
Bishop Ludden-Grimes
Junior-Senior High School Student/Family Handbook
2025-2026



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General Contact Information

- **School Website:** <https://www.bishopludden.org/>
- **Main Office:**
 - Mrs. Holly Wait; Administrative Assistant
 - **Phone:** 315.468.2591
 - **Mail:** 815 Fay Road, Syracuse, NY 13219
 - **Email:** Administrative Assistant Mrs. Holly Wait (hwait@syrdiocese.org)
 - **FAX:** 315.468.0097
- **Principal:**
 - Mr. Steve Shoults
 - **Phone:** 315.468.2591
 - **Email:** sshoults@syrdiocese.org
- **Assistant Principal:**
 - Mr. Dave Ringwood
 - **Phone:** 315.468.2591
 - **Email:** dringwood@syrdiocese.org
- **Assistant Principal/Intern:**
 - Mr. Marcus Ludwig
 - **Phone:** 315.468.2591
 - **Email:** mludwig@syrdiocese.org
- **Dean of Students:**
 - Mr. Tim Schmidt
 - **Phone:**
 - **Email:** tschmidt@syrdiocese.org
- **Nurse's Office:**
 - Mrs. Megan Allen
 - **Phone:** 315.459.7160
 - **Email:** blgnurse@syrdiocese.org
 - **FAX:** 315.671.9710
- **School Counseling Office:**
 - Mrs. Phoebe Weigand, Director of Counseling
 - **Phone:** 315.488.3237
 - **Email:** pweigand@syrdiocese.org
 - **FAX:** 315.468.0097
- **Athletic Director:**
 - Mr. Shaun Smith
 - **Phone:** 315.459.7161
 - **Email:** sjsmith@syrdiocese.org
- **Tuition Office:**
 - Mrs. Maria Petrus
 - **Phone:** 315.579.0061
 - **Email:** mpetrus@syrdiocese.org
 - **FAX:** 315.468.0097

Family Portal

Our **Family Portal** is your go-to resource for important information. To access it:

1. Go to www.factsmgmt.com.
2. Select **Parent Log In** from the menu bar and then **FACTS Family Portal** from the drop-down menu.
3. Enter the district code **BLG-NY**.
4. Type in your username and password. If you've forgotten them, please click the provided link.

Diocesan Mission Statement

Inspired by the evangelizing mission of Jesus Christ, the Catholic Schools of the Diocese of Syracuse partner with families, communities, and parishes to nurture academic excellence rooted in Gospel values. We empower students to develop a strong moral conscience informed by the teachings of the Roman Catholic Church, and to live their faith with compassion, integrity, and respect for all life. Preparing them for a diverse world, we cultivate lifelong learners who are witnesses to Christ's love through service to others.

Most Rev. Douglas J. Lucia
Bishop of Syracuse
August 14, 2025

Diocesan Belief Statements

Spiritual

We believe that...

- Jesus is the Master Teacher, serving as the role model for all educators, parents, and students.
- Parents are the primary educators of their children, and Catholic schools partner with them to pass on our Catholic faith and values.
- Teachers in our schools are evangelizers, bringing the Good News of God's love and salvation to all within our communities.
- Catholic schools share in the educational and evangelical mission of the Roman Catholic Church and seek to develop and nurture relationships with parishes.
- Schools within the system embrace the common mission of Catholic schools in our diocese; our Catholic Identity is the foundation of a Catholic school education.

Academic

We believe that...

- Christ-centered environments support the healthy growth of the whole person: physically, emotionally, spiritually, and academically.
- Students learn at different rates and in different ways; each is unique, made in the image and likeness of God.
- Academic excellence is an essential and achievable goal.
- Quality athletic, fine arts, and extracurricular programs are essential components of a comprehensive educational program.
- Our teachers are educators called to be lifelong learners who are active in collaborative professional learning communities. They seek out professional development that fosters their spiritual and professional growth.
- Our school cultures should promote the continuous development of individual programs.
- Schools within the system should be aligned with educational programs while adhering to national, state, and diocesan standards.

Stewardship

We believe that...

- Our students develop leadership skills that enable them to be responsible and educated citizens who serve others, especially those in need.
- Our Catholic schools teach students to be stewards of the gifts and talents God has given them.
- Students have a sense of responsibility for caring for the environment and all of God's creation.
- Our schools practice sound fiscal and responsible stewardship.

Social

We believe that...

- Our schools are called to follow the example of Jesus Christ by teaching students to actively care for the world and serve their communities, especially those in need.
- Our students are taught to view all people as members of the family of God; we value and respect diversity within our schools.
- School communities, in partnership with parents, foster the growth of caring, compassionate individuals with strong moral consciences who follow God's command to love one another.

Diocesan Profile of a Graduate

Graduates of the Catholic schools in 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 toward others.
 - 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 collaboration, 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.
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Bishop Ludden-Grimes Junior-Senior High School Mission Statement

Bishop Ludden-Grimes Junior - Senior High School exists to further the mission of Jesus Christ by teaching and proclaiming the Gospel, according to the sacramental life of the Roman Catholic Church. Through the educational ministry, we promote, develop and appreciate the sacredness of the whole person. We are called to provide a curriculum and school environment which fosters spiritual growth, moral development, academic excellence, extracurricular achievement, critical thinking and life-long learning.

Bishop Ludden-Grimes Junior-Senior High School Belief Statements

Through the educational process, we instill in our Catholic school community the need to serve as:

- People who evaluate our world in light of the vision of Jesus Christ
- Stewards of the earth and its gifts
- Active information participants who collaborate in creating a world based on peace and justice.

We do this as a Eucharistic Community in partnership with our parents, parishes and the civic community.

Summary Statement of Relationship Parents, Guardians, Students and Catholic Schools of the Diocese's Syracuse, NY

The following sets forth the nature, dynamics and character of the relationship between the School and its students and their parents. It will allow both students and parents to clearly understand their rights and obligations while attending the School and minimize the potential for misunderstanding in this regard. It is understood that by seeking enrollment in and attending the School, the applicant- student and his/her parents/guardians understand and agree to the following statements regarding the rights and obligations of students and parents, and this statement is an integral part of the School's enrollment contract.

To ensure a safe and appropriate educational environment, the student and his/her parents understand that students must obey the School's Code of Conduct, observe its rules and regulations, and perform the required academic work to result in appropriate academic progress while attending the School. It is also understood and agreed that the School's students attend the School at the School's invitation, and not pursuant to any right possessed by a student or the student's parent(s). Admission and continued enrollment at the School require students to behave consistent with the Code of Conduct, all of the School's other rules and regulations, and in a manner befitting a student of a Catholic institution. These responsibilities exist both inside and outside of the classroom and during all school functions, and relative to any off-campus behavior that negatively affects the School's operations or educational environment.

To protect its standards of academics, discipline and character, the School reserves the right to require a student's withdrawal at any time, for any reason deemed sufficient in the sole discretion of the School's administrators. Through their application to and enrollment in the School, all students and their parents/guardians acknowledge, agree, and concede that the School has this right. Moreover, by a student's enrollment in the School, he/she and his/her parents acknowledge the important obligations and restrictions contained in the School's Parent-Student Handbook and agree to be bound by its terms.

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

Students also acknowledge and agree that School officials have the right to search their person or property if they reasonably believe that the student may have violated a School rule, the School's Code of Conduct, or the law and the search may . The School's students and their parents understand and agree that it is within the sole discretion of the School's administrators to determine whether such a reasonable belief exists. They further understand and agree that the School has the unfettered right to examine, search or inventory a student's desk, locker, or other space provided to the student for use at School. It is further understood and agreed that these areas may be searched by the School at any time and for any reason. Moreover, if the School permits on-campus parking, students and their parents understand and agree that the School has the unfettered right to search any automobile parked upon its premises. Students have no reasonable expectation of privacy relative to any of these areas (e.g., desks, hallway lockers, locker room lockers, automobiles parked on School grounds, etc.)

Additionally, it is understood and agreed by students, and/or their parents or guardians, that they waive and relinquish any right they may have to sue the School, any parish, the Diocese of Syracuse, and/or any individual acting on the half of the School, a parish or the Diocese, such as administrators, teachers, staff, volunteers or any of their agents relative to any matter directly or indirectly concerning academic or disciplinary decisions or matters covered within the Student Handbook.

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

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

Diocese. It is understood and agreed that school administrators are not obligated to meet with attorneys or advocates of any sort, at any time.

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

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

Family Covenant

The philosophy of the Bishop Ludden-Grimes Junior-Senior High School Catholic School community is to proclaim the Gospel message of Jesus, educate the total child, guide students in the love and service of God and others, fit the uniqueness of each student so that they grow in a nurturing and loving environment, and integrate Catholic virtues (love, faith, hope, courage, reconciliation, and justice) into the curriculum.

By registering your child(ren) at Bishop Ludden-Grimes Junior-Senior High School, parents/guardians become members of a school community — students, faculty, and staff — that recognizes its mission to build a Christ-like presence in our neighborhoods by instilling Christian values in our young men and women who will shape our future.

This membership obligates all of us to share in the responsibilities for the education of Bishop Ludden-Grimes Junior-Senior High School children by agreeing to the following:

- I (We) fully understand the importance of guiding my (our) children's faith development, acting as a good Christian role model, actively participating in church membership, and attending weekly Mass or church services.
- I (We) fully understand the importance of attending Parent Teacher Conferences at the teacher's request, cooperating with school staff, and being present at other school events to support my child(ren).
- I (We) understand the importance of reviewing my child(ren)'s homework daily.
- I (We) support and work with the staff to ensure a good learning environment.
- I (We) agree to consider volunteering for a specific event(s)/project(s) within the school year.

This covenant is designed to implement the blessings of the Church-Family-School relationship. A successful Catholic school relies on a partnership between parents and the school. There is an expectation that parents are active participants in the education of Bishop Ludden-Grimes Junior-Senior High School students. The Catholic school fosters a faithful atmosphere through the interaction of students, parents, teachers, and support

staff.

Superintendent's Message

Dear Students & Families:

It is with great pride and joy that we welcome you to our school community! The Diocese of Syracuse has a long and proud history of faith-centered, academically excellent education that truly forms the entire child. We are proud to partner with you, the primary educators of your child, in working together to foster growth and learning. Please do not hesitate to reach out to the leadership of this school, or our office, if you need support at any time.

In the words of Pope Benedict XVI in his 2008 address to Catholic teachers:

“Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ Reveals his transforming love and truth.” (cf. Spe Salvi, 4).

Amy Sansone, EdD
Superintendent of Schools

Pastor/President's Message

[Insert Pastor/President's Message Here]

Principal's Message

Dear Bishop Ludden-Grimes Students and Families:

Welcome to the 2025-2026 academic year at Bishop Ludden-Grimes Junior-Senior High School! It is with immense pleasure and great anticipation that I extend my warmest greetings to both our returning students and families, and to those who are new to our vibrant community. We are thrilled to embark on another year of learning, growth, and shared experiences with all of you.

This handbook serves as an essential guide for our students and their families, outlining the expectations, policies, and resources that contribute to a safe, supportive, and productive learning environment. We encourage you to familiarize yourselves with its contents, as it provides valuable information designed to ensure a successful and enriching experience for every member of our school community.

At Bishop Ludden-Grimes, we are committed to fostering a challenging yet nurturing

educational atmosphere where every student is encouraged to achieve their full potential – academically, spiritually, and personally. As an **International Baccalaureate (IB) World School**, we offer a globally recognized program that emphasizes critical thinking, intercultural understanding, and a holistic approach to learning.

Furthermore, we are excited to announce our newly formed partnership with **Syracuse University**, which will provide unique opportunities for our students as we prepare them for a successful future. We are also proud to continue our participation in the **Early College Now Program at Onondaga Community College**, allowing eligible students to earn college credits while still in high school.

Our dedicated faculty and staff are passionate about teaching and committed to guiding our students through their junior and senior high years, preparing them not just for college and careers, but for lives of purpose, integrity, and service.

We believe that a strong partnership between the school, students, and families is paramount to achieving our shared goals. Open communication, mutual respect, and active engagement are the cornerstones of this partnership. We invite you to be active participants in your child's education, whether through attending school events, volunteering, or simply staying informed about their progress and school activities.

As we look ahead, we are excited about the opportunities this year holds. We will continue to uphold the traditions that make Bishop Ludden-Grimes special, while also embracing innovative approaches to learning and personal development. We encourage our students to seize every opportunity – whether it's excelling in academics, participating in extracurricular activities, developing leadership skills, or contributing to service initiatives.

Thank you for entrusting us with your child's education. We are honored to be a part of their journey and look forward to a year filled with learning, achievement, and memorable moment

Sincerely,



Mary Beth Fierro
Principal

The policies and procedures included in this Bishop Ludden-Grimes Junior-Senior High School handbook are intended to create a safe school environment that promotes spirituality, academic success, respect for others, and order. By registering at Bishop Ludden-Grimes Junior-Senior High School, students and their families agree to abide by this handbook, and parents agree to assist their children in following the school's policies and

procedures.

This handbook is available on the school website, and parents/guardians can obtain a print copy in the Main Office. The Principal reserves the right to make changes to this handbook. Any changes will be communicated through the Principal's Newsletter, the school website, and subsequent editions of the handbook.

School History

The story of Bishop Ludden-Grimes Junior-Senior High School is a rich tapestry woven from the legacies of two distinguished educational institutions: Bishop Ludden Junior-Senior High School and Bishop Grimes Junior-Senior High School. Each school, in its own right, served the Syracuse community with dedication, fostering academic excellence, spiritual growth, and a strong sense of community for decades.

Bishop Ludden Junior-Senior High School was founded in 1963 by the Diocese of Syracuse. From its inception, Bishop Ludden was committed to providing a comprehensive Catholic education, emphasizing rigorous academics, faith formation, and a wide array of extracurricular opportunities. It quickly became known for its strong athletic programs, vibrant arts scene, and a faculty deeply committed to the holistic development of its students. Generations of students passed through its halls, carrying forward its mission of faith, knowledge, and service.

Bishop Grimes Junior-Senior High School, established in 1966, served as a foundational educational experience for students within the Catholic tradition. Named in honor of the 2nd Bishop of Syracuse, Bishop Grimes focused on nurturing young minds in a faith-filled environment, laying the groundwork for future academic success and character development. It was a place where students first learned the values of community, respect, and the joy of discovery.

The decision to merge these two esteemed institutions into **Bishop Ludden-Grimes Junior-Senior High School** was driven by a shared vision to create a stronger, more cohesive educational pathway for students from their junior high years through high school graduation. This strategic consolidation, which took place in 2025, represents a commitment to leveraging the strengths of both schools to offer an unparalleled educational experience. The merger allows for a seamless transition for students, a broader range of resources, and an even more robust academic and spiritual program.

Today, Bishop Ludden-Grimes Junior-Senior High School proudly carries forward the traditions and values of its predecessors. We are dedicated to providing a challenging and supportive environment where students are inspired to achieve their academic potential, deepen their faith, and become compassionate, responsible citizens. Our history is a

testament to the enduring power of Catholic education in shaping lives and contributing positively to the community. We honor our past as we build a bright future together.

Admissions Policy

Bishop Ludden-Grimes Junior-Senior High School welcomes students who are seeking a challenging academic environment rooted in Catholic values. We are committed to fostering a diverse and inclusive community where all students can thrive.

Our admissions process is designed to identify students who are prepared for our rigorous curriculum and who will contribute positively to our school community.

We consider a variety of factors, including academic records, standardized test scores (if applicable), recommendations, and an interview process.

Application Process:

1. **Inquiry:** Prospective families are encouraged to begin by contacting our Admissions Office to learn more about our programs and schedule a visit.
2. **Application Submission:** Complete and submit the official application form by the specified deadline. This typically includes academic transcripts, disciplinary records, and any required recommendation forms.
3. **Assessment/Interview:** Applicants may be required to participate in an admissions assessment and/or an interview with a member of our admissions team or administration.
4. **Decision Notification:** Applicants will be notified of their admissions decision by the designated date.

We encourage interested families to visit our campus, attend an open house, or schedule a personalized tour to experience the unique spirit of Bishop Ludden-Grimes Junior-Senior High School. Our Admissions Office is available to guide you through every step of the process and answer any questions you may have.

For more detailed information regarding specific application requirements, deadlines, and tuition assistance opportunities, please visit our school website or contact the Admissions Office directly at Ms. Carm Petrera (Director of Enrollment, Admissions and Marketing). You can email her directly at: cpetrera@syrdiocese.org

(We do accept students on a 'Conditional Basis' under special circumstances. Please contact Ms. Petrera for more information. Students admitted on a Conditional Basis will be given a 'Student Success Contract' with all expectations clearly defined.)

Student Privacy

A request form for parents and legal guardians to examine their child's education records is available at the Main Office. The school requires at least 24 hours' notice for this request. Such records are kept confidential and may not be released or made available to persons other than parents/guardians or students (over 18 years old) without their written consent in certain circumstances. In this regard, the School generally follows the prescriptions of the Family Educational Rights and Privacy Act (20 USC § 1232g; 34 CFR Part 99) ("FERPA"). The Principal or another authorized person must be present when records are viewed to provide necessary interpretation.

The school generally and voluntarily abides by the provisions of FERPA regarding the rights of non-custodial parents. In the absence of an order from a court or other authorized agency to the contrary, Bishop Ludden-Grimes Junior-Senior High School will provide the non-custodial parent with access to academic records and other school-related information about the child. If there is a court order specifying that no information should be given, it is the custodial parent's responsibility to provide the School with an official copy of that order.

Divorced or separated parents must file a court-certified copy of the custody section of their divorce or separation decree with the Principal's office. The school is not responsible to enforce or interpret custody and visitation orders, but will make reasonable efforts to help facilitate such orders, assuming it receives timely notice of such an order and its requirements.

Personnel Access to Student Records

The following personnel have access to student records without the previously noted consent:

- Professional personnel employed by the School, including independent contractors and their employees who provide services to the School
- School officials at an educational institution to which the student is transferring or seeking admission
- Authorized personnel of Diocesan or State Education Departments
- Those possessing a court order or subpoena, or in other circumstances in which distribution is permitted by FERPA without parental authorization.
- Individuals or entities to which a parent or guardian has authorized the School to release student education records.

School Calendar / Hours

- **School Annual Calendar:** [Link to 1-pager for the refrigerator]

- **School Hours:** (Main Office is Open) 7:00 am - 3:00 pm (School Hours for Students: 7:47 am - 2:47 pm)
- **Before School and Drop-off Procedures:** If driving your child to school please use our Parent/Guardian Drop Off Loop at the East Side of our building - please pull as far to the South as possible to drop your child off - please don't wait to be right in front of the doors to drop off your child - please do not cut through the parking lot - please drive in and out of the parking lot using the perimeter
- **After School and Pick-up Procedures:** Same as Drop - Off

Visitors Policy

All parents and visitors must enter the School through its front doors, report to the Main Office, identify themselves, sign in, and wear a visitor's badge while in the building.

Any forgotten items should be dropped off at the Main Office. Please do not deliver them directly to your child's classroom. Parents are welcome to visit a class in session after making an appointment through the Main Office and with the Principal's approval. Teachers are unable to speak with parents during school hours when they have classroom responsibilities, as their primary obligation is to the children in their classroom and their safety. If you wish to speak with a teacher(s) or the Principal about your child, please send an email/note or call to schedule an appointment. Teachers will return your email/call within 24 hours.

Visits by parents, potential students, and tours are arranged through the Principal or designee. Please contact the Main Office to make an appointment.

General Parent Information

Tuition Non-Payment Policy

Families with a single payment delinquency will be notified by FACTS as being past due. The Pastor/Pastoral Administrator, Business Manager/Finance Director, and Principal are also notified of this past due status. Families with balances more than 90 days past due will not be permitted to return to school until the outstanding balance is resolved. When necessary, the school will pursue every avenue to obtain tuition and before/after-school care payments, including collection agencies and legal options. We encourage you to talk to the Tuition Management Office and/or School Administration at any time if you're experiencing difficulties paying your tuition bill. Your situation will be reviewed with confidentiality and compassion, and a mutually agreeable settlement should be possible.

Continuing Enrollment for the Following School Year

Students with past due balances will not be allowed to begin the next school year until the outstanding balance is paid.

Transfers to Another Catholic School

Students with past due balances will not be accepted at any other Catholic school within the Diocese of Syracuse until the past due amount is resolved.

Athletics

At Bishop Ludden-Grimes (BLG) Junior-Senior High School, we believe that participation in athletics is an integral part of a well-rounded education. Our comprehensive athletic program provides students with opportunities to develop physical skills, foster teamwork, build character, and learn valuable life lessons such as discipline, perseverance, and sportsmanship.

We offer a wide range of interscholastic sports for both junior and senior high students, catering to various interests and skill levels. Our dedicated coaches are committed not only to athletic excellence but also to the personal growth and academic success of our student-athletes. They strive to create a supportive and challenging environment where students can push their limits, celebrate achievements, and learn from setbacks.

Participation in athletics at BLG is more than just playing a game; it's about becoming part of a team, representing our school with pride, and building lasting friendships. We encourage all students to explore the athletic opportunities available and join our proud tradition of sportsmanship and achievement.

Sports by Season

Bishop Ludden-Grimes Junior-Senior High School offers a comprehensive athletic program throughout the academic year.

Below is a list of the sports we typically offer by season, including the levels available:

Fall Sports

- **Football:** Varsity, Modified
- **Boys' Soccer:** Varsity, Junior Varsity (JV), Modified
- **Girls' Soccer:** Varsity, Junior Varsity (JV), Modified
- **Girls' Volleyball:** Varsity, Junior Varsity (JV), Modified
- **Cross Country (Boys & Girls):** Varsity, Modified
- **Girls' Tennis:** Varsity
- **Cheerleading:** Varsity, Modified

- **Esports:** Varsity, Junior Varsity (JV)

Winter Sports

- **Boys' Basketball:** Varsity, Junior Varsity (JV), Modified
- **Girls' Basketball:** Varsity, Junior Varsity (JV), Modified
- **Bowling (Boys & Girls):** Varsity
- **Indoor Track & Field (Boys & Girls):** Varsity
- **Cheerleading:** Varsity, Junior Varsity (JV), Modified

Spring Sports

- **Baseball:** Varsity, Junior Varsity (JV), Modified
- **Softball:** Varsity, Junior Varsity (JV), Modified
- **Boys' Lacrosse:** Varsity, Junior Varsity (JV), Modified
- **Girls' Lacrosse:** Varsity, Junior Varsity (JV), Modified
- **Boys' Tennis:** Varsity
- **Outdoor Track & Field (Boys & Girls):** Varsity, Modified
- **Golf (Boys & Girls):** Varsity

For detailed schedules, coaching staff information, and specific eligibility requirements for each sport, please refer to the Athletics section of our school website or contact the Athletic Director Mr. Shaun Smith via email at sjsmith@syrdiocese.org

Final Forms is the online platform Bishop Ludden-Grimes Junior-Senior High School utilizes for all athletic registrations. This system streamlines the process for families and the athletic department by centralizing all necessary forms, medical information, and consents required for student participation in sports. It helps ensure that all athletes are properly registered and cleared before they can compete.

Clubs and Activities

While the specific offerings may vary each year based on student interest and faculty availability, here are some examples of the types of clubs and activities you might find at Bishop Ludden-Grimes Junior-Senior High School:

Academic & Interest-Based Clubs

- **National Honor Society:** Recognizes outstanding high school students who have demonstrated excellence in scholarship, leadership, service, and character.
- **Student Government/Student Council:** Provides a platform for student leadership, voice, and organization of school events.
- **Yearbook Club:** Students work collaboratively to design, edit, and produce the

school's annual yearbook.

- **Debate Club/Forensics:** Develops public speaking, critical thinking, and argumentation skills.
- **Robotics Club:** Students design, build, and program robots for competition.
- **Science Club:** Explores various scientific concepts through experiments, projects, and field trips.
- **Math Team:** Challenges students with advanced mathematical problems and participates in competitions.
- **Chess Club:** Offers an opportunity for students to learn and play chess.

Arts & Performance Groups

- **Drama Club/Theater Arts:** Students participate in all aspects of theatrical productions, from acting to stagecraft. This includes our annual **Fall Play** and **Spring Musical**, offering students comprehensive experience in performance, technical theater, and collaborative artistry.
- **Band/Chorus:** Opportunities to develop musical talents and perform in school concerts and events.

Service & Community Engagement

- **Campus Ministry/Service Club:** Focuses on spiritual growth and community service initiatives, embodying Catholic values.
- **Peer Mentoring Program:** Older students mentor younger students, providing guidance and support.

STEM Offerings

At Bishop Ludden-Grimes, we are particularly proud of our robust offerings in Science, Technology, Engineering, and Mathematics (STEM). Through clubs like Robotics, Science, Math Team, Coding/Computer Science, and Environmental Science, students gain hands-on experiences that foster critical thinking, problem-solving, and innovation. These opportunities allow students to explore their interests in these vital fields, develop practical skills, and prepare for future academic and career paths.

This list provides a glimpse into the diverse opportunities available. We encourage you to attend our activity fairs and listen to school announcements to learn about all the exciting ways to get involved!

School Closings

Our school follows the **West Genesee Central School District and the Syracuse Central School District** closing decisions. We will send a text message to our families announcing school closings, delays, and cancellation notices. However, this should not be your sole source of information, as access to our computers may be delayed or disrupted due to weather. We also announce school closings and delays on social media and local TV stations.

Students attending our school often travel several miles, and weather conditions can vary dramatically from location to location. The decision to close or dismiss school early is made with the safety of our students and staff in mind. If school is scheduled to be open and you feel this decision puts your child at risk, you may choose to bring your child to school yourself or keep them home for the day. This will be recorded as an **unexcused absence**. If your child is unable to attend due to your home district being closed and not providing bus transportation, an **excused absence** will be recorded. You will still need to send in an excuse with your child as normal whenever they are absent from school.

Field Trips

Field trips are an integral part of the learning process and a privilege afforded to students. A student may be denied participation in a field trip if they fail to meet academic or behavior requirements. Permission forms must be submitted for authorization. Parents reserve the right to refuse to allow their child to participate in a field trip.

Lunch Procedures

Lunch will be served during designated lunch periods in the cafeteria. Students are expected to proceed directly to the cafeteria at the start of their assigned lunch period.

General Procedures:

- **Roster Check-in:** Upon entering the cafeteria for lunch, students will find a roster list for their grade level at the entrance. Students are required to check off their name on the appropriate list before proceeding to the serving line to pick up their lunch.
- **Prayer:** At the beginning of each lunch period, we will collectively say a prayer. Students are expected to observe a moment of reverence during this time.
- **Meal Selection:** A variety of healthy and appealing options will be available daily for both breakfast and lunch. Students will select their meals from the serving lines.
- **Seating:** Students are expected to sit at designated tables in the cafeteria. Please keep your area clean and dispose of all trash properly in the provided receptacles.
- **Remain Seated:** Students must remain seated at their assigned tables throughout the entire lunch period. If a student needs to use the restroom or has another urgent need, they must ask for permission from the supervising adult before leaving their seat.
- **Behavior:** All school rules regarding respectful and appropriate behavior apply in the

cafeteria. Students are expected to speak quietly, remain seated, and follow the directions of cafeteria staff and supervising teachers.

- **Food Allergies/Dietary Restrictions:** If your child has any food allergies or specific dietary restrictions, please ensure that this information is on file with the school nurse and cafeteria staff. We will work to accommodate these needs.
- **Outside Food:** While students are welcome to bring their own packed lunches, we encourage participation in the free school meal program. Please note that outside food deliveries for students are generally not permitted during school hours, and **food from outside restaurants is not permitted.**
- **Dismissal:** At the conclusion of your lunch period, please clean up your area and exit the cafeteria in an orderly fashion, proceeding to your next class.

We believe that a well-nourished student is better prepared to learn and succeed. We look forward to providing delicious and healthy meals for our entire student body.

Transportation

Each public school district is required to transport children within local transportation guidelines, typically within a 15-mile radius (as the crow flies). Bus transportation must be requested by parents from their public school district of residence prior to April 1 for the following school year. Bus schedules are published by each school district during August. Parents should contact their public school bus transportation department for any questions concerning bus scheduling. All students riding buses are expected to adhere to the rules of conduct pertaining to buses as published by their home district. Since we are concerned with the safety of all bus children, it's important that students maintain orderly conduct and follow the directions of the bus monitor or driver. Failure to comply may result in removal from the bus and/or termination of service for the disruptive child. Bus disciplinary decisions are made by local school districts. If a bus suspension occurs, parents are responsible for student transportation. Parents should encourage their children to obey the bus driver and rules.

A student **MUST PRESENT a WRITTEN, DATED note** if they are **NOT** to take the bus home on a certain day, with directions as to how they will get home. The main office will call to confirm these notes.

Student Driving and Parking Policy

Student parking at Bishop Ludden-Grimes Junior-Senior High School is a privilege, not a right, and is available on a limited basis. All students who wish to park a vehicle on school grounds during school hours must register their vehicle with the school office and obtain a valid parking permit.

Permits must be displayed clearly on the vehicle at all times while on school property.

Key Parking Regulations:

- **Registration Required:** All vehicles parked by students must be registered with the school. Information required typically includes the student's name, vehicle make, model, year, color, license plate number, and insurance details.
- **Designated Areas:** Students are permitted to park only in designated student parking areas. Parking in faculty, visitor, fire lanes, or unauthorized areas is strictly prohibited and may result in disciplinary action, including loss of parking privileges, fines, or towing at the owner's expense.
- **Safe Driving:** Students are expected to drive safely and responsibly on school property at all times, adhering to posted speed limits and traffic signs.
- **Vehicle Security:** Students are responsible for the security of their vehicles and their contents. The school is not responsible for theft, damage, or loss of personal property.
- **School Authority:** Vehicles parked on school property are subject to search by school officials if there is reasonable suspicion of a violation of school policy or law.
- **Loss of Privilege:** Failure to adhere to parking regulations or any school policy may result in the revocation of parking privileges.

Further details regarding parking permit applications, fees (if any), and specific parking lot maps can be obtained from the Main Office.

We appreciate your cooperation in keeping our campus safe and organized.

General Policies

Attendance

There is a direct correlation between a student's attendance and academic performance.

Pupils are expected to be in attendance every school day. We believe any absence from school is detrimental to a student and strongly discourage it. Children are **tardy** if they enter the school after **7:47a.m.** Instances of tardiness and excused absence are part of your child's attendance record.

Absences

When your child is absent for any reason, please contact the Bishop Ludden-Grimes Junior-Senior High School School Nurse (Mrs. Megan Allen) (BEFORE 9:00 am on the day of the absence), providing the date, student's name, grade, and reason for absence. The Main Office will contact parents/guardians who fail to notify the school.

Students should bring a written excuse for any period of absence on the day they return to school. This written excuse should be dated, give the reason for and dates of absence, and be signed by the parent/guardian. Any absence without a written excuse is considered an unexcused absence. *(A direct email or a direct phone call to our School Nurse Mrs. Megan*

Allen are both acceptable.)

Excused Absences:

- (If your child has a temperature of 100.4 or higher they should NOT be in school)
- Sickness
- Medical or Dental appointment
- Serious family illness
- Court
- Death of a family member or close friend
- Approved school-related program
- Religious
- Participation in a school-sponsored event

Unexcused Absences:

- Oversleeping
- Missing the school bus
- Weather-related (if school is open)
- Late ride
- Family vacation (not aligned with school calendar)
- Traffic
- Non-school trips

The student and/or parent is responsible for contacting teachers (upon return to school) to arrange to make up missed work.

(Grades 7 and 8) If your child needs to be picked up from school for a Doctor Appointment or if they are ill please sign them out at the desk located right by the Main Doors. Please do not proceed to the Nurse's Office. Your child will meet you in the Lobby.

(If your child is a High School student - you do not need to enter the school to sign them out - they can sign themselves out at the Nurse's Office and meet you out front of school.)

Early Dismissal From School

Parents/Guardians must email or send a handwritten note to the School Nurse. Please have the note or email to our nurse (Mrs. Allen) before 1st period. Only people listed on our Student Management System (FACTS) as Emergency Contacts will be allowed to pick up your child.

Immunizations

All students seeking admission to Bishop Ludden must present Certification of

Immunization in accordance with the Public Health Law. A student may not attend school in excess of 14 days without presenting the appropriate certification.

Additional immunizations received by a student should be reported to the Health Office.

The physician should document the immunization in writing so that it may be added to the student's health record, which is kept by the school nurse.

Required immunizations:

- Diphtheria and Tetanus: 3-doses
- Polio: 4-doses (3 doses if the 3rd dose was received at 4-years old or older)
- Measles/Mumps/Rubella (MMR): 2-doses
- Hepatitis B: 3-doses
- Varicella (chickenpox): 2-doses
- Meningococcal: Grades 7,8,9,10,11-1 dose (must be before the start of 7th grade)
Grade 12- (two doses must be given prior to the start of 12th grade)
- T-dap: 1-dose (must be given to start 6th grade unless the child is 10 yrs. old, then must receive within 14 days of 11th birthday)

*Certificates must show the day, month, and year of immunization shots.

Medications

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

- (a) a written order from a physician is required for all prescription and nonprescription medications to be taken during school hours. Such orders must include the following information
- (b) student's name and date of birth
- (c) diagnosis
- (d) name of medication
- (e) dosage and route of administration
- (f) self administration orders, if needed
- (g) frequency and time of administration
- (h) conditions under which medications should be administered and frequency
- (i) date written
- (j) prescriber's name, title, and signature
- (k) prescriber's phone number

Parents should be advised to ask the doctor to keep a copy of this form in the student's file. When the doctor determines that the student should receive medication, the doctor can

immediately fax the school the authorization. This is especially helpful when the doctor orders medication of the student over the telephone rather than having the student go to the office.

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

All medication must be submitted by the parent/guardian to the Health Office. Prescription medication must be in the original pharmacy container bearing the original pharmacy label.

The pharmacy label must include:

- (a) student's name
- (b) name and phone number of the pharmacy
- (c) licensed Prescriber's name
- (d) date and number of refills
- (e) name of the medication
- (f) dosage frequency of administration and directions for administration.

*Over-the-counter medications must be in the original manufacturer's package with the student's name affixed to the container. The school nurse is responsible for administering any necessary medication if on duty. Students should report to the Health Office to take medication. If medical conditions require, and if the student is properly trained, a student may be permitted to self-administer medication if the proper authorizations are submitted. They are available at the Health Office.

Screenings

If a screening was not performed by the student's healthcare provider, it will be performed by the school nurse:

- Scoliosis: Screening for girls in grade 7
- Scoliosis: Screening for boys in grade 9
- Hearing: For all students in grades 7 and 11
- Vision: Near and distance for all students in grades 7 and 11

Vacations

Please refrain from scheduling family vacations while school is in session. An interruption in a student's instructional schedule can make it difficult for them to catch up. All vacations

that do not follow the school calendar are considered **unexcused absences**. Your student will be expected to make up any work and tests assigned by the teacher during their absence. If your family will be out of town, necessitating an extended absence, please notify the school at least two weeks prior to the vacation, particularly if you wish assignments to be prepared before your departure.

Participation in After-School Activities

A student who is absent or goes home sick from school is not eligible to participate in after-school activities such as practices, special events, concerts, etc., on that day.

Attendance Interventions

The Principal will schedule meetings with the student and parent when attendance interferes with academic progress. Together, the group will formulate an attendance improvement plan. Consequences for unexcused absence/tardiness may result in additional disciplinary sanctions including suspension, probation, dismissal, and exclusion from co-curricular activities. The Principal may request a physician's note for cases of excessive absence.

Tardy Policy

We believe that arriving on time creates a respectful learning environment, builds a strong community, and ensures uninterrupted learning for everyone.

When students experience late arrival due to home district bus transportation, we understand the impact on their learning and will work collaboratively with them to ensure they have the necessary support to catch up.

We value every student's learning time. If a student arrives after the start of the school day, a note from a parent or guardian is required. This helps us partner together to address any challenges that may be impacting their timely arrival. Also, please have late-arriving students stop by the office so we can help them connect with their classroom.

If it becomes necessary to report to school late/tardy - your child should sign in at the Nurse's Office - not the Main Office.

Truancy

We value every student's presence in class. When a student is frequently late or absent without communication, it suggests they might need additional support. To better understand their needs and collaborate on solutions, we'll facilitate a conversation involving the student, their family, and school staff.

Academic Programs and Policies

[Link to 2025-2026 Program of Studies](#)

Report Cards

Our school uses a quarterly grade marking system. Report cards are one important vehicle of communication between teachers and parents. Please refer to the school calendar and school communications for specific dates.

Report Cards (and 5-Week Progress Reports) are sent out electronically via FACTS.

Report cards will be distributed in the following months:

- November
- January
- April
- June

Student Transfer to Other Schools

Occasionally, parents/guardians decide to transfer a child to another school for a variety of reasons. When a change of school is anticipated, the following steps should be taken:

- The parent/guardian should contact the school administrator regarding the impending change to ensure proper placement in a new setting.
- Arrangements to transfer school records should be made with the principal.
- All student instructional material should be returned.
- Payment of any outstanding financial obligations should be made.

Transfer of Records

Bishop Ludden-Grimes Junior-Senior High School maintains confidential, accurate, and current records of the academic achievement, health, and attendance of each enrolled student. Upon leaving Bishop Ludden-Grimes Junior-Senior High School, a student's academic records are transferred to the new school upon written request from the parent.

Requesting Transcripts and the College Application Process

Navigating the college application process is an exciting and important step for our students. At Bishop Ludden-Grimes Junior-Senior High School, our School Counseling Office is dedicated to supporting students and families through every stage of this journey, from exploring college options to submitting applications.

Key Aspects of the College Application Process:

- **Guidance and Support:** Our school counselors provide individualized guidance on college selection, essay writing, standardized test preparation, and financial aid resources. We encourage students to schedule regular meetings with their counselor to discuss their post-secondary plans.
- **Application Platforms:** Students will be guided on using various college application platforms, such as the Common Application, SUNY Application, or individual college portals, as appropriate.
- **Recommendation Letters:** Students requiring letters of recommendation from teachers or counselors should make these requests well in advance of application deadlines, providing all necessary information to the recommender.

Requesting Transcripts:

Official transcripts are a crucial component of college applications. To ensure timely submission, students must follow the established procedure for requesting transcripts:

- **Formal Request:** All transcript requests must be submitted through the School Counseling Office using the designated request form. This form ensures that all necessary information, including the college's name, address, and any specific submission requirements, is accurately captured.
- **Advance Notice:** Students are required to submit transcript requests with ample advance notice – typically at least two weeks prior to the college application deadline. This allows our staff sufficient time to process the request, attach any required school profiles or counselor reports, and ensure secure delivery.
- **Final Transcripts:** Upon graduation, final transcripts will be sent to the college or university that the student plans to attend, once all graduation requirements have been met.

We encourage students and families to utilize the resources available through the School Counseling Office and to communicate proactively throughout the college application process.

Communication/Grievance Process

As a Catholic school community, we recognize parents as the primary educators of their children. Therefore, we value communication as a key to the success of all children entrusted to our care.

Parents/guardians who have questions about their child's education should begin with individual classrooms or specialized teachers. Parents/guardians wishing to schedule a conference should write a note to the appropriate teacher or call the Main Office during school hours. Spontaneous classroom visits are not allowed.

This communication table serves as a guideline to assist parents and school community members in contacting the appropriate school staff members with questions or concerns.

We encourage you to contact the staff member most immediately involved with your question or concern as the first contact. If the issue is not resolved, please progress through the table below.

Questions/Concerns	First Contact	Second Contact	Third Contact
Academics	Teacher	Principal	Pastor or Board President
Athletics/CYO	Coach	Athletic Director / Program Coordinator	Pastor or Board President
Student Behavior	Teacher	Principal & Counselor (if applicable)	Pastor or Board President
Extra-Curricular Activities	Club Advisor	Principal	Pastor or Board President
Financial Aid	Director of Tuition and Financial Aid	Principal	Pastor or Board President
Medical	School Nurse	Teacher	Principal
Religion	Teacher	Principal	Pastor
Safety	Teacher	Principal	Pastor/Superintendent
Special Education	Teacher	AIS Teacher / Special Ed Teacher or Principal	K-12th Grade: School District of Catholic School Location; Preschool/ Pre-K: School District of Student Residence
Transportation/Bus Behavior	Driver	Principal	Transportation Department of District of Residence
Technology	Teacher	School Technology Coordinator (if applicable)	Principal
Tuition Payment	Tuition Management Company	Director of Tuition and Financial Aid	School Business Manager

Questions/Concerns	First Contact	Second Contact	Third Contact
Use of Facilities	Main Office	Principal/Assistant Principal/AD	Pastor or Board President

If an issue or dispute cannot be resolved after the third contact, a conference will be scheduled with the parent, teacher, Principal, and possibly the student. Parents should contact the Principal to schedule this conference. An additional conference with the Principal can occur after this meeting should further discussion be necessary. Secondly, if after the second conference with the Principal further discussion is still requested, a conference with the parents, Pastor, and the Principal will occur. Parents should contact the Pastor to schedule this meeting.

Parent/Teacher Conferences

Formal Parent/Teacher Conferences will be held at the end of the first marking period. These conferences will be held at appointed times on publicized dates, providing an opportunity for discussion regarding individual students’ academic, social, and religious development. Informal parent/teacher conferences are arranged as individual needs arise. Parents may not confer with a teacher during class hours without an appointment.

Due to the confidential nature of a parent/teacher conference, only the parent(s) or legal guardian(s) may attend. Please try to schedule only **one** conference rather than separate conferences in situations that apply. The child may also be included in a parent/teacher conference at the discretion of both the parents and the teacher(s).

In fairness to all involved, conference appointment times should be strictly adhered to so that all parents may be accommodated.

Expectations for Student Success

We believe that all children are a blessing from God and their dignity should be held in the highest regard, as each person is created in the image of God. Therefore, all students have a right to be an active part of a safe and orderly learning environment.

As a Catholic school, Bishop Ludden-Grimes Junior-Senior High School emphasizes whole child development. Spiritual, intellectual, social, and physical growth are fostered. The school staff aims to see all children develop an ever-increasing awareness of their own self-worth and the worth of others, and a reverence for each person. The school environment attempts to emphasize the need for an increasing sense of responsibility and self-discipline, rather than imposed control, on the part of students. Justice and charity are the two guiding virtues. Discipline is the key to good conduct and proper consideration for

other people. Good discipline is maintained by recognizing and praising good behavior and taking corrective action when necessary.

All students of **Bishop Ludden-Grimes Junior-Senior High School** are expected to:

I. Conduct and Respect (*Behavioral Expectations*)

- **General Respect and Courtesy:**

- Treat everyone with courtesy and respect.
- Greet and respond to everyone in a polite manner.
- Be considerate of the needs of others.
- Demonstrate respect for teachers, staff, and peers.
- Treat self and others with respect and kindness.
- Celebrate the unique gifts and talents of each person, recognizing them as made in God's image.

- **School Environment:**

- Demonstrate Catholic values in speech and action.
- Conduct themselves in a manner that does not interfere with the learning environment.
- Participate and contribute in a positive manner in the classroom and the school environment throughout the school day.
- Comply with all policies, rules, and regulations as specified or implied in this handbook, including the uniform policy.
- Accept responsibility for their own actions.

II. Academic Integrity and Responsibility (*Learning Expectations*)

- **Academic Honesty:**

- Complete all work honestly and ethically.
- Avoid cheating, plagiarism, and other forms of academic dishonesty.
- Respect intellectual property.

- **Responsibility and Engagement:**

- Take responsibility for their own learning and behavior.
- Take responsibility for the completion of assigned work both inside and outside of class.
- Maintain good attendance and arrive at school and classes on time.
- Engage actively in class discussions and activities.
- Ask thoughtful questions and seek clarification.
- Engage in respectful and productive discussions.
- Listen actively and attentively to others.
- Collaborate effectively with peers.

III. Intellectual Growth and Learning Habits (Personal Development)

- **Curiosity and Growth Mindset:**
 - Demonstrate a desire to learn and explore new ideas.
 - Show a willingness to take on intellectual challenges.
 - Embrace challenges and view mistakes as learning opportunities.
 - Persevere through difficulties and maintain a positive attitude.

IV. Technology and Digital Citizenship (Digital Expectations)

- **Responsible Technology Use:**
 - Use technology effectively and ethically.
 - Practice safe and responsible online behavior.
 - Understand and respect digital privacy.

Statement on the School's Philosophy about Safe and Ethical Generative AI Use

Bishop Ludden-Grimes Junior-Senior High School believes in embracing the powerful capabilities of generative artificial intelligence (AI) tools in a manner that is ethical, safe, and aligned with our educational values. Students are expected to recognize that generative AI has the potential to augment human intelligence and creativity in remarkable ways. However, students will learn to understand the risks of misuse, including the potential for generating misinformation, violating intellectual property rights, and amplifying societal biases and harms. Students will learn to recognize that generative AI tools like language models and image generators can be powerful aids for learning across all disciplines. However, it's important to use these tools ethically and safely. When using AI, it's important to be mindful that outputs can contain inaccurate information, biases, or inappropriate content.

As a result, when using AI all students are responsible to:

- Defer to their classroom teacher's directions about appropriate use of AI.
- Double-check important facts from authoritative sources.
- Never use AI tools to produce hate speech, misinformation, or to violate others' intellectual property rights or privacy.
- Attribute any material (text, images, etc.) derived from AI appropriately.
- Use critical thinking when interacting with AI, and do not blindly trust all information AI generates.
- Not humanize AI by attributing human behaviors or characteristics to it.
- Follow the "Ground Rules for Using AI" document.

Ultimately, students are responsible for the ethical use of these tools and the integrity of your work. Students who violate the acceptable use policy or rules specific to plagiarism will be subject to disciplinary consequences. If you have any concerns, consult a teacher or trusted adult for guidance.

Ground Rules for Using AI

1. **Understand AI's Role:** AI is a tool to assist in learning, not a replacement for critical thinking or personal effort. Students should use AI to enhance their learning process and not rely on it to do their work for them.
 2. **Respect Academic Integrity:** AI should not be used to cheat, plagiarize, or produce work that students pass off as their own. Students must always give credit when AI assists in generating content or ideas.
 3. **Be Transparent:** If students use AI in any part of their schoolwork, they should disclose how they used it. This includes specifying if AI was used for brainstorming, writing, problem-solving, or any other assistance.
 4. **Maintain Privacy:** Avoid sharing personal, sensitive, or identifiable information with AI tools, as these tools may not guarantee data privacy.
 5. **Verify Information:** AI-generated content should be fact-checked and verified against reliable sources. Students should develop the habit of questioning and validating the information AI provides.
 6. **Use Age-Appropriate Tools:** Ensure that the AI tools used are suitable for educational purposes and appropriate for the students' age group. Always follow age restrictions and link your @mtlstudents.net account to AI tools for official school work.
 7. **Use AI Ethically:** Know that there are many ethical implications of AI, including biases, limitations, and the overall impact of AI on society. Any issues that you encounter while interacting with an AI tool should be brought to the attention of your teacher, counselor, or unit principal.
 8. **Follow School Policies:** Adhere to the Acceptable Use Policy regarding the use of technology and AI in the classroom.
 9. **Follow Classroom Policies:** Each teacher has the freedom to set rules around the use of AI in their classroom. These rules will vary from assignment to assignment and from teacher to teacher. If students are uncertain about how to use AI appropriately or if its use is acceptable, they should ask their teacher for clarification.
 10. **Do Not Humanize:** Remember, AI and Chatbots are not humans; they do not have feelings, consciousness, or desires. Do not attribute human characteristics to AI systems. In addition, avoid emotional attribution and be mindful of the relationships formed with them.
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Diocese of Syracuse Catholic Schools Student Technology Use Policy

Introduction

Grounded in the Catholic Church's view of technology as a gift (*Aetatis Novae*, #2), the Diocese of Syracuse Catholic Schools embraces technology to enhance learning in alignment with Church teachings, safety, and legal requirements. This policy governs all student use of

devices (school-owned and personal), internet access, and related services within school settings and at school events. Violations may result in disciplinary action.

Definitions

1. **Acceptable Use Policy (AUP):** This policy governing the use of internet services and devices on school premises and at school events.
2. **Catholic School Office (CSO):** The administrative office of the Diocese of Syracuse Catholic Schools.
3. **Code of Conduct:** Each local school's established behavioral guidelines.
4. **Digital Devices:** Any hardware or software used for electronic data creation, receipt, storage, transmission, or manipulation. This includes computers, laptops, tablets, smartphones, wearables, network systems, and related peripherals and applications.
5. **Diocese:** The Roman Catholic Diocese of Syracuse, New York.
6. **Diocesan/School Resources:** Any technology-related property or service owned or provided by the Diocese or local schools, including devices, networks, internet access, email, cloud storage, and software platforms.
7. **Educational Purpose:** Technology use directly related to the school's curriculum, extracurricular activities, or administration.
8. **Electronic Communication:** Any digital transmission of information, including email, messaging apps, online forums, social media, file sharing, and web content.
9. **Internet/Network:** The global network of interconnected computer networks, including school-based (intranet/Wi-Fi) and external access.
10. **Local School:** Any Catholic school affiliated with the Diocese.
11. **School Policy:** Any official rule or guideline issued by the CSO or a local school, including the Code of Conduct.
12. **School Event:** Any school-sponsored or endorsed activity, regardless of location or supervision.
13. **School Property:** Any physical or digital asset belonging to the Diocese or its schools.
14. **Harassment (including Sexual Harassment):** Any offensive behavior (verbal, written, visual, physical, or digital) that creates a hostile environment, consistent with the Diocese of Syracuse Catholic Schools Office's Harassment Policy.
15. **Student:** Any individual enrolled in a Diocesan school.

Acceptable Use Terms

Student use of all technology resources is contingent upon adherence to this AUP, school policies, and all applicable laws.

Specific Terms:

1. Students are responsible for all activity associated with their assigned accounts and must protect their login credentials.
2. School-provided technology is to be used solely for educational purposes.

3. Technology use on school property or at school events, regardless of ownership, must be aligned with the Expectations for Student Success.
4. Technology access is a privilege that may be revoked at any time by the school principal without prior notice or process.
5. Students are prohibited from using another individual's accounts, creating fake accounts or attempting unauthorized access to any system.
6. Students shall not alter system configurations or assigned passwords without explicit permission.
7. Use of personally owned digital devices during the school day, on school property is prohibited unless specifically authorized in writing by the principal.
8. Technology shall not be used in any way that is inconsistent with Church teachings or school policies, including but not limited to:
 - Accessing, viewing, transmitting, or storing inappropriate, offensive, or illegal content (e.g., sexually explicit material, hate speech, illegal activities).
 - Using disrespectful, abusive, or objectionable language in any communication.
 - Engaging in harassment, sexual harassment, cyberbullying, or attacks on others.
 - Unauthorized access, use, or damage to any technology resources or accounts.
 - Wasting limited resources (e.g., excessive bandwidth, printing).
 - Commercial or political activities unrelated to schoolwork, or any activity violating laws.
 - Creating or using fake accounts of any kind.
9. All school-provided technology remains the property of the school and/or Diocese. Students have no expectation of privacy regarding its use.
10. The Diocese, CSO, or local school reserves the right to access, monitor, review, download, print, copy, and delete any material on or transmitted through their technology resources at any time, without cause or notice. This information may be shared with law enforcement or other authorities as deemed appropriate.
11. By acknowledging receipt of the Student Handbook, parents/guardians and students acknowledge that there is no right to privacy, exclusive possession, or access to school technology resources and waive any such rights.
12. Upon suspension or termination of technology privileges, students must immediately return any school-provided equipment and access information.
13. Students must grant immediate access to any school-provided technology upon request.

Consequences and Penalties for Violation of AUP

Consequences for violating this AUP will be determined by the principal, consistent with this policy and the school's Code of Conduct. Examples include, but are not limited to:

1. Parental notification and conference.
2. Penalties outlined in the school's Code of Conduct (e.g., loss of privileges, detention, suspension, expulsion).
3. Requirement to reimburse for damages to technology or property.
4. Legal action to recover damages.
5. Loss of technology access and use privileges (with potential for supervised reinstatement).
6. Notification of law enforcement agencies when criminal activity is suspected, in consultation with the CSO.

The Catholic Schools of the Diocese of Syracuse Student Technology use Agreement

1. I have read and understand the "DIOCESE OF SYRACUSE CATHOLIC SCHOOLS STUDENT TECHNOLOGY USE POLICY (2025)."
2. I agree to abide by the terms of this policy and understand that I will be held accountable for any violations.
3. I understand that all technology access provided by the school is for educational purposes only.
4. As a user of the school network, I agree to comply with all school rules, policies, and applicable laws and to use the network responsibly.

Parent/Guardian Agreement

As the parent/guardian of the student, I grant permission for my child to access school technology resources, including internet and network services. I understand that my child may be held liable for violations of the Technology Use Policy and/or applicable laws. I also understand that while the school takes precautions, some online content may be inappropriate, and I accept responsibility for guiding my child's technology use and setting expectations for selecting, sharing, and exploring information and media. I agree to discuss this policy with my child and ensure they understand its terms. I understand and accept that my child's technology access may be revoked for any breach of this policy.

Cell Phone Policy

At Bishop Ludden-Grimes Junior-Senior High School, we aim to create an optimal learning environment free from distractions. To support this goal, a strict cell phone policy is in effect for all students.

Daily Collection and Storage: All student cell phones will be collected and securely stored

in their 1st period classroom at the beginning of each school day. This policy ensures that students can fully engage in their academic activities without the interruption of personal devices.

Nurse's Office Storage (*Special Circumstances*): Students who arrive late to school and miss the initial 1st period collection will be required to store their cell phones in the Nurse's Office for the duration of the school day. Additionally, Senior students with an approved Senior Short Day Schedule, and students with a note from a parent or guardian indicating an early dismissal, will also store their cell phones in the Nurse's Office in the morning. These phones can be retrieved at the end of the day from the Nurse's Office.

End-of-Day Return: At the end of the school day, students will return to their 1st period classroom. During this time, important announcements will be made, a prayer will be said, and students will then be able to retrieve their cell phones.

Emergency Communication: In the event that a student needs to contact a parent or guardian during the school day, a student phone is available for use in the Main Office. Students must request permission from office staff to use this phone. Similarly, parents or guardians needing to reach their child during school hours should contact the Main Office, and a message will be delivered to the student.

Consequences for Policy Violations: Any student found in possession of a cell phone during school hours (from the start of 1st period until the end-of-day dismissal from 1st period) will face disciplinary action. Consequences may include, but are not limited to:

- **First Offense:** Confiscation of the phone, which will be returned only to a parent/guardian at the end of the school day.
- **Second Offense:** Confiscation of the phone, a mandatory parent/guardian conference, and a one-day in-school suspension.
- **Third Offense and Subsequent Offenses:** Confiscation of the phone, a mandatory parent/guardian conference, and an out-of-school suspension. Further violations may lead to a permanent loss of cell phone privileges on school grounds.

We appreciate your cooperation in adhering to this policy, which helps us maintain a focused and productive educational atmosphere for all students.

Uniform/Dress Code Policy

At Bishop Ludden-Grimes Junior-Senior High School, our Uniform/Dress Code aims to promote a positive and respectful learning environment while ensuring student comfort and safety.

Our policy encourages students to dress in a manner that reflects the seriousness of their

academic pursuits and contributes to a professional and focused atmosphere.

GIRLS <i>(These Options Meet the Daily Requirements for the Dress Code)</i>		BOYS <i>(These Options Meet the Daily Requirements for the Dress Code)</i>	
Top Option	Green or White Polo Short or Long Sleeves	Top Option	Green or White Polo Short or Long Sleeves
Top Option	Green Sweater, Fleece Jacket or Blazer	Top Option	Green Sweater, Fleece Jacket or Blazer
Top Option	White Oxford (<i>REQUIRED on Mass Days</i>)	Top Option	White Oxford with a tie (<i>Necktie or Bowtie is fine</i>) (<i>REQUIRED on Mass Days</i>)
Bottom Option	Plaid or Khaki Skirt (<i>OK for Mass Days</i>)	Top Option	(<i>Optional for any day including Mass</i>) Blazer
Bottom Option	Khaki Shorts or Pants (Khaki or Black - NO YOGA Pant Material) (<i>NO SHORTS on Mass Days</i>)	Bottom Option	Khaki Shorts or Pants with a Belt - (<i>NO SHORTS on Mass Days</i>)
Socks	White or Black or Forest Green (<i>Socks are required at all times</i>)	Socks	White or Black or Forest Green (<i>Socks are required at all times</i>)
Shoes	Dress Shoes, 'Boat Shoes', 'Clog Look' Shoe (<i>No Sandals or Slipper 'Look' Shoe</i>)	Shoes	Dress Shoes or Flat 'Boat Shoes' (<i>No Sandals or Slipper 'Look' Shoe</i>)
Under Armour Approved Apparel for all students: Quarter Zips and Polo Shirts (Black, Gray, Green, White)			

Any Questions: Please request to see Mr. Shoults in person.

Please Plan Ahead: Mass Days for the 2025-2026 School year include: September 19, October 7, December 8, January 30, March 19, May 14, June 12 (Baccalaureate Mass)

Please Remember: NO visible Tattoos, Earrings on Boys or Facial Piercings on anyone. No unnatural Hair Colors.

NOTE Boys hair length may not extend below the top of the uniform shirt collar. Boys must be clean-shaven at all times; no facial hair.

Consequences for Dress Code Violations: Students who do not adhere to the school's dress code policy will face disciplinary action. Consequences may include, but are not limited to:

- **First Offense:** The student will be asked to correct the dress code violation immediately. If a correction cannot be made (e.g., changing clothes), the student may be sent home to change, and the time missed from class will be unexcused. A warning will be issued, and parents/guardians may be notified.
- **Second Offense:** The student will be asked to correct the dress code violation. If a correction cannot be made, the student may be sent home to change, and the time missed from class will be unexcused. A mandatory parent/guardian conference may be required, and the student may receive an in-school suspension.

- **Third Offense and Subsequent Offenses:** The student will be asked to correct the dress code violation. If a correction cannot be made, the student may be sent home to change, and the time missed from class will be unexcused. Further disciplinary action, including out-of-school suspension or other consequences as determined by school administration, will be applied.

We appreciate the cooperation of students and families in upholding our dress code, which supports a respectful and productive school environment for everyone.

Drug and Alcohol Policy

Bishop Ludden-Grimes Junior-Senior High School is committed to maintaining a safe and healthy environment for all students. Students may face **expulsion** if any of the following conditions exist during school hours or at any school-sponsored event:

- A student sells, gives, or deals drugs or alcohol to other students.
- A student is under the influence of drugs or alcohol.
- A student is detected using drugs or alcohol.
- A student is in possession of drugs or alcohol.

Should any of these infractions occur, parents/guardians will be notified immediately. A conference will be arranged with the student, parent/guardian, and administration. Disciplinary action will be taken, which may include probation, suspension, expulsion, or reporting the activity to the local police department. If necessary, counseling will also be arranged.

Parents or family members who come to school grounds or a school event in possession of, or attempt to sell, or are under the influence of alcohol or drugs will be reported to the local police. Such actions may also result in the revocation of the student(s)' enrollment at the school.

Gun-Free School Policy

Bishop Ludden-Grimes Junior-Senior High School, as a Catholic school within the Diocese of Syracuse, aligns its policy on firearms with the federal Gun-Free Schools Act of 1994. Any school pupil determined to have brought a weapon to school will be **expelled** and will not be permitted to attend any diocesan school.

Addressing Infractions: Our Approach

When expectations are not met, it is considered an infraction. The overall goal of working with students and their families when an infraction occurs is to help the student make

better choices in the future.

Responses to Infractions

The school employs a range of responses to address infractions, including:

- Redirection by teacher/staff
- Verbal warning
- Written warning
- Communication with parents/guardians
- Behavior Plan
- Loss of Privileges (e.g., choice of seating, eating lunch with peers, recess choice, early dismissal, late arrival, student parking, honors pass, free periods, choice of where to move through hallways, cell phone on person)
- After-School Detention
- In School Suspension
- Out of School Suspension
- Written and/or verbal apology
- Redo of assigned work
- Expulsion
- Contacting Law Enforcement

Range of School Responses

The Principal has the right and authority to implement school responses for infractions if they conclude that the student's behavior is harmful to the good order and discipline of the school and its religious mission. The Principal is the final authority in all disciplinary situations.

General Disciplinary Guidelines

The classroom teacher is the primary in-school disciplinarian. They will work directly with the student to reinforce and support expected behaviors. Written communication and/or a telephone call to the home will facilitate communication between the teacher and parents. The teacher will consult with the Principal regarding matters that warrant further attention.

To maintain consistency across all classrooms at this level, the following procedures apply when a student continues to not meet expectations after the teacher has worked with the student and family to improve the situation. Further infractions will result in a referral to the Principal/Assistant Principal, and the following plan of action will be invoked:

- After the **third infraction** for not meeting the same expectation, a meeting will be scheduled with the Principal, teacher, parents/guardians, and student to create an action/behavior plan designed to guide the student toward better choices in the future.
- All subsequent infractions will be communicated to the Principal, who will address the situation with the parents and assign further responses to the infractions.

If a student is unable to transition from externally imposed discipline to self-discipline, the Principal will exercise authority in deciding what is best for all concerned: the school, the student, and the family.

Suspension (In-School and/or Out of School)

When a student continuously disregards school expectations, short-term suspension may result. Parents/guardians will be notified of the charged offenses and given the opportunity to meet with the Principal or the Principal's designee regarding the suspension.

During a suspension, the student may be in school or out of school during regular hours. If in-school, academic studies will be pursued in a setting isolated from the classroom. All instructional work during the time of suspension must be completed, and all privileges will be lost.

Out-of-school suspension will be implemented only after other measures have proven ineffective and further parent/guardian communication has taken place or where the conduct in question is of such a nature that, in the Principal's sole discretion, it is deemed likely that the student's continued attendance constitutes a danger to other student, to others, to school property, or of a disruption of the educational process. In keeping with due process, suspended students will be granted a conference with the Principal, with reasonable notice, at which the student may present his/her response to the charged infractions and/or appropriate penalty.

If a marked improvement, specifically a positive behavioral change, fails to occur, expulsion may be imminent.

Students are not permitted to participate in any afterschool activities (Sports, Clubs, Musicals, etc.) on the days they are serving In-School or Out of School Suspension.

Expulsion

The expulsion of a child from a Catholic school is a serious matter decided by the Principal in consultation with the Catholic School Office. Parents/guardians will be informed of the events leading to the expulsion.

Progressive Discipline at Bishop Ludden-Grimes

At Bishop Ludden-Grimes, we believe in fostering a supportive and productive environment for everyone. When addressing disciplinary concerns, we employ a progressive discipline approach. This means our goal isn't simply to punish, but to correct behavior, support growth, and ensure a fair and consistent process.

Instead of immediate severe penalties, progressive discipline involves a series of escalating steps, giving individuals the opportunity to understand and rectify their actions. This might include:

- **Informal coaching and counseling:** Addressing minor issues early through direct communication.
- **Verbal warnings:** A clear, documented conversation about the concern and expected changes.
- **Written warnings:** A formal document outlining the issue, previous discussions, and consequences of continued non-compliance.
- **In - School Suspension/Out of School Suspension:** Temporary removal from duties, typically with a clear path for reinstatement upon meeting certain conditions.
- **Termination:** Reserved for serious infractions or when prior progressive steps have not resulted in the necessary improvement.

This approach allows us to address issues effectively while upholding our commitment to fairness and providing our team members with the best chance to succeed.

Misconduct Defined

To ensure clarity and consistency, we categorize misconduct into four levels, each with progressively more serious implications and disciplinary actions. The specific disciplinary action taken will depend on the severity of the offense, its impact, and the employee's disciplinary history.

Level 1: Minor Infractions

These are generally isolated incidents of minor rule violations or performance deficiencies that have minimal impact on productivity, safety, or the school/class. They often require immediate attention but are typically correctable with guidance.

- **Examples:** Occasional tardiness, minor dress code/uniform violations, failure to follow a minor procedure, etc.

Level 2: Moderate Infractions

These behaviors are more serious than Level 1 offenses, may be recurring Level 1 offenses, or have a greater impact on productivity, teamwork, or safety. They indicate a need for more formal intervention.

- **Examples:** Repeated unexcused tardiness or absences, insubordination (minor), unauthorized use of company property, creating minor disruptions, failing to meet consistent performance standards after coaching.

Level 3: Serious Infractions

These are significant violations of school policy, safety rules, or professional conduct that have a notable negative impact on the classroom, school, etc. These actions often warrant immediate and more severe disciplinary measures, up to and including suspension.

- **Examples:** Harassment (non-egregious), significant safety violations, gross insubordination, breach of confidentiality, theft of minor school property, etc.

Level 4: Egregious Infractions

These are severe violations that fundamentally undermine the employment relationship, pose a significant risk to the company, its employees, or its assets, or are illegal in nature. Such actions typically result in immediate suspension and/or termination.

- **Examples:** Acts of violence or serious threats, severe harassment or discrimination, major theft, fraud, deliberate damage to school property, drug or alcohol impairment at school or on school property, serious ethical violations, use or possession of drugs, alcohol, vapes, Zyn Products, etc.

Search and Seizure

School authorities may conduct a search of a student's locker, backpacks, bags, or personal items only when there is sufficient cause to believe that drugs, alcohol, weapons, or other prohibited materials are hidden. Any search must be conducted in the presence of another staff member.

Safe Environment: Our Commitment to a Safe and Respectful School Community

At Bishop Ludden-Grimes Junior-Senior High School, the safety and well-being of our

students are always our top priority. This means we have clear procedures in place to address any concerns about student safety and respectful interactions.

When there is a basis for a reasonable suspicion that a child has been the victim of child abuse or maltreatment, School personnel will contact the State Central Registry through the Child Abuse Hotline to report the matter and, where there is a basis to suspect that a child is in imminent danger of abuse or maltreatment, they will contact Child Protective Services or call 911 to seek immediate assistance.

When an issue, concern, or incident involves a sexual matter—such as sexual abuse, sexual assault, sexual harassment, or inappropriate sexual comments, texts, or pictures between students, students and staff, or students and visitors—schools are required to contact either the Diocesan Safe Environment Office (SE) or the Catholic Schools Office (CSO) to investigate. Representatives from the Catholic Schools Office and/or the Diocesan Safe Environment Office will visit the student’s school as a team of two. The team meets with individuals involved, as well as any witnesses. This is done prior to notifying families to ensure unbiased responses and because students are typically more forthcoming with information related to this topic with individuals outside their family. Upon completion of any investigation, the team makes recommendations to the school’s administration. These recommendations could range from calling 911 and/or CPS to being unfounded with no action recommended. Families of all students who have been interviewed will be notified by the school’s administration immediately following the conclusion of the investigation.

We believe that this process creates and maintains a safe environment where all students can learn and grow. We are committed to open communication and working together with families to ensure the well-being of every child in our care

Working Papers:

Working papers for students are available in the Nurse’s Office during regular school hours.

To pick up Working Papers during the Summer please call our Main Office to schedule a time to come in and pick them up.