

**Bishop Maginn High School
Student Handbook
2017-2018 Edition**

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**BISHOP MAGINN HIGH SCHOOL
BELL SCHEDULE**

1st Block 9:00-10:20

2nd Block 10:23-11:43

3rd Block 11:46-1:06

Lunch 1:08-1:38

4th Block 1:40-3:00

Graduation Standards

Bishop Maginn High School follows the learning standards established by the New York State Board of Regents for all students, with the addition of a mandatory theology component in each year of the curriculum. Students must earn 26 units of course credits to graduate, in addition to passing certain Regents examinations if a student is on the Regents Pathway. As per the NYS Board of Regents all students are required to complete 30 hours of physical activity per semester. This requirement can be met by participating in two seasons of inter-scholastic sports participation. The minimum number of credits and examinations required in each subject area are listed in the table below:

Regents Diploma Pathway		Bishop Maginn Diploma Pathway	
Required Courses	Credits	Required Courses	Credits
English	4	English	4
Social Studies	4	Social Studies	4
Mathematics	3	Mathematics	2-3
Science	3	Science / Health	2-3
Language (other than English)	1-3	Language (other than English)	1
Fine Arts	1	Fine Arts	1
Health	0.5	Physical Education	2
Physical Education	2	Theology	4
Theology	4	Additional College Courses	4-6
Electives	1.5- 3.5		
Total	26	Total	26

Promotion

To be promoted to each grade level, students must achieve a certain number of credits prior to the start of that academic year.

The required number of credits for each grade is:

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 required course must attend summer school.

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 65-84: Passing 50-64: Failing

First, second, and third quarter 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	1/4
Second Quarter	1/4
Third Quarter	1/4
Fourth Quarter	1/4
Final Exam	included in fourth quarter grade
Midterm	included in second quarter grade
Total Divided by 4 = Final Grade	

Report Cards

- Report cards are issued quarterly and show grades and comments for the current and all previous quarters. Report cards will not be issued and transcripts will not be released to students whose tuition is in arrears.

Class Rank

Class Rank is computed at the end of junior year and again after the third quarter of senior year. The highest 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 subject 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 subject 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).

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
- 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

Textbooks

Textbooks are supplied to students by their home school district, with the exception of theology texts. Other supplies such as workbooks, review books, and notebooks may be purchased from the school.

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 need to pay for them. College text books are purchased directly from the college and are the responsibility of the student and their family.

Collection of Tuition

Tuition is collected through FACTS Tuition Management. This plan offers the automatic deduction monthly payment program to each family. A tuition preference form and legal contract is signed every time you register/re-register a student.

- Students will not begin classes in September or January unless all tuition and fee balances are paid and up-to-date. Final report cards and official transcripts will not be released until all obligations have been satisfied.
- Students in arrears of three payments at any time during the year will be un-enrolled immediately.

Miscellaneous Fees

- Late fees are collected by FACTS Tuition management when you do not have the funds in your account to make the automatic payment on the day you chose to have it deducted.

Financial Aid

There is a grant and aid program offered by Bishop Maginn to provide financial assistance for families who are unable to afford the full tuition in a Diocesan high school. The FACTS Tuition Management Company manages your application for a fee. You are expected to disclose all personal financial information to the company in order to be eligible.

- Online applications must be returned directly to FACTS Tuition Management by April 15 annually.
- 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 prorated and nonrefundable.
- A financial aid acceptance agreement must be signed each year.

Transportation

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 non-transferable.

Out-of-district residents

Applications for transportation for all out of district students are available at your 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 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 office. Visitors should enter the school through the main entrance at the front of the building. Students may not have visitors during the school day.

Attendance

By providing a safe and caring environment, we strive to establish a positive school climate which motivates students to attend and to learn. We also believe in the critical role that parents play as our partners in supporting the consistent attendance of their children. With this in mind, our Attendance Policy has been designed to include the following:

- Students missing 10% of a class for reasons other than medical will be required to repeat the course.
- Students tardy from a class more than 20% of time will be required to repeat the course.
- Students with unresolved tardiness and or absentee issues will be un-enrolled from the school.

Register of Attendance – Excused and Unexcused Absences

For the purpose of maintaining a register of attendance, PowerSchool will be used to keep an electronic record of each pupil's presence, absence, tardiness and early departure. For the purposes of determining which pupil absences, tardiness and early departure will be recorded as excused or unexcused, the following examples are provided:

Excused absence shall include but are not limited to:

- Sickness, or death or sickness in the family
- Doctor's appointment
- Requirement to be in court
- Approved high school or college visits
- Educational program

- Family emergency

Unexcused absences shall include:

- Truancy
- Family Approved (e.g. vacations)
- Suspension
- Undocumented absences

Attendance/Grade Policy/Retention

Bishop Maginn High School recognizes the important relationship between class attendance and pupil performance. Consequently, each marking period a pupil's final grade will be based on homework, tests, papers, projects, etc. Pupils are expected to attend school on a regular daily basis. Pupils, who are unable for whatever reason, may arrange with their teachers to make up any work missed. It is the responsibility of the pupil and parent to consult with their teachers regarding missed work. In situations where students are absent due to family vacations, teachers will not be required to provide work missed during class time. It is the responsibility of the students to make up work within one week after the student returns. Teachers are not required to give make-up tests or assignments for absences due to vacations.

After School Supervision

The school day ends at 3:00pm. At 3:15pm, all students not participating in after school activities must be under the direct supervision of a teacher or coach or vacate the premises. Students participating in afterschool activities are asked to arrive no earlier than 10 minutes before the activity. Once the after-school activity is over, students will be asked to vacate the premises. Please make plans with your child to meet you at an alternate location if you will be arriving late to pick them up.

Parent Notification

Parents are expected to notify the school of an absence or tardiness. Written excuses must be submitted by the parent giving specific reasons for the absence/tardiness within two days. In the case of early dismissal, the parent must submit a note to the school office in advance, if possible, and must indicate a reason for the early departure upon signing the student out in the school office.

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 consecutive 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.

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 re-admitted to school. Disciplinary action will be taken against the student.

Tardiness

Students are required to be in their first class when the bell rings to start the day at 9:00 am. A warning bell will ring at 8:55 am. Any student who fails to be in class by 9:00 am is considered tardy. A student who arrives at school later than 12:00 pm on a regular school day will be considered absent that day and not eligible to participate in after school sports or activities.

School Uniform

Students must be in full uniform upon entering homeroom, and remain so for the entire school day. Students who are out of uniform will be asked to call home. Parents or guardians will be required to bring a uniform to school for their student. Students will not be allowed to attend classes until they are in uniform. The uniform for Bishop Maginn High School is as follows:

BOYS	GIRLS
Khaki Pants	Gray Skirt or Khaki Pants
White Polo Shirt with Bishop Maginn Logo (Long or short sleeve) Only white T-shirts under the dress shirt are acceptable	White Polo Shirt with Bishop Maginn Logo (Long or short sleeve) Only white T-shirts under the dress shirt are acceptable

Optional Sweater with school insignia	Optional Sweater with school insignia
Solid black or brown dress shoes NO sneakers, sandals, boots, or shoes with open back	Solid black or brown dress shoes NO sneakers, sandals, boots, or shoes with open back
Navy blue, or black socks	Navy blue, black or white knee socks or tights with skirts

All students are expected to be in full uniform on the opening day of school. Students that do not comply with the school’s uniform code will be asked to un-enroll from the school. The principal reserves the right to determine the appropriateness of a student’s attire, hair style, hair length, and hair color. Students are not allowed to have extreme piercings, or disruptive or offensive tattoos.

The administration may, at times, waive or change 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 they must still conform to reasonable standards of good taste and decorum as determined by the principal.

Conduct

In order to help the school accomplish its mission of education and guidance, students are expected at all times to behave in a respectful manner that reflects well on themselves and Bishop Maginn High School. 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 expulsion.
- Possession or use of tobacco, drugs, or alcohol on school grounds is a violation of Diocesan and School Policy. Students 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 and/or expelled.
- 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.

General Behavior Regulations

- Students are to treat everyone - faculty, staff, and other students - with respect. Taunting, harassment, and verbal abuse will not be tolerated, including but not limited to social media and virtual attacks on a computer, phone or other electronic device during or after school hours.
- 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 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.
- 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 to 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 Pledge of Allegiance and the Morning Prayer.
- Students are not to leave the classroom without permission and a pass from the teacher.
- Food, drink, and gum are not permitted in classrooms.
- Book bags, backpacks, etc. are not permitted in classrooms or the cafeteria. These items are to be left in the lockers during the school day.

Computer Use Regulations

- Students must sign a code of conduct before using the school's computing equipment.

- Students are not permitted to change settings, store personal files, or add outside software on school computers.
- Student's use of the Internet will be directly supervised in classes.
- 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.

Classroom Detention

Faculty may assign a student detention in their classrooms on any school day until 3:15 pm with prior notice in cases when transportation is an issue. Detention may be assigned as a disciplinary measure or for academic reasons. 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.

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 may be suspended from school.

Removal from Class

Students who cause serious disruptions to the classroom learning process will be sent to the office. 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.

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.

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. Students with poor attendance or tuition in arrears of three or more payments will be un-enrolled.

Spiritual Services

First and foremost, we are a Catholic school, founded on the tenets of the Catholic faith. All students, regardless of personal beliefs are expected to participate and respect our Catholic heritage and belief system. As a community founded on faith, the importance of providing students, parents/guardians, and staff with opportunities to nourish the soul and renewed spirits is paramount.

Cafeteria

Hot and cold foods are available during the respective lunch periods. Microwaves are available in the cafeteria for student use during lunch periods. Students who bring food to school must leave it in their lockers until immediately before their lunch periods.

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. During lunch students are permitted to go to the restroom but not permitted to go to lockers, or classrooms.

Health Office

Students who become 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.

Students will be required to file a health history form with the health office prior to beginning the season with an athletic team, and all students must have an annual physical by the start of the school year.

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 secondary coverage. Claims on the school insurance should be filed with the Principal immediately after an accident.

Lockers

Students are assigned combination lockers. Students will generally not be permitted to go to their lockers during classes as they should already have in their possession the necessary materials.

Parking

Parking is provided for the privilege of students who drive to school. Students are asked to register their vehicles with the office. Students who are consistently tardy or violate other student codes may lose the privilege of driving to school.

Telephone

Students are not to use cellular telephones during the school day unless in an academic setting supervised by faculty. Students may use the office phone to call home. A message that needs to be given to a student should be directed to the office at (518) 463-2247.

Working Papers

Applications for working papers may be obtained at the Guidance Office and must be signed by the school nurse.

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". All students must participate in two or more seasons of sports or make alternate arrangements with the principal to receive credit. Maintaining eligibility for participation in athletics is contingent upon a student athlete's performance and behavior in the classroom.

National Honor Society

The Bishop 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 rolls 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.

School Board

The School Board is an appointed group of community members that assists the administration and accepts responsibility at the local level for the maintenance of a quality Catholic education in a financially responsible way. Parents and teachers are invited to attend open meetings.

Note:

Receipt of the Bishop Maginn High School Student Handbook in 1st Block on day one of school is acknowledgment and acceptance of the terms and conditions of your admission and enrollment at Bishop Maginn High School.

Revised 7/3/17