



**Academy of
Our Lady of Good Counsel
High School**

Accredited by the Middle States Association of Colleges and Schools
A Sponsored Ministry of the Sisters of Divine Compassion

2011/2012

Sr. Laura Donovan, RDC
Principal

Sr. M. Charlotte Brennan, RDC
Dean of Studies

Mrs. Julie Kaen
Dean of Students

Mrs. Diane McManus
Dean of Curriculum & Instruction

Sr. Margaret Anderson, OP
Director of Guidance

52 North Broadway
White Plains, New York 10603

www.gcchs.org

Main Office 914-949-0178

School Nurse - 914-997-4194

School Fax - 914-682-3531

Athletic Office - 914-949-3213

CEEB Code: 335-935

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP _____

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight. Printed on recyclable paper.

BOARD OF TRUSTEES

Sr. Imma DeStafanis, RSCJ- President	William Horgan
William Bozzone	Bernice Houle, Phd
Jennifer Catalenello	Janis Archer
Sr. Patricia Sheridan, RDC	Lisa Cribari
Sr. Susan Merritt, RDC	Janis Archer

Sr. Laura Donovan, RDC ex officio
Christine Hughes, Advancement Liaison

ADMINISTRATIVE PERSONNEL

Director of School Advancement	Christine Hughes	x 20
Director of Admissions	MaryAnn Polistina	x 30
Assistant Director of Admissions	Beth Cleary	x 30
Director of Finance	Terrance Conroy	x 19
Administrative Asst. to Principal	Noreen McGovern	x 31
Attendance Officer	Sr. Ellen McGrath	x 10

INSTRUCTIONAL SERVICES

Librarians	Sr. Mary Alice O'Brien	x 14
	Sr. Deborah Flaherty	x 14
Coordinator of AV	Sr. Mary Alice O'Brien	x 14
Informational Technology	Lara Lee	x 28

DEPARTMENT CHAIRPERSONS

English	Mrs. Ellen O'Connell	x 23
Fine Arts	Mrs. Victoria Garrette	x 16
Guidance	Sr. Margaret Anderson,	x 18
History	Mrs. Althea Fusco	x 42
LOTE	Mrs. Kathleen Bunche	x 34
Mathematics	Ms. Laura Skalaski	x 27
Physical Education	Mrs. Maura Lynch	949-3213
Religion	Mr. Gary Cushing	x 48
Science	Mrs. Christine Nykwist	x 33

Handbook Table of Contents

Mission Statement	4	Detention	33
Philosophy and Objectives	4	Cutting Class	35
History	4	Truancy	35
Admissions to the School	5	Probation	35
Acceptance and Attendance	5	Fighting	35
Communication	6	Dismissal from GCA	36
School Day Schedule	7	Assemblies	36
School Closing	7	Liturgy	36
		Retreat	36
ACADEMIC PROGRAM		Culture Day	37
AND POLICIES	7	Clubs and Activities	37
Program of Studies	7	Activity and	
Religious Education	9	Sport Eligibility Policy	38
Course Selection	10	Conduct at Athletic Events	38
Graduation Requirements	11	Fire Drills	39
Progress Reports	12	Field Trips	39
Examinations	12	ID Cards	41
Grades	13	Lockers and Locks	41
Report Cards	13	Lost and Found	41
Honor Roll	13	Parent Organization	41
Academic Status		Fund Raising	42
and Promotion	13	Tuition and Fees	42
Academic Integrity Code	14	Financial Aid	43
Cheating	16	Scholarships	43
Computer On-line Access	17	Records	43
Technology Use and Internet		Parking	44
Safety Policy	19	Sexual Harassment Policy	44
		Smoking	44
STUDENT LIFE POLICIES		Transportation	45
AND PROCEDURES	22	Vandalism	45
Dean of Students' Office	22	Visitors and Guests	45
Campus	24	Working Papers	45
Alcohol & Drug Policy	24	LIBRARY SERVICES	46
Attendance	24	GUIDANCE SERVICES	46
Lateness	28	HEALTH RELATED	
Dress Code	28	INFORMATION	47
Electronic Devices	31	LIST OF EXTRA-	
Homeroom	32	CURRICULAR	
Study Periods	32	ACTIVITIES	51
Computer Room Use	32	BELL SCHEDULES	52
Cafeteria	33	ABSENT NOTE FORMS	55

The Academy of Our Lady of Good Counsel High School has not and will not discriminate on the basis of race, color, or national and ethnic origin in administration of educational policies, scholarship and loan programs, athletic and other school administered programs.

Mission Statement

The Academy of Our Lady of Good Counsel, founded by the Sisters of Divine Compassion, is a private, Catholic college-preparatory high school for young women dedicated to the development of the unique potential of each student. Focusing on academic excellence, Gospel values, and the compassionate presence of God in our world, Good Counsel Academy educates students to become just leaders and compassionate women of service in a rapidly changing global society.

Philosophy and Objectives

The Academy of Our Lady of Good Counsel is a Catholic educational community dedicated to the spiritual, intellectual, emotional, social, and physical development of young women. Mindful of the uniqueness of the individual and her varying cultural background, we, as an alternative to public education, are committed to an environment that fosters the development of Gospel values and academic excellence.

Recognizing the interdependence of all peoples, we aim both to nurture the desire to seek peace and justice in our modern world and to develop the skills necessary to achieve this. Service - in the contexts of school environment, democratic society, and global community - is encouraged as one viable means of developing our human potential more fully.

History

The Academy of Our Lady of Good Counsel is a high school sponsored by the Sisters of the Divine Compassion. Founded in 1886, the congregation dedicated themselves to the needs of New York City's immigrant children. Four years later, Mother

Mary Veronica Starr and Monsignor Thomas Preston, co-founders of the community, purchased property on North Broadway in White Plains. In 1892 they opened the House of Nazareth in White Plains and relocated children from New York City.

In 1901 Good Counsel Training School was begun. In 1918 a high school was added to the eight-year elementary school. The Board of Regents of the University of the State of New York granted a provisional charter in 1922. The high school obtained an absolute charter in 1949.

Today the Sisters of the Divine Compassion together with dedicated lay colleagues provide for the educational needs of students who come from the Bronx and Westchester. Together the faculty and students continue the tradition of excellence in education for young women - a tradition with a long and rich history.

Admissions to the Academy of Our Lady of Good Counsel High School

The Academy of Our Lady of Good Counsel High School admits female students who meet our admissions criteria.

Admission to the ninth grade is based on successful performance on the Test for Admission into Catholic High Schools of the Archdiocese of New York (TACHS) which is administered each year, and the student's successful completion of elementary school requirements.

Students for upper classes are accepted through submission of an application, the basis of credits in academic subjects, testing results, the motivation of the student and favorable recommendations from the previous school. Admission to upper classes is processed through the admissions office and the Dean of Studies. All transfer students are admitted on probation for the first semester.

Acceptance and Attendance at the Academy of Our Lady of Good Counsel High School

Once students have met the necessary admission requirements and have been accepted to the Academy of Our Lady of Good Counsel High School, the school warmly

welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at the Academy of Our Lady of Good Counsel is by invitation and is not a right, but a privilege because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, the Academy of Our Lady of Good Counsel High School, reserves the right, and students and parents or guardians concede to the school, the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student's attendance at the school, a student and her parent or guardian acknowledges the important obligations and restrictions contained in the handbook and agree to be bound by the terms of this handbook.

An explanation that a particular violation of good conduct is not specifically mentioned in this handbook is not acceptable.

GENERAL SCHOOL INFORMATION

Communication

Good Counsel High School believes that open communication among parents, teachers, students, counselors and administrators is vital for student success. Each staff member has a school email address and voice mailbox. All staff members are available for scheduled meetings. It is the policy of the school that the members of the faculty, staff and administration will only meet with the parents and legal guardians of a student.

School Day Schedule

The school building is officially open from 7:30 AM until 4:00 PM each day. Classes are in session from 8:09 AM until 2:56 PM. Seniors and Juniors may leave at the end of 10th period with parental permission, provided they do not have a history of lateness to school. Freshmen and sophomores are dismissed at 2:56 PM. No student may leave the grounds between classes. Students may only remain in the school buildings or on campus when they are participating in a supervised after school activity. Students who leave early because of illness or appointments must sign out in the main office before leaving the campus. Students may not have guests on campus or in any school building.

School Closing

If school is not in session and severe weather or another emergency causes the school to be closed, this information will be announced over radio stations WFAS, WHUD, and Local Westchester Cable TV, posted on the school's web site and communicated via the school's electronic messaging system.

ACADEMIC PROGRAM AND POLICIES PROGRAM OF STUDIES

The program of studies is designed for academic achievement and excellence in a college-preparatory context. In each major discipline both honors and an Advanced Placement program is available to students who satisfy the course prerequisites

<u>First Year</u>	<u>Cr.</u>	<u>Second Year</u>	<u>Cr.</u>
Religion 9	1	Religion 10	1
English 9	1	English 10	1
Global Studies 9	1	Global Studies 10	1
Algebra or Geometry	1	Geometry or	
Earth Science or Biology	1	Algebra 2/Trig	1
		Biology or Chemistry	1
French I or Spanish I	1	French II or Spanish II	1
Latin I	1	Latin II	1
Health	½	Studio Art	1
Physical Education	½	Physical Education	½
9 th Grade Computing	½		

<u>Third Year</u>		<u>Fourth Year</u>	
Religion 11	1	Religion 12	1
English 11	1	English 12	1
American History	1	Economics	½
Algebra 2/Trig. or Pre Calculus	1	Participation in Government	½
Chemistry or Physics	1	Pre-calculus, Calculus or Pre-college Algebra	1
French III or Spanish III	1	Physics	1
Latin I	1	Criminalistics	1
Studio Art	1	Anatomy/Physiology	1
AP American History	1	Advanced Spanish	1
Painting and Drawing	1	Advanced French	1
Advertising & Design	1	Advertising & Design	1
Physical Education	½	Communications & Global Perspectives	1
		AP Calculus	1
		AP Biology	1
		AP English Literature	1
		AP European History	1
		AP Environmental Studies	1
		Physical Education	½
		Introduction to Computing	1
		Law/Psychology	1
		Computers 101	1
		Marine Biology & Meterology	1

**Courses may be canceled due to insufficient enrollment.
Students are not permitted to drop a course during the year.**

Religious Education

Part of Good Counsel's mission is to provide faith, moral and spiritual development. Every year all students are required to take courses in Religious Education regardless of one's religious affiliation. Other activities are coordinated with religion classes: liturgies, celebrations of major feasts of the Catholic Church, days of recollection, retreats for all classes, Christian service requirements. These activities are part of the total school program and call for the participation of all students and the cooperation of parents.

Advanced Placement Courses

Advanced placement, an in-depth program in specific subject areas e.g. English literature, American history, European history, Biology, Environmental Studies and Calculus is sponsored by the College Board whose membership is composed of more than 2500 colleges, schools, school systems, and education associations. The AP Program gives students the opportunity to pursue college-level studies while still in secondary school and to receive advanced placement and credit, or one of these, upon entering college. In June the examinations are graded on a five-point scale: 5, extremely well qualified; 4, well qualified; 3, qualified; 2, possibly qualified; or 1, no recommendation. In early July the grades are sent to the students, their designated colleges, and their high schools. Colleges make independent decisions regarding the acceptance of these credits.

After the AP exam students must report to classes until the end of the term. The AP class will continue with enrichment, productive and academic activities until the end of the marking period.

Course Levels

Courses are ranked according to the following levels:

- | | |
|-----------|--|
| Level 500 | AP or college courses |
| Level 400 | Honors |
| Level 300 | Regents level courses. Students are eligible to take Regents examinations. |

Honors Program

Students may be invited to enroll in the honors program for various subjects. These programs are designed to:

- provide learning opportunities which challenge the potential and creativity of exceptional students
- encourage exceptional students to share their talents and learning experiences with the student body

Students must be approved for enrollment in the honors program by the Department Chairperson of the subject and must maintain an average approved by the department.

Senior Options

Senior Program

1. All seniors take Religion, English, Economics, Participation in Government, and Physical Education
2. All seniors will select three or more electives

College-Credit Program

1. Seniors take the required courses in Religion, English, Economics, Participation in Government, and Physical Education.
2. One college course each semester approved by the Dean of Studies and department chairperson. This can replace one high school elective.

ABLE Program at Pace University

The school participates in the ABLE (Access to Better Learning) program with Pace University. In this program students complete a freshmen year of college while completing their senior year at GCA. Students attend classes at Pace University.

Course Selection

Each year in March students receive information concerning the courses to be offered by the high school for the following year. The preparations for course selection includes reviewing course descriptions, prerequisites and eligibility requirements..

After consultation with parents, teachers, and her guidance counselor the student will submit her request for courses. The school will make every effort to honor these requests.

If a **serious reason** prompts a student to request a program change, after June 30th she will be required to pay a processing fee. All schedules are final at the beginning of school.

GRADUATION REQUIREMENTS

The Good Counsel Academy diploma is granted to seniors who have completed the program of studies prescribed by the NYS Department of Education and Good Counsel Academy. The Board of Regents requires a student to receive 23.5 credits for selected courses and to pass five Regents examinations to receive a Regents high school diploma.

Good Counsel Academy students regularly graduate with 27-28.5 credits. Seniors are required to pass all courses (semester and year-long) taken in senior year in order to graduate from Good Counsel Academy.

The requirements for a Regents Diploma from Good Counsel Academy are:

English	4 units
Social Studies	4 units
Mathematics	3 units
Science	3 units
Second Language	3 units
Health	½ unit
Sequence/Electives	6 units (this includes Religion)
Art and/or Music	1 unit
Religion	4 units
Physical Education	grades 9-12

Students must satisfactorily complete all courses taken each year.

NYS Regents Diploma

Students are required to score a grade of 65 or better on the following NYS Regents Exams: Comprehensive English, Integrated Algebra, or Geometry, or Algebra 2/Trigonometry, Global Studies and Geography, US History and Government, and one Physical Science or Life Science.

Regents Diploma with Honors Designation

Students are required to achieve an average of 90% in all five state exams referred to above.

Regents Diploma with Advanced Designation:

Students qualify for this designation on their diploma by completing the following exams: Comprehensive English, Integrated Algebra, Geometry, Algebra 2/Trigonometry, Global Studies and Geography, U.S. History and Government, TWO Science exams: one Life Science and one Physical Science and a LOTE (Language Other Than English) exam.

Advanced Regents Diploma with Honors

Students are required to achieve an average of 90% or more on all required Regents exams.

All Academy of Our Lady of Good Counsel High School students are strongly encouraged to pursue an Advanced Regents Diploma.

Progress Reports

Progress reports are sent home four times a year. Progress reports are mailed home at the mid-point of each marking period. Parents may receive progress reports for their daughter if her teacher believes some deficiency exists in the student's grasp of the subject matter or to notify parents of improvement.

Parents/guardians are required to sign progress reports and students must return them to the respective teachers by the stipulated date or a detention will be issued.

Examinations

Absence During Examinations

Students are expected to be in school for class examinations and semester examinations. If a student is seriously ill, a note from a doctor must be presented to the Dean of Studies to arrange a make-up for semester examinations. The individual teacher will arrange class examinations.

January and June Examinations

Ordinarily, two-hour examinations are given in each subject in January and June. Departments may however, consider alternate methods of evaluating student progress. Approval by the Dean of Studies is necessary.

Regents' examinations last for three hours.

Make-Up Semester Examinations

Make-up examinations may be taken by students whose illness or other serious situation requires rescheduling. The Dean of Studies schedules make-up examinations.

Grades

Final grades for each course are calculated as follows:

The average of 40% of first quarter grade and 40% of second quarter grade, and 20% of the midterm exam is the first semester grade. The second semester is the average of 40% of the third and fourth quarter grades and 20% of the final exam. First and Second semesters are averaged for the final grade.

Report Cards

Report cards are issued four times a year at the conclusion of each marking period. The first report card must be picked up at school by a parent or guardian on parent – teacher night. The second and third quarter report cards are sent home by mail and the final report card is mailed home if the student does not have to pick up registration materials for summer school or regents make-up exams and all obligations to the school have been met by the student or the student's family.

Honor Roll

High Honors are awarded to students who have achieved an average between 94% and 100 % and have no mark lower than 75%.

Honors are awarded to students who have achieved an average between 90% and 93% and have no mark lower than 75%.

Commended students must achieve an average between 85% and 89% and have no mark lower than 75%.

Academic Status and Promotion

Grades are recorded numerically. To pass a course, a student must receive a final average of at least 65%. The final course grade is comprised of the average of the first and second semester averages. (see **Grades** above).

Students who have a failing grade in a particular subject at the end of the academic year are required to attend summer

school or be tutored by a teacher certified in that subject area with approval of the Dean of Studies in order to return to the Academy of Our Lady of Good Counsel the following September. Failed courses cannot be repeated at Good Counsel the following year.

All students are required to pass all courses taken each year by the end of the year or to attend summer school to make up the failure. If they do not, they may not be readmitted into Good Counsel in September.

Students with three or more failures are no longer eligible to return to Good Counsel in September.

Academic Integrity Code

Honesty and Honor are the values we instill in all Good Counsel students. Violations of the Academic Integrity Code are considered to be acts of academic misconduct and offend the entire Good Counsel academic community. Faculty, students and all members of the GCA community who, in good faith, have reason to believe that a violation of this Code has occurred, have a moral obligation to report this information to a teacher, the Chair of the appropriate department, the Dean of Students, the Dean of Studies, the Principal, or the proctor of the exam.

All forms of academic dishonesty and misconduct violate this Code. It is not possible to list every type of academic misconduct. Accordingly, the following violations are set forth as examples of prohibited conduct and are intended to assist the student in her understanding of what is considered academic misconduct. This list is not to be considered either complete or exclusive:

Cheating: intentionally using or attempting to use unauthorized materials, information, electronic devices or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for a grade or credit. **Any student who cheats in any form will receive a zero which cannot be made up with extra credit work.**

Fabrication: intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

Facilitating academic dishonesty: intentionally or knowingly helping or attempting to help another to violate any provision of this Code.

Plagiarism: the intentional or unintentional adoption or reproduction of ideas, words or statements of another person as one's own without acknowledgement. This would include, for example, copying the answers of another person's homework assignment, or copying or substantially restating the published or on-line work of another person without appropriate attribution, or collaborating with another person on an academic endeavor without the prior knowledge of the instructor or without proper acknowledgement of the other person's contribution.

Unauthorized possession or use of academic materials: Wrongfully obtaining, possessing, using or distributing to others, examination or other materials that have not been officially released by the instructor.

Unauthorized communication: any form of communication (except with the instructor or proctor) during an examination, whether administered in school or as a take home assignment, or knowingly informing another of the content of an examination not officially released by the instructor.

Forgery or alteration: placing any unauthorized signature on any school-related document, including but not limited to purported communications between a parent or guardian and this school, or making any unauthorized change to an examination or other work product, grade, grade list, official school record or document (including but not limited to transcripts, letters of recommendation, certificates, or other school-related documents).

Theft or destruction of academic materials: removing or destroying examinations, examination books, or similar materials or any work product before or after submission, including wrongfully altering evidence of possible poor performance.

Duplicative work: submitting the same or substantially the same work product in response to a subsequent assignment. It is

expected that students produce new work for each assignment; material produced for credit prior to a course may not be submitted for credit to another instructor without his or her prior knowledge and consent, nor may a student submit the same or substantially the same work product simultaneously to two different course instructors for credit.

Acts that are harmful or unfair to other students:

unauthorized removing, damaging, or altering materials from libraries, classrooms, or offices; altering or destroying another student's work or records; inappropriately permitting another student to use one's knowledge, information, or work product; or in any way interfering with the work of another so as to impede the other's academic performance.

Violations

Any violation of this code will result in the grade of zero for the test or assignment which cannot be removed by extra credit work.

Cheating

Cheating is morally wrong and will not be tolerated at any time. Before an examination begins, each student must place all books, papers, notes, pocketbooks, cell phones, and other electronic devices etc. in the front of the room. If any unauthorized material is found in the student's possession when the examination begins or during the exam, she will be considered as cheating on the examination.

Any student who, in the judgment of the teacher or proctor, is found cheating or attempting to cheat will have her paper confiscated. The teacher, student, and Dean of Studies will meet to discuss the incident and the parents/guardians will be called.

A student who cheats during an examination will receive an automatic 0% on the examination.

Any member of the Student Council will forfeit her position if she is guilty of cheating. Any member of the National Honor Society will be subject to that organization's national rules.

Cheating or attempting to cheat in any form will result in a grade of zero on the test or assignment.

Cheating on Regents Examinations

According to NYS Department of Education policy, any student who cheats or attempts to cheat on a Regents examination will have the examination canceled and will be excluded from any subsequent examinations until such time as the principal restores the privilege of taking Regents examinations. Any instance of impropriety, use of any electronic device or the potential for cheating must be reported to the State.

Computer On-line Access

Students may use online computer services at the school for academic research purposes only. Students found using online services for non-academic use will forfeit their right to use the GCA computers for a specific length of time determined by the Administration. The interpretation of the Technology Use Policy and the suspension of privileges is the decision of the Academy Administration.

Students will receive a student ID and password once they have signed the school's Technology Use Policy form. The student is not to share her ID or Password with another student. The student must present a pass from her subject teacher or study hall supervisor to the teacher supervising the computer room or the library before accessing the online service at GCA. The student is required to sign in and indicate subject area use **BEFORE** logging on to use a computer. The school computers are not to be used for checking personal email. Students should not email assignments to themselves for printing at school. Students should use a flash drive if necessary to bring assignments to school.

Academy of Our Lady of Good Counsel High School Technology Use and Internet Safety Policy

The purpose of computers and particularly Internet access is to support the education of the young women attending the Academy of Our Lady of Good Counsel High School. Electronic research skills are fundamental to a college preparatory education, for higher education and for employment in this *Age of Information*. Computer use in the lab, library and classrooms advances and promotes teaching and learning.

Students and staff are expected to use the resources in a responsible manner and in a manner that is consistent with our school's philosophy. This document is designed to set guidelines for exploring and using the computer hardware, on-line subscriptions and the Internet. It places the responsibility for proper conduct and etiquette on the users.

Along with the wealth of valuable information available on the Internet, there are sites that are considered inappropriate. This material is only a small part of the whole of the network. The responsibility to avoid objectionable material and inappropriate use is ultimately on the user; each user assumes this responsibility. During the course of her studies in high school, teachers will guide your daughter to appropriate sites for her research. Outside school, parents/guardians are expected to set the standards for their daughters to follow when using media and electronic information sources.

The use of the technology is a privilege, not a right. The school reserves the right to specify who may use its equipment and the information contained therein, for what purpose and under what circumstance. Inappropriate use may result in suspension or indefinite revocation of that privilege. The student may also incur financial or legal action as a result of abuse. Access assumes responsibility. There are acceptable rules, behaviors and procedures associated with using the school's computer network and information services. Those who wish to use the school's computers must acknowledge that they understand these rules and demonstrate their willingness to follow these rules by signing the Technology Use Form on a yearly basis. Parents/guardians must also authorize student use of technology by signing the Technology Use Form, regardless of a student's age. The school's administrators have the final decision as to the judgment of the seriousness of the abuse and the penalty to be administered.

Communication over networks should not be considered private. And since proper network supervision and maintenance may occasionally require review and inspection of student access, student privacy is not guaranteed. The administration may access stored records, and sites visited by students when there is

a reasonable cause to suspect misuse of the system, including, but not limited to the examination of students' use in order to ascertain compliance with guidelines for acceptable use.

Regulations

I. ACCEPTABLE USE

While the following rules and regulations govern the use of technology at the Academy of Our Lady of Good Counsel High School, we realize that not every situation or use can be addressed here. The user is also bound by applicable state and federal laws as well as moral and ethical laws pertaining to technology use.

- Only authorized users, those who have properly signed the Technology Use Form, may have access to the school's computers.
- Technology is to be used solely for education and research as it relates to the school curriculum.
- Users may not share an account, login name or password with anyone. Such sharing will result in suspension of computer access. Students, who are suspended from technology use, either temporarily or permanently, may not team up with other students who have permission to use the computers.
- Students are prohibited from participating or reading in chat rooms, news groups, bulletin boards, mailing lists or list serves unless assigned by a teacher.
- Students are prohibited from writing or reading e-mail of any kind from non-school e-mail accounts.
- Students may not construct or revise personal web pages using the school's computer resources, unless assigned by a teacher.
- Users are prohibited from using technology for inappropriate purposes including but not limited to the following: playing games, downloading unapproved files, including music and videos, wallpaper, and games, viewing or processing inappropriate text files or pictures, ; e.g. sites dealing with pornography, obscenity, profanity, anti-social behavior, discrimination or files which may be dangerous to the integrity of the network.

- Users are prohibited from incurring any financial obligations on behalf of themselves or of the school through use of Internet.
- Users are prohibited from using the network or the Internet for commercial or financial gain, political lobbying, or personal purposes.
- Users are prohibited from misrepresenting themselves or impersonating others.
- Users are prohibited from posting chain letters or engaging in “spamming”, the sending of unnecessary, annoying or inappropriate messages to other computer users.
- Users are prohibited from wasting finite school resources, e.g. printer cartridges and computer paper.
- Any inappropriate use of the computers, such as bullying other students is prohibited.
- Disruptive behavior by the user in computer areas is prohibited and may cause suspension of the user’s access.
- Students may not access any local wireless access without the permission of the owner.
- Ultimately, users are responsible for their actions while using school technology.
- The use of a laptop to work on a school assignment is permitted in the library. The use in any other location on campus is prohibited.

II PLAGIARISM AND COPYRIGHTED MATERIAL

- Students are prohibited from plagiarizing material from other students’ work, or material located on the Internet or network. Copying and pasting information as one’s own is plagiarism.
- Users are required to respect all copyright rules; information obtained from the Internet and print sources is owned by the author and credit must be given to the person or parties presenting the material.
- Users should understand that software is protected by copyright laws. Users are prohibited from copying software found on school computers.

III PERSONAL SAFETY

- **Users are responsible for the safekeeping of their passwords. They are also prohibited from sharing their passwords with another user.**
- Users shall not post their surname, home addresses or phone numbers or those of other students or teachers over the Internet.
- Posting other personal information such as credit card numbers or social security numbers is prohibited. No purchases can be made on the Internet.
- If information that makes the user feel uncomfortable is encountered, the user must report that information to a teacher or the administration immediately. The user is prohibited from demonstrating the problem to anyone other than teacher or administrator.
- Students can be disciplined for internet bullying, posting inappropriate comments, sexting, and general poor behavior on social networking sites such as face book, twitter, formspring.me, tumblr or on the internet etc. even if that posting did not take place at school.
- Students are not allowed to communicate with teachers, coaches, or staff via the internet except through the school email account.

IV SYSTEM SAFETY

- Technology resources are school property. Administrators may review files and communication any time in order to maintain the integrity of the system and to ensure that users are practicing responsible use of the technology.
- Users are prohibited from obtaining copies of files, modifying the files, installing files/ software, data or passwords of others.
- Users are prohibited from knowingly introducing viruses onto the system.
- Users are prohibited from destroying, vandalizing, copying or modifying the system's hardware or software or installing programs meant to harass other users or infiltrate the school's computer system or network.
- Users who purposely misuse school technology resources, which result in damage to the system or data

loss, will bear the financial liability incurred to correct the damage.

- All student files will be deleted from the network at the end of the school year for maintenance purposes.
- Users are prohibited from using teachers' or administrators' computers/printers without administrators' permission. There is a stand-alone computer in the library where students may download an assignment done at home and brought in on a CD or flash drive.
- Teachers have an email on the school website, please follow the teacher's policy on emailing work.

STUDENT LIFE POLICIES AND PROCEDURES

Office of the Dean of Students

The Office of the Dean of Students is responsible for the overall academic tenor of the school and all extra or co-curricular activities in the school. The purpose of the rules and regulations at GCA is to provide the optimum learning environment for all. Students are expected to follow all the rules and regulations of GCA. Students are reminded that any teacher or staff member in the school has the right to correct individuals for school violations at any place and at any time.

Students who disobey the rules of the school demonstrate poor judgment and a lack of self-discipline. These students will be given a detention. The Dean keeps a record of detention for all students on file. Parents will be informed by the Dean of Students of any serious infraction of school rules by their daughter.

The school reserves the right to dismiss, at any time, a student whose conduct is not in keeping with Good Counsel's mission, philosophy and objectives.

Fighting is not tolerated at any time or in any place associated with the school, whether during the class day, after-school events, field trips or any other activities associated with school membership.

ORDINARILY, STUDENTS ENGAGED IN A CONFRONTATION RESULTING IN PHYSICAL CONTACT OF ANY KIND INCUR DISMISSAL FROM SCHOOL. "STREET BEHAVIOR" IS NOT ACCEPTABLE IN SCHOOL, NOR IS SUCH BEHAVIOR CONSIDERED NECESSARY TO ENSURE ONE'S PERSONAL SAFETY. THINK BEFORE YOU ACT OR REACT!

Among the offenses which may involve dismissal are fighting, serious or habitual disobedience and/or disrespect to school authorities, continued lack of serious study, stealing, destruction or vandalism of school property, the possession of weapons or objects which in the Principal's judgment are determined to be potentially harmful or life-threatening, the possession and/or use of alcohol or drugs, repeated misconduct on public transportation, not following the discipline policy of the school and disregarding detention hours that are owed.

When such serious offenses occur, all decisions and/or penalties will be imposed only after an administrative/parental conference has been held. Each student and family will be extended every courtesy and right required by Christian charity and justice. When such decisions are made by the Principal and appropriate administrative personnel, such decisions will be based on the well-being of the individual student as well as the common good of the entire school.

Reminder: Any illegal activity, such as possession of a weapon or drugs, is reported to the police department by school officials.

Students at the Academy of Our Lady of Good Counsel are expected to observe a code of behavior rooted in the school's philosophy and objectives. Students are expected to treat each other, their environment, and their teachers with respect, compassion, and awareness of the needs of others.

In becoming a student at Good Counsel, you have entered into a contract with the school in which you agree to cooperate with all school regulations and to be the best representative of the values and beliefs of your school on all occasions in school and out of school.

This Code of Conduct applies to any student who is:

On school property;

In attendance at school;

At any school sponsored activity; or

whose conduct at any other time or place has an effect on maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of our school.

The key to being a successful student at Good Counsel is self-discipline. There are many situations for which there are no detailed regulations; therefore, students are to follow the guiding principles of concern for others and their well-being, the common good and keeping the tenor of the academic environment positive. These guidelines will assist students in judging the appropriateness of any action. Complete supervision of each student in all school situations is neither possible nor desirable.

Campus

Although Good Counsel Academy is on a multi building campus, students are only permitted to be in the areas designated.

Students are not allowed to leave the school grounds for any reason during the day.

Alcohol and Drug Policy

The possession, selling, or using of alcohol or drugs on school grounds, buildings, busses, or school trips is prohibited. A student who is involved with alcoholic beverages or drugs will be suspended from classes and her parents will be required to come to school to meet with the Dean of Students.

A letter recording the incident and signed by the parents and the student will be kept on file and the disciplinary action will be decided at this time.

Attendance

As an academic community, Good Counsel Academy values consistent attendance and punctuality. We believe that a student's attendance has a significant impact upon a student's academic success.

The following is the attendance policy for the Academy of Our Lady of Good Counsel, as mandated by the New York State Education Department. The purpose of this attendance policy is to ensure that, to the maximum extent possible, every student attends school every day for the entire day. If students will be absent or tardy, parents/guardians are expected to call the school office 914-949-0178 before 9:00 AM on the morning of the absence. An answering machine will record calls made before 8:15 AM.

Students who are absent on any given day must bring a note signed by their parent/guardian, including date(s) of absence and explanation for absence the day they return to school. (See absent note forms on pg. 50)

They are also responsible for obtaining all class and homework assignments in order to continue their academic progress. Failure to bring a note on the day of return will result in a detention. Students who are late to school must arrive 15 minutes early the next day or receive a detention. Juniors and seniors who are late to school will lose the privilege of early dismissal.

Excessive student absence and/or lateness in any given year may lead to loss of credit and /or denial of registration for the following school year.

Student absence and tardiness is reported on report cards and becomes a part of the student's permanent record. If there is a problem adhering to the school policy regarding attendance and punctuality, a school administrator and parent/guardian will meet to define the problem and to develop specific strategies to eliminate the problem. If necessary, ongoing meetings will be held to review the matter.

The following reasons for absence or tardiness will be considered excused: Sickness, sickness or death in the immediate family, impassable roads or weather, quarantine, court appearances, & suspension. **Unexcused reasons for absences/tardiness include:** family vacation, oversleeping, shopping, watching younger siblings. **School work missed for an unexcused absence may not be made up.**

The school administration makes the final determination as to whether an absence or tardiness is excused or unexcused which can affect the student's ability to make up missed work.

Unexplained absences or patterns will be referred to the local public school district attendance supervisor.

The following reasons for early departure will be considered as excused: Sickness, court appearance, approved work /study programs. All other reasons for early departure will be considered unexcused. **All doctor and dentist appointments should be made outside of school hours.** If, under extraordinary circumstances, a student must leave during school hours, the student must bring a note signed by a parent/guardian stating the reason it is necessary for her to leave school. This note should be given to the school secretary or the Dean of Students before the homeroom period. This must be followed up by a phone call from a parent or the student will not be given permission to leave.

The secretary will give the student an early dismissal pass, which must be given to the teacher of the class she is leaving. The student must check out with the school secretary before leaving the building. If the student fails to sign out, she will receive a one hour detention. The school administration makes the final determination as to whether an early departure is excused or unexcused.

In order to receive appropriate course credit or to be promoted, students are expected to attend school and all classes daily. The school administration makes the final determination as to whether a student receives course credit or is promoted.

Any unauthorized absence from school shall be considered truancy. Although this is commonly thought of as an absence of which the parent is unaware, certain absences of which the parent is aware will be treated in the same manner of truanancies. Those include unauthorized activities such as cut days.

If a student's name appears on the absence list, and she is in school, it will be assumed that she failed to report to homeroom or to the Dean of Students' Office when she arrived at school, and she will be subject to disciplinary action.

Long Term Illness

If a student expects to be absent for a longer period of time, her parents/guardians must notify the Dean of Studies (914 949-0178) regarding the reason for the absence. The Dean will notify the student's teachers and make arrangements for the parents to

pick up assignments. It is the student's responsibility to complete the assignments and return them to the Dean of Studies by the indicated dates. Failure to meet the established deadlines will result in a grade of 0% for the assignment.

Non-Consecutive Absences

If a pattern of non-consecutive absence appears, the Dean of Students will meet with the student and make an appointment with the student's parent or guardian.

Physical Education Excuses

Long term absence from the physical education program requires a written statement from a physician. Long term (5 days or more) excuses will be processed by the school nurse. The nurse will notify the Physical Education Department. Temporary absence from the physical education program (1 - 4 days) requires a written statement from the parent/guardian or physician and is given to the Dean of Studies and a copy to the physical education teacher. Students temporarily excused from physical education will either remain in the gym or be assigned to a study hall. This is the decision of the Dean of Studies.

Make-Up Tests After Absence

It is the responsibility of the student to make up missed work and tests upon her return to school. In order to ensure that the material tested is fresh in the student's mind and that she will have the opportunity to earn the highest grade possible, a student is expected to make up any missed test on the day on which she returns to school following an absence.

In the event of circumstances that prevent the student from making up the test on the day on which she returns, she must see her teacher and follow each academic department's makeup policy. As an academic community Good Counsel believes the student is responsible for her education.

Make-Up Work After Absence

Any student absent from classes for legal reasons, including suspension, is required to make up all work missed. However, it is the responsibility of the student to see her teachers, the day she

returns, to obtain the work and help, if needed, to make up the work.

Lateness

To School

Any student who is late for school or for her first or second period must report to the Main Office to obtain a late pass before going to class.

Lateness may be excused if there is a delay in the bus transportation provided by the school district or if the student brings a note from a parent that day explaining some extraordinary circumstance.

All other lateness is unexcused. A student with an unexcused lateness for school or first period will be required to report to school 15 minutes early the next day or receive a half hour detention.

If a student is late for school and misses an entire class, she must see the teacher before the day is over for the assignment.

To Class

Any student late for class after second period should be issued a detention by the teacher and marked late in the teacher's attendance record. Detention for lateness to class requires the student to report to an after school detention.

Excessive Lateness

Any student with a history of lateness will not automatically receive the privilege of early dismissal in her junior and/or senior year. A student will lose the privilege of early dismissal if she demonstrates a pattern of lateness excused or unexcused. If significant improvement is not made, loss of credit for the course may result.

Dress Code

The Good Counsel uniform is one that represents unity, respect and pride in the Good Counsel community. The uniform regulations are effective from the time a student arrives for school until she leaves the campus grounds.

The school uniform consists of the following:

1. A uniform skirt purchased through the uniform company or navy blue or khaki pants purchased through the uniform company. If a student is wearing a skirt, the skirt should be no more than 2” above the knee in the front and back and must be in good condition. Skirts may not be rolled. If the skirt is in poor condition or is too short the school can mandate the purchase of uniform pants or a new skirt. In the issue of skirt condition or length, the school administrator’s decision is final.
2. A **clean**, white long or short sleeved monogrammed GCA polo shirt. All shirts must be purchased through the uniform company and all shirts must be tucked in at the waist. Oversized shirts may not be worn.
3. In cooler weather, either a solid V-necked GCA sweater or GCA sweatshirt that is purchased through the uniform company. **Club or Team Sweatshirts are NOT a part of the school uniform. Team or club sweatshirts may only be worn on school spirit days or outside of school.**
4. **Students may wear the GCA fleece jacket purchased from the uniform company in school and from class to class.**
5. Only solid-colored socks, ankle high or knee high, navy, forest green, black or white (must match skirt)
6. Solid-colored stockings: navy, forest green, black, white or natural color.
7. Appropriate shoes must be worn. Students must wear flat closed shoes or sneakers with socks or tights. Shoes must be solid black, navy blue, brown or gray.
8. Sneakers: **CLEAN** solid white or black (no white or color trim or laces) and cut below the ankle. If a student wishes to wear name-brand sneakers, see the list distributed with August return- to- school letter.
9. Backless or platform shoes, sandals, crocs, open shoes, flip flops, and slippers may not be worn. Boots may not be worn during the school day (8:00 – 3:00).

Students not in proper uniform can be denied access to class or school until they are in full uniform. Each student is requested to put her name on labels in the clothing for identification purposes. All parts of the uniform must be clean and well pressed at all times.

Students must remove all outdoor apparel except the GCA fleece jacket purchased from the uniform company—jackets, flannel shirts, fleece pullovers, sweaters etc. while in homeroom, lunchroom, or classrooms.

If for any valid reason the uniform cannot be worn the student is expected to be in “Dress Code”. A note from a parent or guardian explaining why the uniform is not worn is required. She must obtain a uniform pass from the Dean of Students before reporting to her first class

Students may not wear:

Hooded sweatshirts, personal sweaters or sweatshirts at any time during the school day.

Long johns, sweatpants, spandex, leggings, leg warmers, flannel pants, etc. under the uniform skirt at anytime.

Multi colored socks

Hats, sweatbands, bandanas, scarves, or any other hair or head accessory.

Sweatshirts not purchased from the uniform company

Excessive jewelry as defined by the school.

No large earrings, large necklaces, sunglasses, hats or head covering.

No piercings, except for in the student’s ear. No tattoos, dyed hair, fad hair cuts or hair colors that are not natural.

Students may not wear tee shirts under the uniform shirt

- **lip, nose, eyebrow, tongue, naval jewelry is not allowed**

Leather coats and jackets should not be worn to school. The school is not liable for lost personal items.

Out of Uniform Dress Code

On out of uniform days students are expected to comply with the dress code. If a student cannot comply with the dress code, she should come to school in uniform. Students violating the dress code will be penalized.

The following dress code is in effect:

Students may wear dresses, skirts, full skirts, or dress pants. These items may not be form fitting and skirts should be 1” above the knee.

The following may not be worn:

- blue jeans of any shade or pants that end near the knee
 - tee shirts with any writing, emblems, pictures, etc.
 - sweat shirts or sweat pants,
 - spandex, leggings, footless tights
 - warm-up pants or nylon athletic pants, pajama pants or loungewear
 - shorts (including Bermuda shorts)
 - spaghetti strap, strapless shirts, or tank tops
 - hats, scarves, headbands, bandanas
 - form fitting, spandex/stretch pants of any kind
 - form fitting shirts which are revealing, too low at the neckline, see through or do not completely cover the torso
 - sunglasses
 - excessive jewelry—lip, nose, eyebrow, tongue, naval jewelry is not allowed.
 - Flip flops, sandals or pool shoes
- Students who cannot abide by the school’s uniform, dress code or out of uniform dress code will lose the privilege to be out of uniform until further notice.

Electronic Devices

Students may not have pagers, cellular phones, ipods, MP3 players or any other such electronic devices in school in any school building or on campus from 8:00am–3:00pm. These items will be confiscated and given to the Dean of Students. Parents will be notified each time an item is taken and required to come to school to claim the item after the second time. Items taken a third time may not be returned until the end of the marking period.

The use of smart phones to connect to the internet for any reason is prohibited. The use of a laptop to work on school assignments is permitted in the library and other designated areas. The use in any other location on campus is prohibited. The school is not responsible for any lost or stolen item.

Homeroom

Each student is assigned to a homeroom class. It is expected that all students:

1. Report to homeroom on time. Students are not allowed to leave homeroom for any reason before the Prayer, and Pledge of Allegiance are completed.
2. Be seated and in order for attendance and announcements at the beginning of the period
3. Be respectful and reverent during prayer and the pledge of allegiance.
4. Be silent for the reading of the announcements in homeroom and for announcements made over the public address system
5. Receive permission from the homeroom moderator to leave the room.

Study Periods

When not assigned to a class, students are assigned to a classroom for a study. Students may use the library, the computer room, or the cafeteria, but they must get the permission of the study hall proctor to go to the library or the computer room. Students may not congregate in locker rooms, empty classrooms or the gym lobby.

Juniors and seniors who are not scheduled for class during the last period, may leave the campus. Students are not permitted to sit or lounge on the grounds during the school day except in designated areas. Students may only remain on campus after dismissal if they are participating in a supervised school activity or a supervised area.

Students may not have guests visit them on campus at any time.

Computer Room Use

The computer Room is reserved for classroom instruction. Teachers may reserve the room for their classes. Students are not allowed access to the computer room unless they have received permission from an administrator. Students are to use the library computers during study periods and after school.

Cafeteria

Lunch time provides the opportunity to socialize, rest and gain some nourishment.

Students may bring their own lunch or purchase food in the cafeteria. Those who wish to purchase food should stand in a single-file line and wait their turn to be served.

Students are also expected to:

1. Eat in the cafeteria or in the outside supervised area.
2. No food, drink or water may be brought to or eaten in the classrooms, locker areas, or hallways.
3. Keep the table and area around the table clean.
4. Put chairs back in place when leaving.
5. **Students who are assigned to study hall in the café must sign in with the study hall proctor at the beginning of an assigned study period. Students who wish to use the library or the computer room must report to the cafeteria and sign in prior to going to those areas.**

Students may not:

1. Have lighted candles on birthday cakes.
2. Make loud noises or run in the cafeteria area.
3. Leave the cafeteria more than five minutes before the bell ending the period.
4. Throw food at each other or on the floor or the patio.
5. Congregate in the stairways or halls outside the cafeteria.
6. Order food to be delivered to the school.
7. Use the gym during lunch periods or free periods.

Detention

Formal detention can be given by any member of the faculty/staff for any serious violation of school rules.

Detention will be given for the following reasons:

- Coming late to school or to class
- Cutting a class
- Being out of uniform
- Congregating in the halls or restricted areas during class time
- Talking during a fire drill, religious observances, or assembly
- Failing to submit an absent note, library book, signed progress report, etc.

- Having food and/or drinks in the classroom, hallways or locker areas.
- Behaving in a manner that is unbecoming a student of the Academy of Our Lady of Good Counsel
- for similar situations deemed appropriate by members of the faculty and staff or the Dean of Students.

Times for detention

Detention is held after school on Tuesday and Friday from 3:10 – 4:10. Saturday detention is held from 9:00 AM until noon. Morning detention is held Monday through Friday from 7:30 AM until 8:00 AM. **Prior approval to serve morning detention is necessary.**

Any student who does not report for detention is exhibiting a disregard for the mission and philosophy of Good Counsel. Students with outstanding detentions at the end of the month will have those hours doubled. Students who have 2 or more hours of detention may not participate in any afterschool activities or sports until they have zero hours of detention. **Students with outstanding detention hours at the end of the month may be required to report to Saturday Detention.**

The Dean of Students will take appropriate action: no after school activities, possible suspension or a recommendation of probation or expulsion for failing to follow the rules of the school and for not serving detention hours in a timely manner. Students who do not serve detention hours may be kept out of class until those hours are served.

Detention Procedures

Attendance will be taken at the beginning of each detention period.

Rules of Detention:

1. Students are expected to report on time to the detention room
2. Students are not permitted to talk or sleep.
3. Students must be in complete uniform.

Cutting Class

Students are expected to be in their classes at all times. If a student cuts a class, she will incur the following penalties:

1. A one-hour detention for each class missed and a phone call home.
2. A zero on any test, written or oral report that is part of the class missed. (This grade cannot be removed by make-up work.)

Repeated offenses will result in a parent conference and probation.

Truancy

Truancy is defined as being absent from school without a parent's/guardian's knowledge. Any truancy and cutting of school or classes will result in serious disciplinary measures. **Although this generally is thought of as an absence where the parent is not aware, certain absences such as cut days are handled as truancy.** Zero grades for missed work which cannot be made up as well as detention will result even with parental excuses.

Probation

Students who are placed on probation for excessive violations of school regulations will not be permitted to participate in any school related activity until removal from probation.

Fighting

A student who causes or participates in a physical fight either in school or on her way to or from school is subject to immediate suspension and possible expulsion. Both parents/guardians and student must attend a conference with the Principal and the Dean of Students to determine the final action. The decision of the administration is final.

Dismissal from Good Counsel Academy

A student may be dismissed from the Academy of Our Lady of Good Counsel High School for:

1. repeated violations or disregard of school directives
2. excessive absence and/or lateness
3. fighting or bullying
4. failing school subjects because of lack of effort
5. unacceptable behavior of a serious nature
6. weapons of any kind
7. alcohol or drugs

Expulsion is at the discretion of the Principal.

Assemblies

General assemblies are planned within the school day. Occasionally, professional groups will be invited to present an assembly.

Assemblies are planned for the purpose of enriching the curriculum. They are formal programs which broaden our horizons, expose us to new and different experiences and provide opportunities for group appreciation of the talents, performances, and presentations of others.

Courtesy to our guests implies proper behavior. Prior to an assembly, students are to report to their homerooms. Textbooks and other materials are to be locked in lockers or locked in the homeroom.

Liturgy

Celebration of Mass will be held in the Divine Compassion Chapel at appropriate times of the year for the total student body. Class liturgies and other religious services may be scheduled during the course of the school year. All students are expected to behave in a reverent and respectful manner during liturgical celebrations.

Retreats

Since one of our goals at Good Counsel is to provide opportunities for spiritual growth and enrichment, the annual retreat day is an essential part of the school program. All students are required to participate in the retreat experience. Students who are absent on the day of their class retreat must

participate in another day of retreat at a later time. This exception must be approved by the campus minister.

Culture Day

A multicultural curriculum and opportunities for learning outside of the traditional classroom are priorities at Good Counsel. Each year students are asked to participate in Culture Day - an opportunity for each class to participate in a faculty supervised educational field trip. Sites are selected by their relevance to the curriculum of a particular grade level. All students are required to attend Culture Day; absences are excused only for serious reasons.

While on trips, students are expected to follow the behavior and dress code of the Academy as listed in the student handbook. If a student arrives late to school and misses the trip bus she will be required to remain in the school building until the end of the school day.

Clubs and Activities

Extracurricular activities provide students with opportunities to make and strengthen friendships, display talents, develop self-confidence, broaden cultural exposure, and contribute to school and community life.

All student activities promote the development of leadership skills. This is perhaps most evident in the Student Council. As an elected class officer or representative, a student learns to be sensitive to the needs of her classmates and to motivate them to become an effective force in school life. In addition, the student gains the valuable experience of running for office.

Students are encouraged to become involved in school organizations, athletic teams, service programs, and school publications.

A student's participation in extracurricular activities should not interfere with her academic progress. All students in activities and/or sports must adhere to the school's Activities and Sports Eligibility Policy. Students may not participate in extracurricular activities if they have two or more outstanding detention hours or discipline referrals.

In order to participate in an after-school event (trip, game, show, etc.) a student must attend a half-day of school or at least four academic classes before being able to participate in

extracurricular activity on that day. Students who participate in extracurricular activities are expected to be on time to school after performances, games, practices or trips.

Many extra-curricular activities are available. A complete listing is made in September.

Activities and Sports Eligibility Policy

Any student who fails two or more courses on a quarterly or mid-term report card is disqualified from participating in any and all sports, activities, or clubs sponsored or authorized by the Academy of Our Lady of Good Counsel High School.

Participation as used in this paragraph is given its ordinary and customary meaning and includes any and all activities normally associated with the sport, activity, or club involved including, but not limited to, competitions, trips, performances, tryouts, practices, readings and meetings.

The status of any such students as described in the preceding paragraph will be reviewed the first time a student fails 2 subjects at progress report time to see if the disqualification will continue. If the student is passing at progress report time, the disqualification will be suspended and the student is reinstated to full participation in any sport, activity, or club from which she had been disqualified.

The Dean of Studies will notify the Principal, the Athletic Director, the Dean of Students, the student's parents and any club or activity moderator of any student disqualified under this section. Reinstatement may occur only upon the written authorization of the Dean of Studies. The Athletic Director is responsible to enforce this rule within the Athletic Department and the Dean of Students is responsible to enforce it for all other activities.

Conduct at Athletic Events

Students are expected to exhibit the proper behavior that the school requires at both home and away games. This includes no fighting, no booing or heckling, no throwing or dropping of refuse and no loitering in the immediate area before or after the game. **Spectators and parents must adhere to the Athletic Department Code of Conduct or they can lose the ability to attend athletic contests.**

Fire Drills

Fire drills are necessary for the safety of the students and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the building in which she may be. For fire drills, the information is posted near the door in each room. At times special instructions may be announced over the loud speaker.

General Rules

1. Students will close windows and the last student out of the room will turn off all the lights and close the classroom door.
2. In silence students will follow designated exit instructions, keep in single file, walk, not run, and proceed to a distance approximately 100 feet from the point of exit, turn and await the signal to return to class.
3. The teacher should be the last person out of the classroom.
4. When the all-clear is sounded, all will return to their classrooms in the same orderly fashion and maintain silence until the drill is ended.

Note: Fire drills are very important and serious exercises which may save your life. You are expected to act accordingly.

Field Trips

Subject or club field trips are planned in advance and approved by the Principal. Students are required to take home two Field Trip Permission Forms that must be signed by a parent/guardian and returned to the teacher. The trip registration and payment is handled through the subject teacher or in the homeroom. The type of trip determines the attire. Proper behavior is expected of all.

Field trips are privileges afforded to students; no student has an absolute right to a field trip.

Faculty and staff may initiate education-based travel opportunities. While these may be approved by the school for their educational value, the school does not accept liability for any related damages.

Both field trip and travel forms include a “hold harmless” clause which releases the school from liability for damages or injuries that may be incurred on the trip.

Two student permission forms are required for each school field trip. Please see the school website to download two copies of the permission slip and hold harmless form if the student forgets to bring the forms home. No other form or note will be accepted.

Students who fail to submit a proper form will not be allowed to participate in the field trip. **Telephone calls will not be accepted in place of the proper form.**
Forms may be faxed to the school at 914-682-3531.

Parents/guardians reserve the right to refuse to allow their child to participate in a field trip however, in that event the student must report to school.

Student Participation in Holiday or Summer Vacation Trips.

Students are encouraged to participate in extended overnight trips. To be eligible, the student must receive the approval of the Treasurer and the Dean of Students.

- Students receiving Financial Aid are ineligible to participate in officially sponsored trips during holiday or summer vacation periods. Scholarships are not considered financial aid for the purposes of this policy.
- Only students whose financial accounts with the Academy are fully current are eligible to participate in school sponsored trips. These accounts must be kept current up until the departure date of the trip in question. Any financial loss due to the forfeiture of trip deposits shall be the sole responsibility of the student and her parents.
- Students who have outstanding detention hours and behavior referrals may be excluded from field trips and special events.
- Day trips within the metropolitan area, and limited overnight weekend trips within the northeast, are excluded from this policy.

ID Cards

An identification card is issued to each student in the beginning of the school year. Students are expected to carry their ID card with them at all times. Students are to present the card when asked by any faculty or staff member. ID cards are never

to be loaned to anyone for any reason. These cards are school identification and must be surrendered upon termination of the student's enrollment. If the ID card is lost the student will be charged for the replacement. Any student who leaves Good Counsel during the year must hand in her ID upon leaving.

Lockers/Locks

Lockers and locks are the property of Good Counsel Academy and the school has the right to search lockers. Students are assigned a locker for books and personal belongings. Only locks provided by the school may be used to secure the locker. If your lock is lost or stolen you must pay \$7.00 for a new lock.

Lockers should always be locked. Do not give your combination to anyone else. Do not leave money or valuables in your locker. Lockers are not safes. **Your personal property is your responsibility; students should not bring large sums of money or valuable items to school. The school is not responsible for lost or stolen articles. Students may not write in or decorate the outside of their lockers except for birthday wrap.**

All lockers are to be cleaned out before Christmas, Easter and summer vacations.

Lost and Found

Any student who finds a lost or misplaced article should take it to the Dean of Students' office as soon as possible. Students looking for lost possessions should inform the Dean of Students' office.

If lost and found articles are not claimed within a reasonable amount of time they will be discarded.

Parent Organization

The Academy of Our Lady of Good Counsel has a Parent Auxiliary. The events sponsored by this organization help to support the work of the Academy. Students are asked to encourage and inform parents about the events of this organization. Parents are invited to call the Advancement Office to join the Parent Auxiliary.

Fund Raising

The students raise funds by participating in a yearly fund raising activity sponsored by the school.

Other money raising activities for homeroom, clubs, etc. must have the prior approval of the Dean of Students. The nature, time, place and any other arrangements must be submitted to the Dean of Students. **No student may sell items or food for personal profit.**

Tuition and Fees

The tuition for 2011 – 2012 is \$8600.00. The General Fee is \$500.00. Activities fee is \$75.00.

All parents must enroll with our tuition collection agency, Tuition Management Systems, to pay GCA Tuition

The payment dates are specified within the enrollment contract according to the payment plan option selected.

Late fees will be assessed as follows:

- 1) Fees billed and payable to Tuition Management Systems.

Late fees will be assessed in accordance with the provisions within the Contract entered into between yourself and Tuition Management Systems.

- 2) Fees billed directly and payable to Good Counsel Academy HS:

Failure to make payments on time to Good Counsel Academy High School will result in the assessment of late fees. Account balances owed 30 days past the scheduled due date will be assessed a late charge of \$40.00. For each month that an outstanding balance remains 30 days or more past due, an additional monthly charge of \$40.00 will be assessed.

A \$25 fee will be charged for any check that is returned by the bank.

If there are two or more students in the school a 15% discount is given to all but the youngest student. In addition, the general fee for the sister(s) receiving the 15% discount is reduced to \$450. The 15% discount and the reduction in the general fee does not apply for any student receiving a yearly scholarship or aid of \$5000.00 or more.

At the end of each quarter, students will be suspended from classes for overdue tuition. Students will be allowed back into class when all accounts are reconciled.

If a student withdraws during the year for any reason, or is asked to leave the school, parents are responsible for paying all tuition and fees for the remainder of the academic quarter.

Financial Aid

In cases of need, some financial aid can be provided on a limited basis. Financial Aid applications can be requested after March 1st from the Principal's secretary (Ext 31). Forms must be sent by the designated date in the letter to our Financial Aid Processing Company. The Financial Aid Committee will consider, in their review of applications, the academic achievement, behavior and financial need of the student. Parents/guardians will be notified of their decision. Financial Aid is for one year only. Parents must reapply each year. **Students receiving financial aid are ineligible to participate in officially sponsored trips during holiday or summer vacation periods.**

Scholarships

Scholarships are available to incoming freshmen and are renewable each year based upon academic standing, behavior, attendance/ punctuality.

Records

The Academy of Our Lady of Good Counsel abides by the Buckley Amendment, also called the Family Education Rights and Privacy Act, giving parents and students the right of access to student's school records. Parent/guardian and/or student can request this information 24 hours in advance and put the request in writing.

This school also abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no

information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Parking

The Good Counsel High School shares the general parking lot with many different ministries on campus; therefore, student parking is limited to twenty-five spaces in a designated area for senior parking. No student should assume that she has the right to park on campus at any given time.

Parking permits will be issued to seniors on a lottery basis and will be for one semester only. The fee for a permit will be announced at the beginning of the school year. **All cars must be parked in the designated area and must display the parking permit at all times.**

Students may not loiter in the parking lot nor may they return to their cars during the school day. Students risk the loss of parking privileges, detention, and/or towing of vehicles for violation of these regulations.

Sexual Harassment

It is the policy of the Academy of Our Lady of Good Counsel High School to prohibit sexual harassment of its students by any person and in any form. Sexual harassment is against the law, has no place in our school environment, and is completely antithetical to the Christian mission of our school.

Smoking

Smoking is hazardous to one's health and by New York State law students are required to refrain from smoking on school grounds or in the general area of the campus. Students are not permitted to smoke on school trips, in school uniform or on this campus or the campus of Pace University. If a student is found smoking anywhere, she will be fined \$25.00 and she and her parent/guardian will have to have a conference with the Dean of Students. The fine must be paid in a check made out to the American Cancer Society.

Transportation

According to the requirements of section 3635 of the Education Law of New York State, local towns and villages

provide transportation for residents enrolled in private schools. Parents must file applications for the next school year NO LATER than April 1st. Persons moving into the school district after April 1st must apply within thirty (30) days of moving, but no later than August 1st. Applications must be filed for each student.

Discount metro cards can be purchased through the Dean of Students Office. Metro North student discount forms are available from the school secretary.

Vandalism

Defacing school property is considered a serious offense and will be dealt with accordingly.

Visitors/guests

Students who wish to have a visitor attend classes must ask permission from the Dean of Students' Office at least one day prior to the planned visit. Visitors are not permitted during school hours unless the school has given its approval and the student is considering admission to Good Counsel Academy. Eighth grade students may receive permission to visit at certain times of the year. Visitors are expected to follow the dress code and adhere to the rules of the school while visiting.

Working Papers

Students must obtain working papers if they are between the ages of 14 and 18. Application forms and working papers are obtained from the school nurse during the school year. Working papers are not available at school during the summer.

LIBRARY SERVICES

The library is open from 8:15 AM until 4:00 PM each school day. Students may use the library facility and its resources for reading, and researching for their classes. Circulating titles for research books may be borrowed for two weeks and may be

renewed. The books in the reference section may be taken out overnight by special arrangement with the librarian.

It is essential that all materials be returned on time since others may need them. **A fine of \$.10 cents a day will be charged for lateness.** Any lost or damaged materials must be replaced at the expense of the borrower. Books taken out for independent/leisure reading may be borrowed for four weeks and may be renewed. An overdue charge of \$.10 cents per day will be calculated; this is based only on days school is in session.

The only copy machine available for student use is located in the library. Copies are \$0.15 cents each. Each page printed from the computer is \$0.10. Color copies are \$0.25.

GUIDANCE SERVICES

The Guidance Program is an integral part of the education at Good Counsel. Guidance counselors address the academic progress and personal concerns of individual students. An ADAPP (Archdiocesan Drug and Alcohol Prevention Program) counselor is available two days a week for individual and small group meetings.

Academic and college advisement ads well as individual and group guidance are available to all students. Counselors encourage students and parents to make appointments.

The Guidance Department also provides parent meetings on College Financial Planning, College Selections Process, and completing FAFSA (Free Application for Federal Student Aid) forms.

For college application purposes, Good Counsel Academy's CEEB Code is 335-935.

SAT AND SUBJECT TEST SCHEDULE

Test Dates	Tests Offered	Registration
October 1, 2011	SAT & Subject	Sept. 9, 2011
November 5, 2011	SAT & Subject	Oct. 7, 2011
December 3, 2011	SAT & Subject	Nov. 8, 2011
January 28, 2012	SAT & Subject	Dec. 30, 2011

March 10, 2012	SAT Only	Feb. 10, 2012
May 5, 2012	SAT & Subject	April 6, 2012
June 2, 2012	SAT & Subject	May 8, 2012

HEALTH RELATED INFORMATION

Good health is a prerequisite to learning; as a matter of fact, good health is essential to most successful activities. The White Plains school district provides a school nurse for the school. The school nurse's telephone number is 914-997-4194.

The following are a few simple regulations that may help to maintain safety and health for all students.

Accident Insurance

The school is responsible for immediate first aid. The parent/guardian is responsible for the payment of hospital or doctor bills; the school does not pay any medical or hospital bills.

Each student is covered by school insurance. You will be given information regarding this insurance plan during the first week of school.

In case of an accident, no matter how minor, the student should report the accident to a teacher immediately. In the case of severe accidents or acute illness, emergency care will be given and the parents will be notified.

Contagious or Serious Illness

Parents are asked to notify the school nurse if a student develops a contagious disease or serious illness. Additionally, the school nurse can contact the physician for clarification.

Rehabilitative Programs

Students enrolled in an approved program must continue an academic program. Upon completion of the program, readmission to Our Lady of Good Counsel will be dependent upon a conference with administration, guidance, social worker, parent/guardian, and student.

Emergency Card

All students will receive two Emergency Cards to be completed by a parent/guardian during the first week of school each year. **It is imperative that this card be completed and returned.** If we are unable to reach you and your daughter is ill or injured, we will be calling those adults you have listed. We ask that you advise us of changes in phone numbers as soon as possible.

Health Forms Mandated by the State

New York State law requires that all new students and all 10th grade students have a complete physical. The school physician may schedule any new student not in compliance by October 1st or within thirty (30) days of entrance to the school for an examination. Any 10th grade student who is not in compliance by February 1st may be scheduled for an examination by the school physician.

Illness at School

In non-emergency situations, a student who becomes ill during the school day must obtain a pass from the period teacher to see the school nurse at the beginning of the period. If a student feels ill towards the end of a class, she must ask the next period teacher for a pass to the nurse. If a student must remain in the nurse's office for more than one period, she must contact her next period teacher for permission. If the nurse is not available, the student should report to the school secretary.

Mandated Screenings

Grade 9 shall be screened for scoliosis; grade 10 shall be screened for vision and hearing. Any screenings not done by the physician will be done by the school nurse.

Medical Transportation

It is the responsibility of the parents/guardians to provide transportation and further care of the student if the student becomes ill or injured on school property. A student may not be sent home without parental approval and no student may drive when excused for medical reasons unless parental consent has been given.

Students will only be released to persons listed on the student's emergency card.

Medication in School

Students are not permitted to carry any medication (including over the counter items) for self-administration except for asthmatics that use inhalant bronchodilators. Only those medications that are necessary to maintain the student in school, and must be given during the school hours, will be administered by the school nurse. For those students, the health office must have on file a completed “Administration of Medication Form” signed by the physician and the parent/guardian. All medications must bear a proper pharmacist’s label and be delivered to the school nurse and taken home by the parent/guardian. All medications must be administered by the school nurse.

Sports Physicals

Students participating in sports, including cheerleading are required to have a yearly sports physical. THE BLUE SPORTS FORM is used for this purpose and is the only form accepted **according to the White Plains School District and NYS**. One side is completed by the physician and the other side is completed by the parent. The schedule to return forms is below:

SPORT	DUE DATE
Tennis, Volleyball, Soccer	August 1
Swimming, Basketball	October 15
Track, Softball	February 14

Any student wishing to try out for cheerleading must have the blue form returned to the nurse in early April. The deadline/due dates allow ample time for the physicals to be reviewed and co-signed by the chief School Physician. White cards are given when the student is cleared to play. **According to New York State Department of Education Regulations no student will be permitted to try out until medically cleared.**

Students are reminded that this information is in the daily announcements and it is their responsibility to listen for these announcements regarding sports. It is critical that students and parents adhere to this timeline if the student wishes to participate in all tryouts and practices. Please check the school’s website for information and forms.

THE ABOVE RULES AND REGULATIONS MAY BE AMENDED BY THE PRINCIPAL AT ANY TIME DURING THE SCHOOL YEAR.

EXTRA CURRICULAR ACTIVITIES

Aloysian
Amnesty International
Asian Cultural Society
Basketball - Varsity and Junior Varsity
Cheerleading
Choir
Christmas Pageant
Community Activists
The Chit Chat
Earthwatch
Gaelic Football
Hispanic Heritage
Irish Cultural Club
Italian Club
Latin Club
Liturgy Planning
Maria
Metro Club
Mission Club
Mock Trial
National Honor Society
Recruitment Committee
Right to Life Club
Soccer
Softball - Varsity and Junior Varsity
Student Council
Students Against Destructive Decisions
Swimming
Tennis
Track and Field
Volleyball - Varsity and Junior Varsity
Writers & Poets Society

BELL SCHEDULES

SCHEDULE 1 –REGULAR SCHEDULE

Warning Bell:	8:09
Period 1	8:13 - 8:53
Period 2	8:57 - 9:37
Homeroom	9:37 - 9:46
Period 4	9:50 - 10:30
Period 5	10:34 -11:14
Channel 1	11:14 -11:26
Period 6	11:30 -12:10
Period 7	12:14 -12:44
Period 8/9	12:48 -1: 28
Period 10	1:32 2:12
Period 11	2:16 2:56
Period 7/8	12:14 – 12:54
Period 9	12:58 – 1:28

SCHEDULE 2 – FACULTY MEETING – NO LUNCH

Warning Bell:	8:09
Period 1	8:13 - 8:36
Period 2	8:40 - 9:03
Homeroom	9:03 - 9:12
Period 4	9:16 - 9:39
Period 5	9:42 - 10:05
Period 6	10:09 -10:32
Period 7/8/9	10:36 -10:59
Period 10	11:03 -11:26
Period 11	11:30 -11:53

TWO-HOUR DELAY SCHEDULE 3

Warning Bell:	10:06
Period 1	10:10 – 10:36
Period 2	10:40- 11:06
Homeroom	11:06 - 11:16
Period 4	11:20 – 11:46
Period 5	11:50 – 12:16
Period 6	12:20 – 12: 46
Period 7	12:50- 1:22
Period 7/8	12:50-1:24
Period 8/9	1:20 – 1:52
Period 9:	1:24- 1:55
Period 10	1:59–2:25
Period 11	2:29– 2:57

LITURGY SCHEDULE 4

Warning Bell	8:09
Period 1	8:13 – 8: 45
Period 2	8:49 – 9:21
Period 4	9:25 – 9:57
Homeroom	10:01 – 10:20
Liturgy	10:30 – 11:20
Homeroom	11:20 – 11:26
Period 5	11:30 – 12:02
Period 6	12:06 – 12:37
Period 7	12:41 – 1:09
Period 7/8	12:41 – 1:14
Period 8/9	1:13 – 1:45
Period 9	1:18 – 1:45
Period 10	1:49 – 2:22
Period 11	2:26 – 2:56

PRAYER SERVICE SCHEDULE 5

Warning Bell	8:09
Period 1	8:13-8:50
Period 2	8:54-9:31
Homeroom	9:31-9:41
Presentation	9:45-10:22
Period 4	10:26-11:03
Period 5	11:07-11:44
Period 6	11:48-12:25
Period 7	12:29-12:59
Period 7/8	12:29-1:05
Period 8/9	1:01-1:37
Period 9	1:08-1:37
Period 10	1:41-2:17
Period 11	2:20-2:56

AFTERNOON ASSEMBLY SCHEDULE 6

Warning Bell	8:09
Period 1	8:13 8:47
Period 2	8:51 9:25
Homeroom	9:25 9:35
Period 4	9:39 10:14
Period 5	10:18 10:52
Period 6	10:56 11:30
Period 10	11:34 12:07
Period 7	12:11 12:39
Period 7/8	12:11 12:45
Period 8/9	12:42 1:15
Period 9	12:46 1:15
Period 11	1:20 1:53
ASSEMBLY	2:00 2:56

ABSENT NOTE FORMS

Name _____ Homeroom _____

Please excuse my daughter's absence on _____.

She was absent because _____

_____.

Parent's Signature _____ Date _____

Daytime Phone _____

Name _____ Homeroom _____

Please excuse my daughter's absence on _____.

She was absent because _____

_____.

Parent's Signature _____ Date _____

Daytime Phone _____

Name _____ Homeroom _____

Please excuse my daughter's absence on _____.

She was absent because _____

_____.

Parent's Signature _____ Date _____

Daytime Phone _____

Name _____ Homeroom _____

Please excuse my daughter's absence on _____.

She was absent because _____

_____.

Parent's Signature _____ Date _____

Daytime Phone _____