permission of the principal or assistant principal.

Telephone

Students are not to use or carry cellular telephones while in the school building. The school telephone in the office is limited in use to official school business. In the case of an emergency, however, students can use the office phone to call home. Since this is a business telephone, conversations must be brief. A message that needs to be given to a student should be directed to the main office at (518) 463-2247.

Working Papers

Applications for working papers may be obtained at the guidance office. The student should return the application to the guidance office after it has been properly signed by a parent/guardian. Supporting documentation in the form of a copy of the student's birth certificate and proof of recent physical exam (within one year) signed by the school nurse should be submitted with the application form. When all three documents have been submitted and verified, the guidance department will issue working papers to the student.

Student Organizations and Events

While participation in extracurricular activities sponsored by the school is encouraged, students should remember that participation is a privilege not a right. Students must be academically eligible to participate in an extracurricular activity.

Bishop Maginn High School sponsors a number of extracurricular activities in order to build a well-rounded Christian adult, including:

Athletic Programs

Bishop Maginn offers interscholastic sports programs for men and women in the fall, winter and spring. Participation in, and eligibility for, these programs is determined first, by a sports physical and then, in most sports, through "try outs". Maintaining eligibility for participation in athletics is contingent upon a student athlete's performance and behavior in the classroom. The Athletic

Department posts schedules for all athletic events, including “try outs,” by sports season through the school building and within the general school calendar as well.

Clubs and Activities

Numerous opportunities are offered to students to participate in additional extracurricular activities such as: academic clubs, theatrical productions, the school newspaper, and the service corp.

National Honor Society

The Edward Maginn Chapter of the National Honor Society is an organization that recognizes the overall achievements of the student. Membership is by faculty election and invitation. Candidates for admission are drawn from students on the honor roll that demonstrate a high standard of excellence and enthusiasm in scholarship, leadership, character, and service. These four qualities are the hallmarks of National Honor Society students across the country. Candidates are recognized no earlier than their sophomore year as pledges and are inducted at the spring National Honor Society ceremony. At this ceremony, first-year members receive their membership card, second-year honorees get a certificate, and third-year members are presented with the National Honor Society pin. Students elected to this Society are required to work positively in the school and in the community under the guidance of a moderator fostering the National Honor Society ideals of scholarship, leadership, character and service. Specifically, each member must participate in at least two service projects.

Social Occasions

There are a number of opportunities within the school year for students to take part in activities, i.e., proms, semi-formals, dances, and other receptions which assist them in developing socially as young men and women.

Other Organizations

The Bishop Maginn family consists of people from a wide variety of backgrounds, interests, and aspirations who are invested in providing a quality Catholic education for our students. It is important that representation and assistance from our parents/guardians and friends be utilized for the betterment of our institution. These are some of the ways that parents/guardians and friends from outside our school community may become more directly involved in the operation of the school.

School Board

The School Board is an elective body that assists the principal and accepts responsibility at the local level for the maintenance of quality Catholic education in an atmosphere commensurate with the teachings of the Roman Catholic Church. Elected members are chosen from the ranks of the parents and the community at large. Parents and teachers are invited to attend open meetings held at 7:00 pm

on the third Monday of each month.

Parents' Association

The Bishop Maginn Parents' Association is an organization of parents/guardians and friends of the school. The purpose of the organization is to foster support for the students, faculty, administration, and coaches in all student activities. In addition, it is a vehicle for the communication of parents'/guardians' input to school administrators. The Parents' Association provides volunteers for school activities and organizes several fund-raisers to help support the school.

Development Office

The development office is responsible for maintaining strong ties to the Alumni of Bishop Maginn and to the former Catholic high schools of Albany; and reaching out to those individuals who may wish to assist Bishop Maginn in the work of educating a new generation of young people in the traditions of Catholic education. All alumni functions - including a complete list of all graduates of Albany Diocesan high schools - are coordinated through the Development Office, which can be reached directly at (518) 463-6832.

Alma Mater

Hail to our Blue and Gold!
Your spirit will remain
Long after high school years have passed
And generations changed.

The Griffins' pride and faith
Will ever be our guide,
With loyalty and fellowship
And service by our side.

Your blue will give us strength
Your gold will light our ways
Maginn - our Alma Mater
To you we sing our praise!

-Anne Gould, *class of 1980*

NOTES