



Saint Elizabeth Ann Seton Middle School

Student / Parent

Handbook

2007-2008

FOREWORD

The purpose of this school handbook is to supply the basic information concerning the philosophy, history, policies and procedures of the Saint Elizabeth Ann Seton Middle School educational program so that the major elements of the school – faculty, parents and students – may function most effectively. This handbook will find greatest use among those unfamiliar with Saint Elizabeth, but it should be read by all each year to avoid misunderstanding and to achieve the maximum degree of cooperation.

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GTACS TRADITION

The Grand Traverse Area Catholic Schools are a consolidated non-public school system dedicated to providing a Catholic education – ensuring educational quality for all families willing to enter into a partnership to develop each child into his or her fullest spiritual and academic potential

GTACS has been providing the gift of Catholic education to children in grades preschool through twelfth in the Grand Traverse region for over 120 years. The school system is comprised of four distinct schools that are separated by grade level but, united by a common mission. One of the vital components of our schools is the active support received from the five area Catholic parishes: Christ the King, Immaculate Conception, Saint Francis, Saint Patrick and Saint Joseph.

Over more than a century of growth, the Grand Traverse Area Catholic Schools have evolved to include an award winning system that encompasses over 1200 students. GTACS has been recognized on both the state and national levels. In the last decade, the Grand Traverse Area Catholic Schools have received accolades for academic excellence including recognition from Michigan Partnership for Education Awards and the US Department of Education.

GTACS offers a unique and comprehensive educational experience to the entire student population. The difference a student will see at GTACS is echoed in a quote one of our middle school students wrote in a letter to the editor of the local Record Eagle newspaper. “What makes a Catholic school different from other schools? The difference is prayer, responsibility, honesty, character, commitment and compassion, not to mention the great teachers and family involvement.”

Did You Know...?

- Grand Traverse Area Catholic Schools have a comprehensive counseling/guidance department with a combined staff of guidance counselors and social workers.
- GTACS provides college placement and preparation services to high school students.
- In addition to our outstanding core curriculum, the Grand Traverse Area Catholic Schools also offer many enrichment opportunities for your child including band, music, art and foreign language.
- The majority of our students are actively involved in extracurricular activities and clubs including the National Honor Society, Math Counts, Festival of the Arts, Scouting, Pom-Poms, Student Council, Spanish Club, Odyssey of the Mind, Drama Club, Yearbook, Spelling Bees and many more.
- GTACS offers an athletic program that is tailored for all students despite their varying skill levels.
- The GTACS athletic program provides opportunities for students as young as elementary school through varsity high school programs.
- Over 80 percent of our students are actively involved in extra curricular activities in some form.

ST. ELIZABETH ANN SETON MIDDLE SCHOOL TRADITION

Striving for academic excellence, Saint Elizabeth Ann Seton Middle School (SEAS) serves as an excellent bridge to higher education. We are committed to strengthening spiritual beliefs, stressing academic excellence, building character and developing confidence and a positive self-image. Our successful program motivates students to set short and long term goals and provides the opportunity to be recognized by teachers and peers for their accomplishments.

The academic emphasis continues to build upon the foundation set by the upper elementary school. Thinking skills are further developed through the use of interdisciplinary activities, cooperative learning, technology, creative writing and manipulatives. Our math scores on standardized tests are predominantly above national averages, due in part to Saxon math, a program that challenges students by placing them in a book based on their ability, not grade level. Literature classes use the Accelerated Reader Program. This program challenges students to read more books, resulting in higher reading levels and improved test scores.

St. Elizabeth Ann Seton has two fully equipped science labs and a large “hands-on” classroom in which to explore, investigate and research the physical, life and earth sciences. The computer lab provides all students with skills needed in today’s workplace. Our media center not only provides popular reading titles, but supports the research processes students are involved in. Art and band rooms allow creative minds to be expressed, expanded and enlightened.

At St. Elizabeth Ann Seton our faculty recognizes that the emerging adolescent deserves and requires special attention. That is why we have a comprehensive Student Assistance Program (SAP). This program allows teachers, parents and students to voice individual academic concerns to a team of teachers, counselors, family members and the school principal. Our extra-curricular activities allow your middle school student to increase participation in co-curricular activities and athletics. We offer activities ranging from Builder’s Club to Spelling and National Geography Bees. We also offer a Math Counts contest which showcases student’s math knowledge, and an 8th grade trip to Washington, D.C. and New York City, that allows students to expand on US history and to see how a democracy governs itself. Athletic opportunities are also available in football, basketball, volleyball and track.

Faith development occurs in many different ways at St. Elizabeth Ann Seton Middle School. Each morning students share God’s Word with the student body via our public address system. We also hold weekly Masses structured to allow each grade to participate by planning the liturgy and involving students and staff members as lectors, petitioners, cantors, servers, praise band and praise choir. Daily religion classes focus on the Old Testament, Jesus’ life and New Testament. Participation in community services include Christian service projects such as the Father Fred Food Drive, Prayer Warriors for Soldiers Fighting in the Middle East, Support the San Luis School in Matagalpa, Educate and Promote Fair Trade Products, Change Makes a Difference charity Lent project and the Annual Catholic Schools Week Sweetheart Luncheon for the local Variety Club.

At Saint Elizabeth Ann Seton Middle School our goal is to educate the whole adolescent; spiritually, intellectually and emotionally in a safe environment with high academic expectations, clear guidelines and daily encouragement.

PHILOSOPHY

Saint Elizabeth Ann Seton Middle School as a Catholic institution is concerned with the complete and harmonious development of the whole person: spiritual, intellectual, social, and physical. The Mystery of the Trinity is the central mystery of the Christian faith and life, the Mystery of God as He reveals Himself to us. Therefore, we believe and teach the unity that exists in the Triune God: the Father who created us and gives us dignity, the Son who redeemed us and is our model, and the Spirit who animates us and sanctifies us. Inspired by these beliefs, we recognize that an important part of our educational process is to develop students’ relation to God,

themselves and humanity. Therefore, our education engages the student as an individual and as a social person.

We believe that parents are the primary educators of their children and that the students' ongoing education becomes a shared responsibility. Therefore, the faculty envisions themselves as supplements to – rather than substitutes for – the home. We endeavor to assist and cooperate with the family, the parish and the community in their respective roles.

Saint Elizabeth's strives to provide a superior educational experience for all its students. The academic and activity programs are designed to meet the needs of students of varying interest and ability levels, thus offering students, within the scope of a college preparatory program, the opportunity to develop to their greatest potential.

The faculty is cognizant that their ongoing task is not only to develop a Christian value system within students, but also to communicate knowledge and skills and facilitate the gifts within them. Each member of the faculty, as an example of that value system, accepts these teaching duties as a serious responsibility and makes a commitment to the spiritual, intellectual and social development of each student.

Saint Elizabeth is a Catholic middle school modeled after Christ's mission. The faculty strives to help develop, in the whole person, the gospel values of Christ's kingdom so that all members of the Saint Elizabeth community can fulfill their destinies as human beings. The faculty is called as disciples to educate their students so that these young people will continue Christ's mission in the world.

BELIEF STATEMENTS

WE BELIEVE THAT...

- Christ is the center of GTACS.
- Parents are the primary educators and role models for their children.
- Future career requirements mandate changes in education.
- The values and skills taught and learned in our school system give our students an advantage in life.
- Catholic education is an essential foundation for the continuation of the Catholic faith.
- Teachers, administrators, and staff serve in an apostolic mission, and are responsible for combining academic and moral standards as their primary goal.
- The success of GTACS is based on our ability/commitment to provide quality education.
- Catholic values, taught at home, are reinforced at GTACS.
- Quality education is teamwork (a collaborative effort) – parents, child, staff, and parish.
- Quality Catholic education is GTACS' primary mission.
- Instilling a faith-centered value system in our children is of prime importance.
- Catholic schools are a primary avenue of evangelization.

GRAND TRAVERSE AREA CATHOLIC SCHOOLS MISSION STATEMENT

The Grand Traverse Area Catholic Schools are dedicated to providing a Catholic education – ensuring educational quality for all families willing to enter into a partnership to develop each child into his or her fullest spiritual and academic potential.

**SAINT ELIZABETH ANN SETON MIDDLE SCHOOL STAFF
2007-2008**

Mrs. Janet Troppman	Principal
Mrs. Denise Krueger	Secretary
Mrs. Evelyn Hardy	6 & 7 Language Arts
Mr. Patrick Lackie	6, 7, & 8 Health
Ms. Mary Larrabee	6 & 7 Math
Mrs. Raelynn Stein	6 & 7 Religion
Mrs. Becky Callery	6 & 7 Science
Mrs. Kathleen Allard	7 & 8 Language Arts
Mr. Archie Kolinski	6, 7, & 8 Physical Education
Mr. Robert Welch	6 & 7 Social Studies
Mr. Matthew Bauman	7 & 8 Math
Mrs. Betsy Charron	7 & 8 Religion
Ms. Nancy Martin	6 & 8 Social Studies
Mr. Tim Shrift	6 & 8 Science
Mrs. Debra Anton-Coburn	6, 7, & 8 Art
Mrs. Nancy Briggs	6 Spanish Introduction 7 & 8 Spanish
Mrs. Lynn Grenda	Learning Center
Mrs. Cress Smith	Band
Mrs. Donna Grayson	Librarian
Mrs. Carol Johnson	Computers
Mrs. Ginny Newman	Social Worker
Mr. Patrick Glazier	Custodian
Mr. Larry Endres	Assistant Custodian

**DAILY SCHEDULE
(Subject to Change)**

MONDAY THROUGH THURSDAY SCHEDULE

	<u>Minutes</u>	<u>Start</u>	<u>End</u>
Announcements	10	7:50 AM	8:00 AM
1 st Hour	45	8:00	8:45
2 nd Hour	45	8:48	9:33
3 rd Hour	45	9:36	10:21
4 th Hour	45	10:24	11:09
A Period	32	11:12	11:44
B Period	32	11:47	12:19
C Period	32	12:22	12:54
5 th Hour	45	12:57	1:42
6 th Hour	45	1:45	2:30
Announcements	5	2:30	2:35

Friday Schedule

Announcements	10	7:50 AM	8:00 AM
Mass	51	8:00	8:51
1 st Hour	37	8:51	9:28
2 nd Hour	37	9:31	10:08
3 rd Hour	37	10:11	10:48
4 th Hour	37	10:51	11:28
A Period	31	11:31	12:02
B Period	31	12:05	12:36
C Period	31	12:39	1:10
5 th Hour	37	1:13	1:50
6 th Hour	37	1:53	2:30
Announcements	5	2:30	2:35

HONOR CODE

Purpose

Saint Elizabeth Ann Seton Middle School believes that a constructive Christian community cannot function without trust and honor. The Honor Code is an expression of this belief and seeks to instill in and remind each member of the Saint Elizabeth Catholic community of the principles of decency and self-discipline. These, along with honesty, integrity, and respect are the Gospel values that should permeate the entire learning process. Therefore, the Honor Code serves as a constant reminder of our responsibility as Christians to try and live better lives in accordance with the ideals shown to us by Christ.

Honor Code Statement

Saint Elizabeth Ann Seton Middle School community is built upon relationships of trust and understanding between students, parents, administrators, and faculty. This trust is to be guarded for it makes those relationships productive and rewarding. Therefore, the Honor Code attempts to preserve the honest academic and personal relationships that should exist between students and their teachers. The following is the standard statement that is to be used: "On my honor, as a Saint Elizabeth Ann Seton Middle School student, I pledge that this work (assessment/assignment/project/quiz/etc.) is solely my own."

Maintaining the Honor Code

All students enrolled at Saint Elizabeth Ann Seton Middle School are automatically subject to the Honor Code. It will be the responsibility of each student to:

- 1) Uphold the honor and integrity of the student body of Saint Elizabeth Ann Seton Middle School.
- 2) Promote a Christian atmosphere where students can develop character, scholarship, citizenship, and an understanding of the value of hard work.
- 3) Fulfill their responsibility and accountability by:
 - a) Reporting any violations of the Honor Code to any faculty member and/or subsequently the Principal.
 - b) Recognizing a moral obligation to testify before the Principal when requested.

- c) Cooperating fully in all other capacities necessary to the implementation of the Honor Code.

Breaking the Honor Code

It is understood that students and faculty have a Christian, moral obligation to themselves and to the members of the SEAS community to report any violations of the Honor Code of which they are aware. The following are examples of Honor Code violations:

- 1) Plagiarism – copying another student’s homework, copying from research resource or downloading a paper from the internet to turn in as your own.
- 2) Giving and/or receiving answers on in-class tests or quizzes.
- 3) Lying to any faculty member about an academic or disciplinary concern.
- 4) Cheating of any kind.

Any and all reports of Honor Code violations are strictly confidential. All parties involved will be summoned discreetly and/or questioned privately by the Principal. Violators of the Honor Code, as determined by the Principal, are subject to the disciplinary actions outlined in this handbook. (See Discipline)

ADMISSIONS

Saint Elizabeth Ann Seton maintains an open admission policy. No discrimination is made on the basis of race, creed, sex, national origin or disability (if with reasonable accommodation on the part of the school, the disabled person can be accommodated).

Registration

Official registration at Saint Elizabeth Ann Seton is accomplished when each of the following is completed:

- 1) A completed registration form signed by a parent or guardian.
- 2) A certificate of immunization from the Department of Health verifying that the student has received the following vaccinations: diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, hepatitis B, Varicella (chicken pox) or reliable history of disease
- 3) In addition to the completed registration packet, a transfer student must provide an official or an unofficial transcript before attending class. The admission process is not considered complete until each step indicated above is accomplished.

RELIGIOUS EDUCATION

Catholic education, its instruction and internalization, requires both intellectual stimulation and outward expression for spiritual growth. To this end, a formal program of studies in Theology is provided, which covers a general study of the Catholic faith with Jesus at its center, as well as in depth probing of current issues. To complement their spiritual development, a well-rounded program of religious activities is offered for all students.

Celebration of the Eucharist/Liturgy

Liturgical worship is experienced at SEAS at both a school-wide and an individual-class level. The Eucharist is celebrated at school-wide Masses celebrated weekly. Students are encouraged to participate in liturgy by reading, singing, bringing up gifts, making banners or program covers and serving. Other para-liturgical celebrations are scheduled throughout the year.

Prayer

After the example of our Lord, our community is held together in prayer. Therefore, as part of a Catholic system of education, SEAS students have the privilege of praying together. Each morning to begin the day, at lunch, and at the end of the day, students and teachers lead the community in prayer. A short prayer is also at the beginning of each class regardless of the discipline.

Christian Service Philosophy

The Catholic middle school is a community centered in Christ. It is a living body whose members are joined by bonds of love, extending itself into family life and into the community in which it exists. The Catholic middle school stresses the transference of learning into action as a Gospel imperative. The curriculum leads and encourages sensitivity, involvement and continuous response to social responsibility within and outside the Catholic school. Students are led to realize that they are responsible for their actions, their immediate community's actions as well as the larger community. Every opportunity for social responsibility is encouraged through all phases of the school's extra-curricular activities.

Christian service is only one curricular element in the overall preparation of students for their effective leadership and service in and through the church. The importance which SEAS gives to experiential learning is underscored by the requirements of a designated number of hours per year in Christian service.

Goals

- 1) To bring the resources of the middle school (student power) to bear on the needs of the world as the student responds to real life issues in the family, parish and school, the local civic community, and broader global community. To offer the experience of Christian service mandated by the Gospels.
- 2) To help students come to a deeper understanding of the meaning of service, especially in a Christian context, and to a life-style of peace and justice and to Christian education.
- 3) To provide the student with "faith and service" learning opportunities beyond the classroom. Christian service enables the student to experience the variety of human needs in a way which combines active involvement with a reflective, Christ-centered perspective.
- 4) To draw on the current religious studies of the student in order to broaden and deepen the dimensions of such service and provide new experiences of service that will inform and expand religious studies.

Christian Service Objectives

- 1) To stimulate and to cultivate competencies necessary for Christian service; to promote Christian attitudes toward service in a variety of situations, i.e. school community, family, parish life and church community, human services in the greater community.

- 2) To engage students in a well supervised process which will support the personal and spiritual growth and development of the whole person.
- 3) To integrate Christian service experience with reflection and evaluation in order to appreciate the Gospel mandate to serve one another.

Christian service is possible within a variety of settings. An acceptable service activity will provide the student with the necessity to confront Christian identity questions, e.g., what does it mean to be Christian, to be Catholic? What is my motivation? What is my reaction to being last, to being servant? How can I be leader and a servant? What will this cost me? What impact does the Gospel have on my willingness or lack of ...?

Program Policy

- 1) The program will involve all students 6 through 8.
- 2) The year will require 10 hours per student.
- 3) The program is a promotion from grade level requirement.
- 4) No money may be received.

Requirements

- 1) Each student will be expected to keep a log of hours signed by the person for whom the service was performed or other adult supervisor.
- 2) Each student will meet with his/her religion teacher for purposes of logging hours and meeting deadlines.
- 3) A reflection paper is a requirement.

The school makes available to the students a variety of possible projects which will enable them to become involved. In addition, individualized placements/projects may be negotiated with the religion teacher or director of the program.

The choice of activity/project/placement is expected to provide an experience in Christian service with faith reflection under competent supervision.

Activities, other than those listed, will be accepted on the basis of the student's ability to satisfy the above criteria. All Christian service projects will be reviewed regularly.

Service Ideas Teachers Might Make Available

- 1) Joining a parish choir
- 2) Tutoring an elementary school student
- 3) Volunteering as a library aide
- 4) Volunteering as an office aide
- 5) Cleaning school parking lot and grounds
- 6) Cleaning parish parking lot and grounds

7) Helping in church nursery school

8) Donating time to help elderly or disabled:

- a) Shoveling snow
- b) Washing windows
- c) Reading to the elderly
- d) Raking leaves
- e) Doing housework
- f) Visiting them
- g) Preparing meals
- h) Grocery shopping
- i) Addressing Christmas cards

9) Helping the poor:

- a) Free baby sitting
- b) Helping in a soup kitchen
- c) Preparing a complete meal for them
- d) Helping in the food pantry

10) Taking part in:

- a) Crop Walk
- b) Special Olympics
- c) Right to Life

11) Helping parents or family members:

- a) Preparing a meal if your mom is tired
- b) b) Doing household chores you are not normally expected to do, i.e. laundry, cleaning, yard work, doing dishes, baby sitting

Parent and Student Contact

_____, have given serious thought to my responsibility to serve others. As a sign of my commitment to the Lord and to the Faith community of St. Francis School, I have chosen to do the following service:

Signature

Date

I/We, _____, have given serious thought to our responsibility to support our son or daughter with his/her service project. I/We have chosen the following specific ways of expressing this support:

Signature

Date

PROGRAM OF STUDIES

St. Elizabeth Ann Seton Middle School Curriculum Overview 2007/2008

<u>COURSE</u>	<u>GRADE</u>
RELIGION	
Old Testament	6
New Testament	7
Scripture and the Catechism	8
MATHEMATICS	
Math 7/6	6
Math 8/7	6
1/2 Algebra	7
Algebra	7
Algebra	8
SCIENCE	
Physical Science	6
Life Science	7
Earth Science	8
SOCIAL STUDIES	
U.S., Canada, & Latin America	6
The Eastern Hemisphere	7
U.S. History	8

LANGUAGE ARTS		
	English 6 & Lit.	6
	English 7 & Lit.	7
	English 8 & Lit.	8
PHYSICAL EDUCATION		
	PE / Health	6
	PE / Health	7
	PE / Health	8
FINE ARTS		
	Art	6-8
	Band	6-8
	Spanish	6-8
ROTATION/QUARTERLY CLASSES		
	Computers	6-8
	Literature Enrichment	6-8
	Study Skills	6
	Creative Expressions	6
	Geography	7
	Math/Science Enrichment	7-8
	Economics	8
GRADING SCALE		
	A	93 – 100
	B	85 - 92
	C	77 - 84
	D	70 - 76
	F	Below 70

For purposes of calculating G.P.A.'s:

4.000	A
3.667	A-
3.333	B+
3.000	B
2.667	B-
2.333	C+
2.000	C
1.667	C-
1.333	D+
1.000	D
.667	D-

Incompletes

A grade of 'Incomplete' will be used only in the event of unusual circumstances including:

- 1) An extended student illness or family emergency.

- 2) Illness at the end of a marking period that makes timely completion of work impossible.
- 3) A teacher illness or emergency at such a time that it is impossible to complete grading.

An 'Incomplete' will not be given to a student who has merely failed to meet deadlines.

All incompletes must be removed during the agreed upon time frame between the teacher and student, unless extenuating circumstances are presented and approved by the principal. Otherwise a failure will be recorded.

Progress Reports

Progress reports will be sent to parents should a student fall into academic distress. Parents are encouraged to initiate a contact with teachers if they feel that an academic concern is developing regarding their student.

Report Cards—Parent/Teacher Conferences

Report cards will be issued at the end of each quarter. Parent/Teacher conferences will be held after the 1st quarter by appointment. In addition, parents are welcomed to make appointments to conference with the teacher and visit the school or class at any time.

Note: Report cards will not be transferred or issued until all school debts are settled and school equipment is returned.

Schedule Changes

Ordinarily, once students have completed registration and their schedules have been approved by both the parents and the school, schedule changes are not made.

GUIDANCE SERVICES

The primary concern of the Guidance Department is the welfare of the student. The Guidance Counselors attempt to assist the students in every way possible to achieve the greatest degree of academic, spiritual, emotional, and social growth.

Each student is assigned a counselor who has contact with students through formal interviews, group guidance activities, and many informal contacts through the year. Counselors, in conjunction with the Student Assistance Program Team, also address social and behavioral concerns.

The Guidance Department administers standardized tests and interprets results to the student.

Student Assistance Program

A Student Assistance Program (SAP) exists at Saint Elizabeth Ann Seton Middle School to assist students experiencing problems that interfere with their success. The program can help students directly, or by directing them to appropriate resources. The SAP is able to help students experiencing learning or academic problems, social difficulties, or problems with substance abuse.

The SAP is not a disciplinary program, but rather, a tool to link students with available help. The SAP Core Team meets weekly. That team consists of the counselor, the principal and two teachers. The team will be identified at the start of the school year.

Students, or their parents, can access the program by contacting a core team member or any teacher.

HOMework/STUDY GUIDELINES

Study

St. Elizabeth students are expected to put in the necessary hours of study at home in preparation for each school day. The adoption of the following suggestions should result in more efficient study:

- 1) **Be alert in class.** Actively participate in class discussions. Listen thoughtfully and try to understand and remember what you hear. Don't be afraid to ask questions.
- 2) **Know your assignments.** When an assignment is given, write it down on your planner which you keep for that purpose. BE sure that you copy it correctly and completely and that you understand what is expected of you. While you are writing, think about how you are going to do the work and then ask your teacher to clear up any difficulty you may see.
- 3) **Plan your study time.** Try to study at the same time every day. Know what you are obligated to study and allot your available time to each subject, perhaps starting with the most difficult. Don't put off long term assignments to the last minute. Allow time in your plan for periodic review. After you've made your plan, stick to it.
- 4) **Study in a quiet, well-lighted place.** Avoid distractions from yourself and others. Don't waste time in lengthy preparations, but start studying immediately with attention and concentration.
- 5) **Understand what you study.** A written assignment assumes that you will study the material first. The written work then becomes the self-test of how much you have really grasped. Simply performing a written assignment is not enough; study which results in understanding is the important thing.
- 6) **Make use of the devices suggested by your teachers.** Such methods as outlining the material or using index cards for vocabulary drill and for high points that are to be memorized can be very useful in some subjects.

Suggestions for outlining:

- a) Number with Roman numerals, capital letters, Arabic numerals.
Example:
II.
 A.
 B.
 1.
 2.
- b) Use a topic outline or sentence outline as specified by teacher.
- c) Within each group of sentences, topics or subtopics, be sure the items are parallel or grammatically matching.
- d) Begin each sentence, topic or subtopic with a capital letter. No other words are capitalized unless they are proper nouns or adjectives.
- e) Do not include the words INTRODUCTION or CONCLUSION in the outline.

Areas to check before turning in the composition:

- a) Spelling
 - b) Fragmentary and/or run-on sentences
 - c) Use of the apostrophe to show possession
 - d) Tense agreement and consistency
 - e) Appropriate tone and diction
 - f) Organization with clearly stated topic, adequate supporting details and a logical conclusion.
- 7) **Tutoring:** Students who are experiencing academic difficulty are encouraged to seek help early in the course.

To arrange for tutoring, a student should contact his teacher or guidance counselor.

- 8) **Homework:** At SEAS homework, both study and written as well as out-of-class independent work are integral to the student's academic progress. The purposes of homework are:

- to preview material for the next class
 - to provide general review or reading
 - to reinforce the acquisition of concepts of the course being studied
 - to provide the needed drill and application of the skills to be mastered in the subject
 - to promote independent study skills and confidence in becoming a self-learner
 - to stimulate creative intellectual activity through problem-solving and self-expression in such activities as compositions, journals and other projects.
- Parents should note that an explanation of homework policies and expectations will be given in all classes at the beginning of the term.**

Form

Homework may take many forms. Teachers are asked to provide purposeful variety in their assignments taking into account the academic ability of the class and the learning styles of the individual students.

Some forms of homework are the following: written or oral drills and practice; memorization; research of source material; study guides (interactive); problem-solving; texts and worksheets or workbooks.

One of the most challenging mentalities that educators and parents confront in some students is, "If there is no written work, there is no homework." It is important to note that this is not necessarily true. Reading and reviewing notes nightly are important homework activities.

Frequency

As a guideline, students should expect homework (including study) nightly and frequently on weekends.

Satisfactory completion of homework is essential for students to keep up with the sequential development of the course and ultimate mastery of the material. Failure to do homework results in probable weak acquisition of knowledge as well as poor performance or participation in class.

Plagiarism

Plagiarism is the copying or borrowing of ideas from another without giving that person credit for the information. The SEAS Faculty and Administration consider plagiarism to be a serious hindrance to good education; therefore, students found plagiarizing may be held liable for cheating, regardless of where the plagiarism occurs (e.g., tests, essays, term papers, projects, reports, speeches).

STUDENT ACTIVITIES

The total school program, in keeping with its philosophy and objectives, provides students with co-curricular and extra-curricular activities which enable students to develop to their fullest potential as Catholic Christian members of our society. The program of activities, together with the program of studies, forms an integrated whole, aimed toward a common objective: the creation of well-educated students who have ample opportunity for developing leadership, initiative, cooperation, responsibility and spiritual ideals. Involvement and experiences in the student activity program will help them meet their leisure, recreational, social and emotional needs and will be a preparation for present and future involvement in the affairs of the community.

Activities are initiated as need and interest arises. Usually new activities are suggested by members of the student body. All such requests are forwarded to the Principal for approval. SEAS assume no responsibility for activities not formally approved by the principal.

Builder's Club

The Builder's Club represents the student body and provides opportunities for working together in service to the school and community. It develops leadership potential and fosters the development of a strong, moral character. Builder's Club encourages loyalty to the school, community and nation.

The Builder's Club is a Kiwanis sponsored nationally chartered organization. Any student may join this club as long as they are active members and pay their yearly club dues (\$3.00).

Builder's Club is involved in planning activities for the student body, fundraising, planning community service projects and helping out in all areas of service. This group is a precursor for the Key Club in the High School.

Dances and Other Student Functions

- 1) Dances, etc., must be scheduled at least two weeks in advance and approved by the Builder's Club, class or group advisor, and the principal. To be approved, arrangements must have been made regarding chaperones, advisor in charge, music, and refreshments, etc.
- 2) Attire must conform to modesty as defined by the school. Persons in charge have the right to refuse admittance or require persons not properly attired to leave.
- 3) Students have 45 minutes to enter after the dance has begun unless prior arrangements are made in the office.
- 4) Students will not be readmitted after leaving the building.
- 5) Students are not allowed to loiter in the parking lot or sit in parked cars.

- 6) Loitering in the restrooms will not be permitted.
- 7) Chaperones have complete authority. Their directives are to be followed.

ATHLETICS

Athletic Philosophy and Policy

“So that we may radiate before all men the lovable features of Jesus Christ” (message of Pope John XXIII to Vatican Council II).

Like the Lord we are called to transform the world rather than be absorbed by it. Our preparation for this great task begins in the home and continues in the distinctly Christian environment of our Catholic Schools. It follows that Christian principles must pervade all aspects of the school environment including athletics.

We have no reason for existence as a Catholic School if we do nothing more than duplicate other schools. What we are about is the development in our students of conscience, values, and spirit that are distinctly Christian. The athletic programs of our school are rich in opportunities to demonstrate Christian principles of sacrifice, service, equality and justice. If these principles are not evident in our actions and example we are guilty of the ultimate hypocrisy.

As we are called to be witnesses to our faith, the conduct of all those involved in our athletics should be above reproach and clearly mirror the goals of Catholic education. As representative of the Grand Traverse Area Catholic Schools our department will be severely scrutinized by everyone for weakness in our faith commitments. Even though we recognize our human nature and its failings we exhort all to be ever conscious of their example.

A community is made up of many people who have special gifts from God. The athletic programs of the GTACS Schools are opportunities created for those students gifted by God with the desire and physical skills to participate. The programs are designed to further these skills and opportunities made so that all can see and appreciate God’s special gift. Varsity athletics are the final testing ground for the refinement of these skills. Varsity athletics represent the culmination of years of sacrifice and service by many coaches, parents and participants.

The desire to win, to be number one, should not take precedence over higher principles of Christian justice. Coaches should be able to reconcile the challenge to win with the Christian commitment of justice. Coaches are called to find some way to balance playing time so that it is not monopolized by a select few while others who have worked equally hard are not playing.

This is not to say that winning is irrelevant or unimportant. As Paul said in his letter to Corinthians 9:24, “You know that while all the runners in the stadium take part in the race, the award goes to one person. In that case run so as to win”. Coaches, fans and players find little solace in the fact that their losing record could be attributable to the application of Christian principles. Clearly the solution is in compromise, some middle ground where justice and victory can hold relative equal sway. Winning is important, justice is imperative. A Christian School must strive for both.

With this in mind, the Grand Traverse Area Catholic School’s Advisory Board adopts this philosophy and henceforth adheres to the following guidelines.

Administrative Guidelines –6154-S Reg. 2

(Consistent with Diocesan Policy and Guidelines –August 1988)

- 1) The athletic program shall stress the Christian principles of fair play and good sportsmanship.
- 2) Sports should be fun for students, not just discipline and hard work.
- 3) Use of profane language or booing of referees by players, coaches or fans is to be everywhere discouraged.
- 4) Coaches at the senior high school level (grades 9-12) should make every effort to play as many players as is consistent with winning.
- 5) Coaches at the middle school level (grades 5-8) and below shall place more emphasis on child development and less emphasis on winning. Players who practice regularly and apply themselves diligently will receive greater than token playing time.
- 6) Respect for coaches, officials and players are to be practiced by all parties.
- 7) Aims:
 - a) To develop a desire for, and appreciation of, excellence.
 - b) To develop a respect for, and an adherence to, accepted rules.
 - c) To develop a sense of self-discipline.
 - d) To develop a spirit of cooperation.
 - e) To develop a respect for the rights and property of others.
 - f) To develop wholesome appreciation for a well-developed and properly conditioned body.
 - g) To help satisfy the physiological and psychological needs of the child.
 - h) To help build desirable character traits.
 - i) To help the student develop graceful carriage and dignified manner.
 - j) To help the student to win or lose with equal poise and dignity.
 - k) To recognize our human nature, understand our proneness to error yet trusting in the sincerity of all to do God's will.

Advisory Board Policy

Students in the athletic programs of the Grand Traverse Area Catholic Schools who participate in interscholastic athletics must keep in mind that they are representing not only themselves, but their school, their community, their church, their parents and their team.

The Grand Traverse Area Catholic Schools recognize that it is a privilege, not a requirement, to participate in athletics. In addition to the general expectations noted above, all students participating must adhere to the rules, regulations and athletic philosophy set forth by the Advisory Board, procedures established by the administration, the athletic department and the Michigan High School Athletic Association.

Because of the publicity and fame accorded student-athletes and the influence wielded by them due to this fame, an added responsibility rests with each student-athlete. Many of their peers and classmates, as well as younger GTACS students, look up to and emulate the student-athlete. Therefore, the responsibility is there to set good examples in behavior in school, in athletics and in the community.

Student-athletes are encouraged by staff, coaches and parents to do their best in classes for their own benefit. They should be developing good skills, habits and attitudes and acquiring a wealth of information for the present and be developing a good record and many references for job and college applications in the future.

We also urge all persons involved in athletics to regularly and responsibly receive the sacraments and to participate in the religious activities in their school and parish.

Athletic Regulations

The administration of the Schools shall develop, adopt, implement and review on a regular basis, guidelines and regulations governing interscholastic athletics. These regulations shall include care and use of equipment, eligibility, general rules of conduct, disciplinary action and an athletic code of conduct.

- 1) **Athletic Director.** An athletic director shall be appointed by the Superintendent and be directly responsible to the Superintendent. He/She shall be responsible for the high school and middle school interscholastic athletic program.
- 2) **Athletic Council.** The athletic council serves in an advisory and consultative capacity to the Athletic Director to evaluate, review and recommend in areas of finance, long-range plans, facilities, programs, awards and adherence to the athletic philosophy. They also serve as communication people between the Catholic Community and the athletic programs. People with questions or problems should present them to a representative on the Council. Members include:
 - a) a parent of a St. Francis student
 - b) a parent of a St. Elizabeth Ann Seton student
 - c) a parent of an Immaculate Conception student
 - d) athletic association representative
 - e) an Advisory Board representative
 - f) a coach representative
 - g) two student representatives
 - h) Athletic Director
 - i) Superintendent – Ex-Officio
- 3) **Athletic Booster Association.** The Grand Traverse Area Catholic School Athletic Booster Association is an organization of parents, friends, graduates, students and fans which provides financial and physical support for the athletic programs in the GTAC schools. The GTACS Athletic Booster Association is proud of its tradition of providing the funding and support necessary for GTACS athletes and athletic programs to be competitive statewide.
- 4) **Equipment.** Quality athletic equipment is provided in each sport. Students are expected to care for this equipment and return it at the end of each season. It is to be used only at times indicated by the Head Coach. Students must pay for the cost of replacement equipment which is not returned in good condition, with allowances for reasonable use. At student will not be issued an award until all losses have been recovered.
- 5) **Insurance.** All athletic injuries which occur during the course of the season must be first submitted to the student-athletes family insurance for payment. When personal insurance has been exhausted, the school's insurance will be utilized to pay the remaining balance. It is imperative that the student-athlete report any injury immediately to the Athletic Trainer so they may complete the appropriate Injury Report Form to the school's insurance carrier. If this is not filed within one month of the incident, the insurance company will not make payment.
- 6) **Physical Examinations.** Each student-athlete will be responsible for the cost of a physical examination and must have on file in the Athletic Director's office, a copy of the report. The GTACS Athletic Department will provide low cost physical examinations for all senior high and middle school boys and girls in late spring. Participation in practice and games will not be permitted until the forms are on file as stated.
- 7) **Transportation.** The school will arrange transportation to away and home games where needed and in some cases to practice sessions. Athletes are expected to ride with the team to all contests. Exceptions may be approved by the Coach upon written

authorization from the parent. The general rule remains that if the team goes to the away contest together, they travel back to school together.

Certified and appropriately licensed bus drivers will be used. Coaches and/or authorized adult supervisor(s) will be present when transportation is provided by the school.

Eligibility

Eligibility will be adhered to as written in the Michigan High School Athletic Association Handbook, Regulation I. In addition to these regulations the GTACS Schools will institute the following regulations.

- 1) To be eligible to participate the student-athlete must maintain a "C" overall grade and a passing grade in each subject. This will be checked every Monday on a weekly basis during the season beginning when a deficiency slip is issued by the teacher. If a student-athlete falls below these requirements they will become ineligible for participation until the following Monday's weekly review. If, at this time the criterion is met, the student will become eligible to participate. It is the responsibility of the student-athlete to submit the weekly form at the end of school on Monday to the Athletic Director. If absent on Monday, it is due the first day back to school. If the form is not submitted as stated above, the student-athlete will be deemed ineligible until the next weekly review. A grace week will be given the first time the student-athlete does not meet the standards. This is a one time grace period for the entire year. The student-athlete must continue to complete the eligibility form every Monday until notified to stop by the Athletic Director.
- 2) The student must earn a passing grade in each subject at the conclusion of each grading period. If a student-athlete fails any subject, they will be ineligible for the entire nine-week period. In order to become eligible after a nine-week ineligible period, the student-athlete must pass all of their classes that grading period. The student-athlete may request in writing to the Athletic Director, a mid-term review at which time the ineligible students grades will be reviewed and evaluated. If significant improvement has been made, the student may be granted a mid-term waiver and may become eligible to participate beginning the sixth week of the quarter. This written request must be issued to the Athletic Director before the end of the fifth week of the grading period.
 - a) Grades 7 & 8: If a 7th or 8th grade student-athlete fails a class the fourth quarter they will begin the first quarter of their 8th or 9th grade year on academic/extra-curricular probation and will be eligible to participate in extra-curricular activities. This student will follow the process in V.A. above, beginning the first week of the 1st quarter and continuing throughout the quarter.
 - b) Grades 9-12: If a student-athlete fails a class the fourth quarter they will have the opportunity to register in summer school in order to earn a passing grade in the class that they failed. If a passing grade is earned, they will be eligible to participate during the 1st quarter of the upcoming school year. However, this student will follow the process in V.A. above, beginning the first week of the 1st quarter and continuing throughout the quarter.
 - c) The student-athlete must be in attendance on the day of each contest or practice. Doctor appointments, etc., must be excused in advance by the Principal. Missing an entire class or more for illness or an unexcused reason means ineligibility for that day. The Principal will make the final determination.
 - d) On the school day following extra-curricular activities, the student-athlete must be in school on time, unless an emergency arises. Since the academic day takes precedence over extra-curricular activities, anyone who is habitually tardy or absent the day following a contest will be limited in future extra-curricular participation and, if necessary, dropped from the team.

- e) A physical examination must be on file in the Athletic Director's office in order to participate in practice sessions and games.
- f) Both the Acknowledgement and Participant/Parent Permission forms must be signed by the appropriate persons and on file with school personnel in order to participate in practice sessions. The Acknowledgement form must be completed yearly while the Participant/Parent Permission form must be completed seasonally.

GTACS Policy 5200 – Student Substance Abuse Issues

The Catechism of the Catholic Church recognizes that “The use of drugs inflicts very grave damage on human health and life” (2291)

The use by students of alcohol, tobacco and other illicit drugs is harmful and unlawful. It is destructive of the individual and his/her abilities and potential. Use of these substances is also destructive of the relationships between the student and his/her parents, teachers, friends, team members, etc., that are so critical to his/her growth and development.

It is the expectation of the Grand Traverse Area Catholics Schools that our students will remain free of these substances. Therefore, the GTAC Schools will establish guidelines to detail appropriate responses to student substance abuse issues.

Disciplinary Guidelines

- 1) Administrative Guidelines
 - a) A student will be subject to disciplinary action if he/she is found to possess, to be under the influence of, to have used, or to possess for sale any:
 - Alcoholic beverages
 - Illegal drugs
 - Steroids, human growth hormones, or other performance enhancing drugs
 - Tobacco in any form
 - b) Students shall not engage in acts of cumulative or gross misconduct, included but not limited to behavior such as acts of theft, extortion, vandalism, sexual misconduct and gross disrespect. Consequences for such acts are outlined in the “Consequence” section of the guidelines.
 - c) Guidelines are in effect beginning in the 7th grade and continuing through 12th grade. Example: If the first offense occurs in the 7th grade and the next offense occurs in the 10th grade, the 10th grade offense would be the second offense as outlined below.
 - d) All current consequences remain on record. Example: If a student currently has on record a first offense violation the next violation will be his/her second. This revised document does not eliminate past violations.
- 2) Protocol. Discipline for infractions of the rules may be administered as outlined below unless the school, in its sole discretion, chooses to immediately suspend/expel the student.
 - a) Parents will be immediately notified. Should an investigation become necessary the police will be involved.
 - b) The student and his/her parents must make arrangements with the principal to have an alcohol and drug assessment. The student and his/her parents will be expected to comply with the recommendations of the substance abuse counselor.

- c) Should the violation involve tobacco the student will be required to attend classes as determined by the Student Assistance Program Core Team. A contact will be made with the school liaison officer that may result in a civil fine.
- d) Any person found with a quantity that would suggest selling of any alcohol or other drugs may be subject to immediate expulsion and referral to the police.

Violations may result in other appropriate disciplinary action including, but not limited to, parent conference, essays, and community service to the school or parish, classes, suspension or expulsion. Any cost for required classes will be the responsibility of the student. These steps generally represent minimal action, with the school reserving the right to exercise discretion bases upon the severity of the offense.

Allegations regarding a violation will be referred to parents. Verified incidents may be referred to the police. The student will be subject to school consequences should such violations be confirmed.

- 3) **Consequence.** We believe that participation in extra/co-curricular activities is an integral part of a balanced educational program at the GTAC Schools. We invite our students to participate as fully as they are able with the understanding that such participation is a privilege and that high standards will be maintained not just during their season(s) of participation, but year around.

The rules govern students involved in extra-curricular and co-curricular activities as defined below:

Extra-curricular activities – those activities which are not linked to a class. They include but are not limited to: athletics, drama, clubs, class officers and student council

Co-curricular activities – those activities which are an extension of a class. They include but are not limited to: band, debate, and forensics.

First offense:

- a) An athlete will be suspended 20% of all scheduled contests during the season in which the violation occurs. If the violation occurs out-of-season, the athlete will lose eligibility for 20% of the regularly scheduled events in the athlete's next sport season. In either case the athlete will be referred to the Student Assistance Program (SAP). The athlete must comply with the directives of the SAP before eligibility is reinstated. Should less than 50% of a season remain, a student committing an in-season violation will also be required to complete ten hours of school or parish service before eligibility will be restored. While serving an athletic suspension the student-athlete must attend practices and contests, and must maintain academic eligibility as one would if they were not serving a suspension. The student-athlete must be eligible both academically and physically in order to count as part of the game suspension.
- b) Any member of an extra-curricular student organization will immediately be suspended from the organization for 45 calendar days. He/she must comply with the directives of the SAP before reinstatement of eligibility at the conclusion of the 45 day suspension. Any student officer will lose their title/office for the duration of the school year, but may remain as a member of that organization after the suspension is completed.
- c) A student in a co-curricular program will be allowed to remain in the associated class but not allowed to participate in activities outside of the normal school day for 45 calendar days. Class grade/credit will not be affected. He/she must comply with the directives of the SAP before reinstatement of eligibility at the conclusion of the 45 day suspension.

Second offense:

- a) An athlete will be suspended 50% of all scheduled contests during the season in which the violation occurs. If the violation occurs out-of-season, the athlete will lose eligibility for 50% of the regularly scheduled events in the athlete's next sport season. In either case the athlete will be referred to the Student Assistance Program (SAP). The athlete must comply with the directives of the SAP before eligibility is reinstated. Should less than 50% of a season remain, a student committing an in-season violation will also be required to complete ten hours of school or parish service before eligibility will be restored. While serving an athletic suspension the student-athlete must attend practices and contests, and must maintain academic eligibility as one would if they were not serving a suspension. The student-athlete must be eligible both academically and physically in order to count as part of the game suspension.
- b) Any member of an extra-curricular student organization will immediately be suspended from the organization for 90 calendar days. He/she must comply with the directives of the SAP before reinstatement of eligibility at the conclusion of the 90 day suspension. Any student officer will lose their title/office for the duration of the school year, but may remain as a member of that organization after the suspension is completed.
- c) A student in a co-curricular program will be allowed to remain in the associated class but not allowed to participate in activities outside of the normal school day for 90 calendar days. Class grade/credit will not be affected. He/she must comply with the directives of the SAP before reinstatement of eligibility at the conclusion of the 90 day suspension.

Third and Subsequent Offense:

- a) The athlete will lose eligibility to participate in any interscholastic athletic competition for one calendar year from the date of the infraction. He/she must comply with the directives of the SAP before reinstatement of eligibility at the conclusion of the one-year suspension. While serving an athletic suspension the student-athlete must attend practices and contests, and must maintain academic eligibility as one would if they were not serving a suspension. The student-athlete must be eligible both academically and physically in order to count as part of the game suspension.
- b) Any member of an extra-curricular activity will be removed from that organization for one calendar year from the date of the infractions. He/she must comply with the directives of the SAP before reinstatement of eligibility at the conclusion of the one year suspension.
- c) A student in a co-curricular program will be allowed to remain in the associated class but not allowed to participate in activities outside of the normal school day for one calendar year from the date of the infraction. Class grade/credit will not be affected. He/she must comply with the directives of the SAP before reinstatement of eligibility at the conclusion of the one year suspension.

Any student who is suspended from school for any reason will be ineligible to participate, either as a participant or spectator, in practices, scrimmages, competitions or activities during the time of suspension.

Should a student and his/her parents choose not to abide by these directives, that student shall forfeit the privilege of extra/co-curricular participation until such time as the student comes into compliance.

- 4) Self-Disclosure. The intent of this self-disclosure policy is to promote honesty and to encourage students who have erred to accept personal responsibility for their actions.

A student who, by him/herself or with his/her parent(s) or legal guardians, voluntarily discloses his/her violation of this substance abuse code prior to any reports, charges or complaints will be referred to the Student Assistance Program. The student, however, will not be subject to suspension or other school disciplinary action providing that the SAP criteria are met.

Self-disclosure must be made by the student to the principal, athletic director or Student Assistance Core Team member. If any verified reports, charges or complaints are brought to the principal prior to self-disclosure, the disclosure will be deemed non-voluntary and the student will receive no reduction of the penalty. If a police report dated prior to self-disclosure is received, the self-disclosure is nullified.

A student who self-discloses will receive a reduction in penalties only for his/her first offense. Any subsequent offenses in the course of the student's school career will be treated with no reduction in school penalties. Once a student has self-disclosed, the next offense will be his/her second.

These provisions shall not apply to a student found to possess such a quantity as to suggest manufacture, delivery and/or sale of alcohol, drugs or other substances as defined above.

A student who self-discloses will be responsible to comply with the requirements of the Student Assistance Program. Failure to do so will result in school consequences being reinstated.

In short, first offense self-disclosure will relieve the student of school consequences. The student will be responsible to comply with the directives of the Student Assistance Program. A self-referral to the SAP constitutes first offense self-disclosure.

- 5) Appeal Procedure. Any suspension of students in extra/co-curricular activities for violations of these guidelines may be appealed within five school days from the appropriate notification. Appeals must be made in writing to the superintendent. The appeals committee shall be composed of the president, superintendent, principal, athletic director and coach/advisor.

All appeals must be based on questions of fact and/or due process only, and must be presented in writing. A written decision will be rendered within five school days to the student and his/her parent or guardian.

Athletics Offered at St. Elizabeth Ann Seton Middle School

	Fall	Winter	Spring
Girl's	Basketball	Volleyball	Track
Boy's	Football	Basketball	Track
		Wrestling (club)	
Girl's and Boy's	Cross Country	Downhill Skiing (club)	Track
		XC Skiing (club)	

Extracurricular Regulations:

To be eligible a student must maintain a "C" average and a passing grade in each subject. This will be monitored on a weekly basis during the season, beginning when a progress report indicating a deficiency slip is issued.

A student who fails any class for a nine-week marking period will not be eligible for the next nine-week marking period. A student who has made marked improvement may present a written request for reinstatement to the athletic director after the midpoint of that next marking period.

Students must be in school attendance on the day of the event. Doctor appointments, etc., should be excused in advance by the principal. Missing an entire class or more for illness or an unexcused reason means ineligibility for both practices and events for that day. An unexcused absence on a Friday will result in ineligibility for any Saturday events. The Principal will make the final determination.

On the school day following extracurricular activities, students must be in school on time, unless an emergency arises. A student who is habitually tardy or absent the day following an event will be limited in future extracurricular participation and, if necessary, dropped from the team.

STUDENT CONDUCT

The Following guidelines are intended to help clarify the definition of Character, Commitment, and Compassion, but are not to be interpreted as an inclusive listing.

Character

The student of character:

- 1) Takes criticism willingly and accepts recommendations graciously.
- 2) Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- 3) Upholds principles of morality and ethics.
- 4) Cooperates by complying with school regulations regarding property, programs, office, halls, etc.
- 5) Demonstrates the highest standards of honesty and reliability.
- 6) Shows courtesy, concern and respect for others.
- 7) Observes instructions and rules, punctuality and faithfulness both inside and outside the classroom.
- 8) Have powers of concentration and sustained attention as shown by perseverance and application to studies.
- 9) Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and showing unwillingness to profit by the mistakes of others.
- 10) Actively helps to rid the school of bad influences or environment.

Commitment

The student who exercises commitment:

- 1) Is resourceful in proposing new problems, applying principles and making suggestions.
- 2) Demonstrates leadership in promoting school ideals.
- 3) Exercises influence on peers in upholding school ideals.
- 4) Contributes ideas which improve the civic life of the school.
- 5) Is able to delegate responsibilities.
- 6) Exemplifies positive attitudes.
- 7) Inspires positive behavior in others.
- 8) Demonstrates academic initiative
- 9) Successfully holds school offices or positions of responsibility, conducting business efficiently and effectively and, without prodding, demonstrates reliability and dependability.
- 10) Demonstrates leadership in the classroom, at work and in school or community activities
- 11) Is thoroughly dependable in any responsibility accepted.

Compassion

The student who demonstrates compassion:

- 1) Is willing to uphold scholarship and maintain a loyal school attitude.
- 2) Participates in some outside activity: Girl Scouts; Boy Scouts; church groups; volunteer services for the aged, poor or disadvantaged; family duties.
- 3) Volunteers' dependable and well organized assistance is gladly available and is willing to sacrifice to offer assistance.
- 4) Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- 5) Cheerfully and enthusiastically renders any requested service to the school.
- 6) Is willing to represent the class or school in inter-class and inter-scholastic competition.
- 7) Do committee and staff work uncomplainingly.
- 8) Shows courtesy by assisting visitors, teachers and students.

Saint Elizabeth Ann Seton Middle School philosophical approach to assessment in the school is structured around two central themes; Perspective and Philosophy.

- 1) **Perspective** gives the parents, teachers, and students the vision they need when facing tough decisions during their stay at the school. The “Gladiator Perspective” reminds everyone involved in the schools just what should take priority when assessing your daily life.

The Gladiator Perspective:	First:	Our Catholic Faith
	Second:	Our Family Life
	Third:	Our Academic Life
	Fourth:	Our Co/Extracurricular Life

- 2) **Our Philosophy** must embrace the perspective of the school system. If our number one goal is truly our faith life, then we must devise our philosophy to attain that goal.

The Gladiator Philosophy:	First	Do What’s Right – Builds Character
	Second	Do Your Best – Builds Commitment
	Third	The Golden Rule – Builds Compassion

These three rules...

1. Do What’s Right

Honest
Dependable
Trust
Fair
Listen

2. Do Your Best

Positive Attitude
Intense
Leader
Enthusiasm
Prepared

3. The Golden Rule

Courteous
Helpful
Respectful
Manners
Caring

Answer these three universal questions that everyone asks on one another whether it’s:

Mother to Daughter
Principal to Teacher
Teacher to Student
Coach to Athlete

The three questions are:	One	Can I Trust You?
	Two	Are You Committed To Excellence?
	Three	Do You Care About Me?

If everyone in our school family adheres to this philosophy the school will flourish under the umbrella of trust, commitment, and love. By doing what is right in every situation based on the schools perspective you will show that you can be trusted and thus your character has been built. By doing your best in every situation you establish yourself as someone who is truly committed to excellence. Finally, by following the golden rule in every situation you will show that you truly care about all students.

DISCIPLINE SYSTEM

In society today, discipline is often looked at as punishment. Discipline is not what you do to someone; Discipline is what you do for someone. Through the message of the Gospels, the examples from our Saints, and the teachings of Jesus Christ, we have been given models to live by.

If a student chooses not to abide by the guidelines outlined under Student Conduct, that student then would be subject to receiving consequences to help him/her get back within the teachings of our Lord, Jesus Christ.

The discipline policies of Saint Elizabeth Ann Seton Middle School attempts to foster an environment that promotes the total Christian education of the student. If this goal of maturity is to be realized, discipline is necessary to provide for the orderly growth and development of the individual and to assure the health and safety of each student. Cooperation is expected and students are held responsible to conduct themselves according to the norms set forth by the faculty. With this cooperation, the discipline system will serve as a positive element in the school, helping to build a Christian atmosphere.

Unacceptable behavior, disobeying rules and regulations of the school, showing disrespect for teachers, or other acts of discourtesy will not be tolerated. Parents will be notified of serious violations. The administration feels very strongly that parents, teachers and students should work together to achieve these common goals.

The SEAS discipline system is based on gradation of minor offenses, major offenses, suspension, and expulsion which pertain to different levels of responsibility, as follows:

Detention

Any noteworthy failure to observe the general rules and regulations on the part of a student will elicit a detention. Detentions are served every Tuesday after school from 2:45 – 3:45 in an assigned classroom. Your child will be expected to appear at the detention designated unless the parent has communicated to the principal in advance about a previously scheduled appointment. In that situation, the detention will be rescheduled to the following Tuesday. There are no lunch detentions given. If a student purposely misses detention, they will be given two additional detentions to serve. Once a student reaches four detentions in one quarter, Saturday Detention (see below) will be issued.

3 CHECK RULE: Some teachers will chart student's behavior in order to maintain a safe and positive working environment. Students who are charted for inappropriate behavior by one teacher, on three separate days in a week, will receive a detention.

Saturday Detention: Students who receive four detentions in the same quarter will be seen by the Principal and will be required to attend Saturday detention from 7 a.m. until 11 a.m. Students arriving late to Saturday detention will incur an additional Saturday detention. Failure to report to Saturday detention will incur an additional two Saturday detentions. Students serving a Saturday detention must report to the school prepared to do work for four hours. Students serving detention may be required to do clean-up work around the building and grounds. Proper attire for Saturday detention is work clothes. Transportation, jobs, activities, etc. are not acceptable excuses for missing detention. Students unable to attend Saturday detention on the assigned date will serve detention on the succeeding Saturday, as well as receiving a second detention. Students absent from more than one Saturday detention per year are subject to a suspension.

Parents will be notified, in writing, after the second Saturday detention. Students receiving a third Saturday detention in a given year will be suspended. (See Suspension)

The following are examples of minor rule violations:

- 1) Defacing textbooks
- 2) Excessive noise in halls
- 3) Failure to serve a detention
- 4) Littering
- 5) Minor classroom behavior problems

- 6) Misuse of Passes
- 7) 3 Check Rule violation
- 8) Poor attitude
- 9) Unprepared for class
- 10) Violation of uniform code
- 11) Writing or passing of notes
- 12) Violation of Hands Off Policy
- 13) Class Cut (1st offense per semester)

Major Offenses

Major violations of the rules and regulations as outlined by St. Elizabeth Ann Seton Middle School will result in Saturday detention without prior warning. A third major violation or a third Saturday detention resulting from major and/or minor violations in any given year will result in automatic suspension. Parents will be notified after a second major violation.

Examples of major offenses are as follows:

- 1) Bus Violation (serious misconduct on a bus)
- 2) Class cut (2nd offense per semester)
- 3) Disrespectful to teacher or staff member
- 4) Disruptive behavior at assemblies/Masses
- 5) Gambling
- 6) In "off-limits" area (area determined by teacher)
- 7) Major classroom disruption
- 8) Possession of tobacco, drugs or alcohol
- 9) Swearing – use of profanity/obscenity
- 10) Unauthorized accessing of computer programs, data or message capabilities
- 11) Unauthorized attendance at school function
- 12) Uncooperativeness
- 13) Possession of items that look like weapons

Suspension (Diocesan Policy 4110)

A student may arrive at suspension in two different ways:

- 1) Suspension results when a student receives a third Saturday detention either for an accumulation of slips or for major violations (or a combination of the two)
- 2) When a student's behavior becomes detrimental to the physical, spiritual or academic welfare and progress of other students, he/she will be suspended from school. This means that the parents are called and the student must return home. Reinstatement takes place only after the Principal has resolved the problem at a meeting with the parents and student. Note: Students sent home for disciplinary reasons (suspended) may not participate in any school function until reinstatement has taken place.

A second suspension during a school year or a third suspension during a student's tenure at SEAS may result in that student's expulsion. Expelled students may apply for re-admission after one year has elapsed from the time of their dismissal. If such students are re-admitted, it is with the clear understanding that they enter on disciplinary probation, the terms of which are to be fixed by the Administration. When a student is suspended they will be required to do all of their school work but will be penalized 1% point in each class during the marking period for each day that they are suspended.

Examples of suspension offenses are:

- 1) Cheating/testing irregularity
- 2) Computer technology major violation
- 3) Damaging another person's property (student is responsible for paying for the cost of repairs)
- 4) Damaging/defacing school property (student is responsible for paying for the cost of repairs)
- 5) Disrespectful to teacher or staff member
- 6) Drug/alcohol violation
- 7) Failure to report for disciplinary action
- 8) Fighting
- 9) Fireworks
- 10) Forgery
- 11) Gross misconduct
- 12) Hazing/harassment
- 13) Insubordination
- 14) Public action which brings disrespect to GTACS.
- 15) Theft
- 16) Truancy – skipping school or leaving school without authorization
- 17) Unauthorized modification and/or deletion of computer programs or data

18) Use/possession of tobacco products at school

19) Weapons policy violation

Expulsion (Diocesan Policy 4114)

Expulsion is defined as the permanent dismissal of a student from the school. It is enacted as a last resort after all other means of motivation and correction have failed and/or circumstances of crime, scandal, morality or disruption necessitate this extreme disciplinary action.

There are two general situations that may lead to expulsion:

1. When the moral or physical well being of the student body or staff is endangered (especially by dangerous weapons).
2. When there is prolonged and open disregard for school authority.

The school principal shall exercise the right of expulsion only after suspension and having had a conference with the student, student's parents/guardians and pastor.

Within one week, a copy of the official letter of expulsion is sent to the Diocesan Office of Catholic Education.

THE GRAND TRAVERSE AREA CATHOLIC SCHOOLS WILL BE IN COMPLIANCE WITH THE FEDERAL GUN-FREE ACT OF 1994 AND PUBLIC ACT 328 OF 1994 AND SUBSEQUENT UPDATES WHICH IS PART OF THE MICHIGAN SCHOOL CODE AS THOSE LAWS PERTAIN TO THE DEFINITION OF WEAPONS.

THE GRAND TRAVERSE AREA CATHOLIC SCHOOLS WILL HANDLE DISCIPLINARY ACTION FOR INFRACTIONS OF THOSE STATUTES IN COMPLIANCE WITH THE POLICIES OF THE DIOCESE OF GAYLORD.

The behaviors listed below, occurring on or off campus, are grounds for immediate expulsion:

- 1) Willful destruction of school property
- 2) Under the influence or in the possession of drugs or alcoholic beverages
- 3) Drug trafficking
- 4) Possession of inflammables/explosives
- 5) Possession of prohibited weapons
- 6) The arrest and/or final conviction by civil authorities for criminal action
- 7) Willful assault or battery to any member of the faculty, staff or student body
- 8) Behavior that affects the status of the school and/or causes unfavorable publicity or criticism of the school

Please Note: The philosophy of SEAS is based on the belief that the parents are the primary educators of their children. The administration of SEAS looks toward the parents as the disciplinarians for events that happen off campus. Even though SEAS does not want to get involved in unsanctioned off-campus activities, events may occur off campus that have a

detrimental effect on SEAS and the ability of the Faculty and the Administration to uphold the Mission and policies of SEAS. Under such circumstances the Administration reserves the right to take disciplinary action up to and including expulsion.

Extraordinary Exclusion

When students enter SEAS, they thereby understand and agree that the school reserves the right to exclude them at any time if their conduct, attitude or academic standing is regarded by the school administration as unacceptable. It is understood and agreed that SEAS, or any of its administrative officers or faculty, shall not be liable in any way whatsoever for such exclusion.

Suspension and Expulsion Appeals

When it becomes necessary to suspend a student because of a disciplinary problem or a violation of a major school regulation, the appropriate school authority will notify the student and parents immediately by telephone and in writing within three school days. The appropriate authority will be the Principal. An appeal of the decision to suspend must be made to the Principal within three school days of the receipt of written notification. The Principal may meet with the student and his or her parents at the Principal's discretion. The Principal's decision will be final.

For serious disciplinary reasons or violations of major school regulations, a student may be expelled from school after the Principal has met with the student and his or her parents. If the Principal decides that expulsion is warranted, a written notice of expulsion will be sent to the parents within three school days after this meeting. In cases in which parents or students feel there is a need for further review, they may appeal the Principal's decision to the Superintendent using the appeals process described below and applicable diocesan policies. The student will be suspended pending a final resolution of the appeal.

If the affected parent or student wishes to appeal the Superintendent, they should submit a letter stating the grounds for appeal to the Principal. The appeal letter must be received within five school days of the principal's decision (or one week if school is not in session). The appeal letter should explain the reasons which the parents or student believe constitute grounds for an appeal. The Principal will forward the letter to the Superintendent promptly. The Superintendent will then decide if there are proper grounds for an appeal. Proper grounds for such an appeal are limited to the following:

- 1) Questions of procedure, i.e., did school officials apply policy as indicated in the school handbook in a manner that was not arbitrary or capricious.
- 2) Substantial new information.

If the Superintendent determines there are not sufficient grounds for an appeal to be heard, the parents will be notified in writing of this decision within five school days after receipt of the appeals letter by the Principal.

If the Superintendent determines that there are sufficient grounds for an appeal, the parents will be notified of this decision within five school days after receipt of the appeals letter by the Principal. The parents and student who initiated the appeal may be present as well as the appropriate school representative(s). Neither side may be represented by legal counsel. The appeal hearing will be held within ten school days of the Superintendent's decision on the existence of proper grounds for an appeal (two weeks if school is not in session).

GENERAL SCHOOL POLICIES

The Catholic community that is SEAS represents a wide cross section of the Diocese of Gaylord. The interactions among individuals that make up this community must necessarily be guided by certain rules and regulations which represent and uphold our values.

Address Change

Parents are required to promptly notify the school office and business office of any change in address, phone number, emergency phone numbers, or other essential information needed for school records.

Alcohol and Drugs

The use and/or possession of alcohol, drugs, drug paraphernalia, or tobacco products by a SEAS student on school property or at any school event are strictly forbidden. The presence of any student in any state of intoxication at any school activity, on or off campus, is strictly forbidden. Failure to observe either of these regulations will result in possible expulsion. Furthermore, any student involved in the sale or distribution of alcohol or drugs will result in a possible expulsion. The administration of SEAS reserves the right to search the person, locker or vehicle as well as require a drug/alcohol evaluation of any student suspected of the possession or use of either drugs or alcohol.

In cases where the student is NOT expelled from SEAS, the student, in order to remain a member of the student body, must strictly adhere to the following:

- 1) The student must complete a professional assessment of his/her drug problem; this assessment may include a urine analysis.
- 2) A list of professional assessment facilities will be provided by the school and parents MUST choose one of these approved organizations.
- 3) The results of the assessment must be provided to SEAS along with any follow up counseling or rehabilitation activity in which the student and parents will be involved.
- 4) In order to remain at SEAS, the student must follow the recommendations of the assessment.
- 5) After completion of the evaluation and/or counseling treatment, the SEAS SAP will direct follow up therapy, counseling, rehabilitation, etc., as recommended by the professional evaluation.

Any second offense may result in expulsion from SEAS.

Announcements

Announcements are made each morning, at lunch and at the end of the day. Those who wish to have an announcement made must have it signed by the advisor of the class or club, or by the principal.

Attendance

In the belief that academic success is based upon several factors, one of the more important being regular attendance at school, these guidelines have been developed.

1. On the day of the absence, a parent must call the school office prior to 8:15am at 932-4810. Please inform us as to the reason why they are out
2. Student absences during the school day are to be avoided. Please attempt to make all plans for doctor's appointments etc. outside of school hours. If it is necessary to have a child excused during the day please send written permission to the school office before 7:50 am. The student should submit the note to their first teacher of the day in exchange for a dismissal slip.
3. If a student becomes ill the school office will notify the parent/guardian. Transportation home for sick children is the responsibility of the parent/guardian.
4. No student will be released to anyone other than a parent/guardian or an individual that has been designated in writing.
5. Students must be signed out in the office by a parent/guardian or authorized adult when dismissing before the end of the school day.
6. For each day of absence, an equal amount of days will be allowed to make up daily assignments. Long term projects or assignments are the exceptions.
7. Vacations during regular school days are to be discouraged. Various vacation times are provided throughout the year. Family vacations should be taken during these times. Teachers are not required to give assignments in advance for vacations taken during the school year. Any days for vacation (or personal family reason) exceeding five school days will be counted as unexcused absences
8. Unexcused absences will cause a student to lose credit for the time they are absent. They will also be subject to a suspension.
9. Punctuality is important. Please have your children to the bus stop or to school on time. Excessive tardiness will result in a phone call from the Principal.

Absences from School

- 1) Excused Absences: It is the school's responsibility and right to judge the adequacy of any reason for absence and to investigate the validity of all such communications. In most cases, the right of the parent or guardian to determine the reason is accepted by the school. Examples of generally approved absences are illness, funerals, necessary doctor and dental appointments. Every effort should be made to schedule appointments and vacations outside of regular school time. Students may not excuse themselves from school. Family trip days exceeding five days school days will be considered unexcused.

NOTE: Absences caused by an official school event (field trip, athletic contest, school retreat, award luncheon, etc.) will not be counted as accumulated absences.
- 2) Unexcused Absences: Any absence, which is unauthorized by the school or parent/guardian, or the reason, is determined by the school to be inadequate is called an Unexcused Absence. Examples of unexcused absences are skipping classes, failure to contact the school regarding an absence, staying home without parental knowledge, oversleeping, and refusal to attend school.

Early Dismissal

Parents are asked not to make appointments that would require the student to miss any class time. If there are conditions in which no other alternative is available, the procedure for an early dismissal is as follows:

- 1) A note, signed by the parent, giving the reason for the early dismissal, is presented to student's first teacher of the day before the attendance report is sent to the office.
- 2) The student is given an early dismissal slip which will allow him/her to leave class at a specified time.
- 3) At the specified time, the student presents the early dismissal slip to the teacher, then reports to the Office until an authorized adult signs out the student to leave school.
- 4) When a student returns to school that same day, he/she must report to the Office and receive an admit slip before he/she may attend class.

Note: A telephone call from the parent is not a viable substitute for a written early dismissal note. Students arriving at school without a written early dismissal note will not be allowed to leave except in the case of a true emergency unless personally picked up by the parent or the person(s) on the student's emergency contact list.

Illness

During the school day, students who are too ill to remain in class should inform their teacher of their condition and report to the Office. The front office will attempt to contact the parents who must personally come sign the student out of school. (If the parents are unavailable, the person(s) listed on the student's emergency contact card may check the student out of school.)

Late Arrival (Tardiness)

The school day officially begins at 7:50 a.m. Students who arrive after 7:50 AM, whose parents have called to notify the school of the excused reason, are considered late. Excused reasons are doctors, dentists, appointments, and funerals.

In the morning, a student who arrives late must report first to the office. Failure to do so will result in the student being recorded as absent. Teachers will keep a record of absences, lateness and tardiness for their classes.

Students will be subject to detention for tardiness in excess of four in any class per semester.

Truancy/Excessive Absence and Tardiness

Students are expected to attend school regularly. A student absent for a school day without his parents' consent is considered truant. Students who are truant from school are not allowed to make up work missed and will be suspended upon their return.

Based on the Michigan Compulsory Attendance law. And the Michigan School Code, the following guideline will be used for Truancy:

- 1) At ten absences or tardies in a given semester, we notify the parent/guardian.
- 2) At fifteen absences or tardies in a given semester, we again notify the parent/guardian of our concerns.
- 3) At twenty absences or tardies or ten consecutive tardies, we file a report with the Truancy Intervention Coordinator, who may review the file.

Backpacks

Backpacks and any other types of book-bags may NOT be brought into the classroom. Supplies should be kept in the student's lockers.

Bicycles/Skateboards/In-Line Skates

Bicycles may be ridden to school but are the responsibility of the student. Bicycles may not be ridden on school grounds. We encourage students to wear appropriate helmets when riding their bicycles. No skateboards or in-line skates are allowed on school grounds.

Bus/Car Transportation

1. Students can be dropped off no earlier than 30 minutes prior to school starting due to the fact that there is no adult supervision. The school cannot be responsible for students during unsupervised times.
2. Students must be on time at the designated bus stop. Buses cannot wait.
3. Students should cross in front of a bus when crossing a road.
4. Written permission from the parent and verification by the principal are necessary in order for a child to leave the bus at any place other than his/her regular bus stop.
5. Keep buses clean. No eating, drinking, or smoking is permitted. Cooperation with the bus driver is expected.
6. Those students being picked up at dismissal time by their parents are to meet their parents at the front entrance of the school.
7. All students must be picked up from school within 30 minutes of dismissal. Supervisory duties end at that time. The school cannot be held responsible for students during unsupervised times.

ALL BUS DISCIPLINE IS HANDLED BY THE TRAVERSE CITY AREA PUBLIC SCHOOLS (TCAPS) BUS GARAGE. SHOULD A PROBLEM ARISE INVOLVING YOUR CHILD WHILE BEING TRANSPORTED PLEASE CONTACT THEM AT 933-1930. THE TCAPS BUS GARAGE WILL CONTACT THE PRINCIPAL AND SCHOOL DISCIPLINE MAY FOLLOW.

The following is TCAPS Bus Rules and Conduct, which are required of GTACS students and will be enforced, due to the use of TCAPS transportation. This information is in our handbook based on the fact that we will honor TCAPS rules and disciplinary actions.

TCAPS BUS TRANSPORTATION INFORMATION AND RULES

BUS PASSES

All students using bus transportation are assigned to a particular bus stop based on the address of their home residence. Students are expected to use this stop to board their morning bus and get off their afternoon bus. Changes in this procedure are reserved for emergencies only. The bus driver cannot accept verbal requests from students or handwritten notes. For after school parties and other events, students are expected to ride their regular bus home. Parents and families should make all other transportation arrangements. Bus passes cannot be issued for providing students rides to friend's homes due to bus capacity issues.

BUS STOPS

Traverse City Area Public Schools' Transportation Department determines the location of bus stops for our District using State guidelines. Some students may need to walk or be driven a short distance to their bus stops. Please plan on students arriving five minutes prior to their

scheduled pick-up time. Drivers are not allowed to alter or change bus stop locations and they will not wait for students who are not at their designated stops on time. If no one boards a bus for five consecutive days at a stop, the Transportation Department may discontinue the stop until notified by the parent of the passenger(s).

A temporary change in the bus stop location can be requested for medical reasons. Parents should contact the bus garage at 933-1933 and the Nursing Department at 933-5610 to request the change and provide the necessary medical documentation. The bus stop can be adjusted only if a safe and legal location can be arranged.

While waiting for the bus, students are expected to demonstrate appropriate behaviors and should arrive no earlier than five minutes prior to pick-up time. Parent supervision is recommended at the bus stop whenever possible.

BEHAVIOR EXPECTATIONS

Students shall maintain appropriate behaviors on the bus and abide by the following guidelines:

- 1. Use assigned bus stop and proper crossing procedure.*
- 2. Be on time and board in an orderly manner.*
- 3. Remain seated, face forward, and share seats.*
- 4. Use proper volume (no shouting, screaming or whistling).*
- 5. Demonstrate proper behavior (no fights, pushing, hitting, and kicking).*
- 6. Use appropriate language.*
- 7. Keep all body parts and belongings to self and inside the bus*
- 8. Keep aisle clear. All carry on items will be held on lap. Large instruments and/or sports equipment are not allowed.*
- 9. Refrain from eating, drinking and chewing gum on the bus*
- 10. Follow instructions of adult on bus*
- 11. Keep bus clean (no littering).*

Infractions of these guidelines by students may result in a loss of riding privileges. In the event the student's conduct is of such a serious nature as to recommend suspension or expulsion from school as well as temporary suspension from riding the bus, the Discipline Coordinator shall make appropriate recommendations to the building principal. The building principal shall administer consequences, in accordance with the suspension and expulsion policies of the school.

Discipline Guidelines

The following procedural steps shall be observed in bus discipline matters. Common sense and good judgment shall be an integral part of how the driver/aide deals with students who are disruptive or distracting on the bus. Any unusual circumstances not covered in the rules will be dealt with on an individual basis.

Minor Misconduct

Any student who is engaged in a misconduct while riding on a school bus shall be promptly addressed by the bus driver/aide and warned that any continuation may result in further disciplinary action. The incident shall be logged by the bus driver/aide. Any Minor Misconduct could become a Major Misconduct with persistent, consistent non-compliance and be subject to consequences under the Major Misconduct Guidelines.

A Minor Misconduct shall be defined as behavior that is disruptive, but not necessarily a serious safety violation. Examples include, but are not limited to: excessive noise; touching others; putting gum on seats; profane language; eating or drinking on bus; changing seats; putting head,

hands or feet out the window; being uncooperative; tossing things; not staying seated. This list should not be considered all inclusive but a general descriptor of Minor Misconduct.

The process for addressing Minor Misconduct will be:

- Single incident – Driver/Aide to log incident
- Oral warning to student; logged by driver
- Possible temporary seat assignment

For repetitive minor infractions within the same school year, authorized District personnel shall follow the warning suspension schedule as follows: For bus suspensions over ten (10) days, parent/guardian may require due process outlines in TCAPS Policy #5611.

Repeated Minor Misconduct

- Second incident—Driver/Aide to log incident
- Written warning to student
- Assigned seat
- Notice to parent for signature

Suspension of less than ten (10) days may result in a bus behavior contract at the discretion of the Transportation Department or parental request.

Suspension of ten (10) or more days will require a bus behavior contract.
Suspension of ninety (90) days or more may be re-evaluated only after half of the suspension has been served. Evaluation will require a parent conference and a transportation behavior contract for the student.

Student will remain in an assigned seat pending return of signed notice from parent. Notices will be in triplicate and distributed to: parent/guardian/student, driver, Transportation Department.

3 infractions	3 days suspension
4 infractions	10 days suspension
5 infractions	20 days suspension
6 infractions	90 days suspension
7 infractions	180 days suspension

Major Misconduct

Major Misconduct is defined as an illegal or disruptive act that is detrimental to the health and safety of the driver/aide or students. Major Misconduct will include, but not be limited to: significant insubordination; persistent, consistent non-compliance; physical aggressiveness or assault behavior; inappropriate sexual behavior or comments; throwing objects; intimidation; assault or threatening actions; gross misbehavior; carrying or brandishing any real or look-alike substances, explosives or weapon of any kind.

Major Misconduct will result in immediate suspension from the bus pending the investigation. If conditions warrant, a police report may be filed. In addition, the following steps would be adhered to:

First infraction	10 days immediate suspension*
Second infraction	20 days immediate suspension*

*There will be a consideration of a long-term bus suspension exceeding 10 or 20 days based on number of prior minor and/or major misconducts.

Cafeteria

Lunch is available regular school days. Respect for other is essential in maintaining a relaxed but orderly environment. The following guidelines will help to ensure the rights of everyone using the cafeteria:

- 1) Serving lines are to be orderly and no student is to break into the line ahead of another student.
- 2) Talk quietly.
- 3) Clean up after yourself.
- 4) Push your chair in when you leave.
- 5) Lunch trays and garbage are to be taken to the disposal area.
- 6) Food and drink are allowed ONLY in the cafeteria.
- 7) Drink containers brought from home must be plastic or metal (NO glass containers allowed).
- 8) Once you go outside you may not reenter the building without permission.
- 9) Common sense rules also apply.
- 10) No food may be delivered to the school.
- 11) Parents or alumni wishing to eat with students are welcome after signing in at the office (see Visitors).

Class Interruptions

Classes are not to be interrupted. If forgotten items are to be brought to the school, the student's name should be in a prominent place on the item and should be left in the school office with the school secretary. Classes will only be interrupted in an emergency.

Communication Between Home and School

The SEAS Navigator, a weekly school newsletter containing important school information and dates is emailed every Friday. Please take time to read it. Most communication between the school and home is made by email, in an effort to cut down on copying expenses. Email typically assures that the parents or guardians are receiving important information. Please be sure to notify the school if your email address has changed or if you have not been receiving weekly Navigators. If you do not have email, please notify the office, so a hard copy can be sent home.

Computer Access and Use Policy

SEAS provides a variety of computer hardware and software for student use. Each student assumes the responsibility to avoid acts which may interfere with another student's ability to use the system. A student is allowed to use school-installed programs to access, modify or delete

his/her own data in his/her assigned area. All other use is prohibited. A student will be held responsible (financially and within the discipline system) for acts which access, modify, damage or delete hardware, software and other data and programs other than their own.

Conferences

Parent - Student - Teacher Conferences are held at the end of the first quarter. They are designed to have children accept a greater responsibility for their learning. Additional conferences may be held throughout the school year by making an appointment with the teacher.

Dances and Social Functions

Dances provide excellent social opportunities for SEAS students. To maintain this atmosphere of Christian sharing, the following regulations should guide behavior at school social functions:

- 1) Dances at St. Elizabeth Ann Seton are for the benefit of 7th and 8th grade St. Elizabeth Ann Seton students only.
- 2) All school regulations must be observed.
- 3) Students attending a school-sponsored dance will be required to sign in as they enter.
- 4) Students must remain in the gym and other areas designated for the dance until they are ready to leave for the evening.
- 5) Students leaving a school-sponsored dance before the designated end will be required to sign out before leaving.
- 6) Students may not leave the building except with their parent/guardian or other person designated to transport them home.
- 7) Food and drinks will be kept in the cafeteria.
- 8) Slam/head banging etc., types of dancing are not allowed.
- 9) Consequences for inappropriate behavior will be either time out, detentions, loss of the privilege of attending the next dance or suspensions as appropriate.
- 10) Common Sense Rules Apply.

Dress Code

The Dress Code for the GTAC School System reflects the academic nature of our institution. Developing a balanced value system and learning the skills and responsibilities of decision-making are among the most important factors of one's school experience. Therefore, responsibility for choosing and wearing attire appropriate for our school setting rests primarily with the students themselves. Positively defined, "appropriate for school" means attire that is in good taste and compatible with a Christian and businesslike atmosphere and conducive to excellence in learning. The following are the "rules" to use in helping you to make your decisions.

Uniforms

1. All students will be in uniform. Students are expected to wear the school uniform on all school days with the exception of "Jean Day's" which are the second and fourth Wednesday of each month.

2. Uniform regulations or Dress Code is in effect from morning drop-off through afternoon pick-up and at any school sponsored event or activity.

3. Uniform clothes (except khaki pants) may only be bought at vendors selected by GTACS. The approved vendors are Lands' End, Sears, JCPenney, Alfie Embroidery and Bay Supply.

Bay Supply and Lands' End can provide logo's on school shirts. When calling Lands' End, please specify the SEAS School Preferred #: 9000-6552-5 and the Logo #: 0145799K.

4. Khaki pants purchased from vendors not selected by GTACS must have the following:

- Two vertical front side pockets - back pockets optional - no cargo pants, 5 pocket jean styles.
- All tags and symbols removed.
- No flap over back pockets, no zipper back pockets, no rivets on the pants, no patch pockets on the pants.

THE UNIFORM IS AS FOLLOWS:

GIRLS:

Skirt Navy or Khaki a line skirt (no more than 3" above the top of the knee)
Skort Above the knee length ONLY. Khaki color ONLY.
**Pant- Navy or Khaki
*Walking short-Navy or Khaki (no more than 3" above the top of the knee)
Shirt- Navy, White and Burgundy Polo, long & short sleeve
White button-down long & short sleeved oxford
Sweater- Navy crew neck pullover & cardigan
Navy v-neck pullover & cardigan
Vest- Navy v-neck pullover & cardigan
Hose- Coordinating socks, tights (plain, cable and ribbed)
Belt- Plain Navy, Brown or Black

BOYS:

**Pant- Navy or Khaki
*Walking Short-Navy or Khaki (no more than 3" above the knee)
Shirt- Navy, White, and Burgundy Polo, long & short sleeve
White button down long & short sleeve oxford
Sweater- Navy crew pullover & cardigan
Navy v-neck pullover & cardigan
Vest- Navy v-neck pullover & cardigan
Socks- Coordinating
Belt- Plain Navy, Brown, or Black
Tie- Worn with oxford shirt only
*Walking shorts may be worn September, May and June plus at the discretion of the principal.
**Pants may be either twill or corduroy

General

1. All shirts must be tucked in, whether a uniform day or jean day.
2. Uniform and Dress Code are in effect from morning drop-off through afternoon pick-up.
3. Neat and clean outfits.
4. Hair must be neat, and for boys, not of excessive length (Principal's discretion-off shoulders, no ponytails).

5. Boys will be clean shaven and NOT wear earrings.
6. All uniform tops worn by students must be tucked in.
7. Uniform walking shorts are the ONLY shorts allowed, even on jean days.
8. Hair color must be of natural tones. (Principal's discretion)
9. No coats, jackets or hats worn in class.
10. No overdone make-up.
11. No hooded sweatshirts worn in class (except GTACS sports wear and only on Jean Day's.)
12. T-shirts under white uniform shirts must be a solid color of white, burgundy or blue.
13. No dog collars or spiked jewelry. No visible body piercing, other than earrings, is allowed. Modest use of appropriate jewelry.
14. No chains (including money chains) attached to clothing.
15. Shoes with socks or stockings will be worn. Thongs, jellies, beach shoes and sport sandals are not acceptable footwear.
16. All dresses/ skirts and shorts hems are to be no more than 3" above the top of the knee cap; including a front, back, or side slit.
17. Uniform shorts may be worn in August, September, May and June at the principal's discretion.

Uniform Enforcement

Students in violation of this dress code will be removed from class. They will be allowed to return to class only when the necessary adjustments to their apparel have been made. The student may receive a detention and the level of the detention will be specified based on past occurrences. Missed class time will be considered unexcused.

If a teacher is uncertain as to the appropriateness of a student's apparel, that student will be sent to the office to seek a clarification from the principal or school secretary. If they are determined to be out of dress code they will be allowed to return to class only when adjustments have been made.

If your child is out of uniform they will be sent to the office and pants or shirts will be available to them. Your child will be responsible for bringing what they borrow back to the SEAS office washed in two days. If the clothing is not returned within the two days, detentions will be issued. If your child makes it a habit (3 or more visits a month) of visiting the office for uniform clothing detentions will also be issued.

PLEASE DO YOUR PART TO HELP YOUR CHILD STAY WITHIN THE UNIFORM GUIDELINES LISTED ABOVE. OUR POLICY IS INTENDED TO KEEP OUR STUDENTS FOCUSED ON THE PERSON AND NOT WHAT THEY WEAR.

Gladiator Jean Day

Gladiator jean days are for Jeans and Gladiator gear to be worn to support school spirit and a worthy cause. If a student chooses to wear jeans, a minimum of \$1.00 is required to be donated for worthy causes designated by the Principal. If a child chooses not to wear jeans or Gladiator Gear, uniform attire is the only option. Glad Jean Days are held on the 2nd and 4th Wednesdays of the month.

1. Gladwear is defined as a shirt, t-shirt, sweater or sweatshirt that has a GTACS school or sport represented.
2. Solid color jeans (no low riders) will be acceptable.
3. No acid, stone-washed jeans.
4. Sweaters/sweatshirts are permitted only if there is a t-shirt/shirt beneath it - tucked in.

5. Denim dresses are permitted for the girls.

OUR FAITH TELLS US THAT OUR BODIES ARE TEMPLES OF THE HOLY SPIRIT. APPAREL DECISIONS MUST BE REFLECTIVE OF THIS.

Electronic Devices

Because the improper use of electronic devices, i.e., hand held games, cell phones, MP3 players, etc., disrupt the learning atmosphere on campus, students may not bring these items to school during the school day. These items will be confiscated.

Enrollment/Transfer of Student Records

Enrollment of students is considered incomplete until receipt and evaluation of the permanent records has been completed. Additionally all tuition is due in full prior to a student starting.

Extracurricular Activities

Athletics (basketball, volleyball, football and track)
National Spelling Bee
Builder's Club

Downhill Ski Club
National Geography Bee

Only students that have an extracurricular activity that begins at the end of the school day will be permitted to stay at school. All other students must leave and return for practice at the designated time given by their coach.

False Documents

SEAS ability to serve the needs of each student depends upon the authenticity and reliability of the information available. Any effort to submit false documents or otherwise deceive parents or personnel or SEAS is detrimental to the school's need for accurate information and therefore is a very serious matter. In the case where a student submits false documents concerning his attendance or grades, the penalty is usually suspension.

Please Note: Parental permission does not relieve the student of responsibility with regards to forged or altered documents.

Field Trips

Whenever a student is to leave school during school time for a field trip conducted by a faculty member or whenever a student travels to represent the school, either alone or with other students as a part of a team or club outside of school time, then a permission form is obtained from the school and the parents or guardians of the students are required to fill in the necessary information and sign their names. The signed permission form must contain certain basis information including the following:

- 1) The note must indicate that the parents clearly know where the student is going.
- 2) The mode of travel and the person with whom the student will travel.
- 3) The limitations, if any, which the parents wish to attach to the travel must be clearly spelled out on the permission form.

If a child does not have a signed permission slip they will not be able to attend the field trip. In addition, parent drivers will be required to fill out a Driver Identification form. Field trips are privileges, not rights. Students will be denied participation if they fail to meet academic,

attendance, or behavioral requirements. Students failing 1/3 of their six core classes, missing 20 days of school (except for long term illness), or receiving eight detentions or three suspensions will be denied participation.

Fighting

Christian concern and love for one another demand that we respect one another as a human person. Differences of opinion, personal harassment or other situations which result in physical violence or psychological harassment are considered extremely serious and are dealt with accordingly. Where reasonable doubt exists as to the aggressor, all of those involved will receive the same punishment. The penalty for fighting is suspension.

Fire, Civic & Lockdown Emergency Drills

Fire and tornado drills are conducted regularly throughout the school year in compliance with the state school code. SEAS also voluntarily conducts Lockdown Drills. Children are asked to remain completely silent during these drills and to cooperate with the instructions of the drill coordinator.

Gambling

Games of chance detract from the quiet dignity that is necessary for pursuing academic or spiritual interest. Students are forbidden to gamble on the premises of SEAS.

Grand Traverse Area Catholic School Advisory Board

Your GTACS Advisory Board is a consultative board for the Superintendent. They are selected from each of the parishes that are part of the consolidation (Saint Francis, Immaculate Conception, Saint Patrick's, Christ the King and Saint Joseph). The parishes select two members for the Board by appointing or electing them. It is the duty of the Board to advise the administration on policy matters. The public is invited to attend Board meetings and study sessions. The Board meetings are generally scheduled for the fourth Wednesday of the month.

Grievances

1. All parental inquiries and/or concerns about student performance and/or classroom procedures are to be directed first to the specific teacher involved in verbal or written form. If written it must be signed.
2. Irresolvable issues between parent and teacher then need to be fully addressed by the building principal.
3. After sufficient time has elapsed to address issues, the protocol for grievances then proceeds to the following: Superintendent, Presiding Pastor, Diocesan Superintendent of Schools.
6. Severe concerns and/or highly critical issues are reserved to the Diocesan Superintendent of Schools. The final authority in all matters rests with the Bishop of the Diocese of Gaylord after all other means of appeal have failed.

Gum

Gum chewing will not be allowed in school or on school grounds. This includes the regular school day and any school sponsored activities at SEAS. Failure to follow this rule will result in a detention.

Gym Regulations

The gym provides facilities for basketball, volleyball, music and social activities. This facility represents a large investment, and proper care must be exercised in its use. The following regulations will ensure its proper use:

- 1) No shoes other than athletic shoes are allowed on the gym floor.
- 2) No food or drink is allowed in the gym during the school day.
- 3) Supervisors must be present at all times students are in the gym.

Hands-Off Policy

All students are to keep their hands and feet to themselves in order to avoid any misunderstandings and to develop respect for others. Unfortunately the most innocent of touches can be interpreted as being aggressive and can lead to fighting. Students who violate this policy will receive a detention.

Students demonstrating affection between each other is personal and not meant for public display. This includes: touching, kissing or any other contact that may be considered sexual in nature. Such behavior will result in detentions or possible suspension.

Hazing/Harassment

Harassment or hazing in any form is contrary to the Catholic philosophy of SEAS. Any personal harassment or hazing is considered extremely serious. The penalty is suspension.

Sexual Harassment

Sexual harassment is a kind of discrimination. It means that someone is treated differently because of his or her sex. It is behavior or words that:

- Are directed at a person because of his or her sex;
- Are uninvited, unwanted and unwelcome,
- Cause a person to feel uncomfortable or offended;
- Create an environment that makes learning difficult;
- May be repeated or may be very offensive on a one-time basis.

At SEAS, proven sexual harassment results in suspension. In the case of prolonged or repeated incidents, the penalty will be suspension or expulsion.

Holy Water Fountain

The Fountain is a place students are reminded of Christ and are encouraged to make the sign of the cross as a sign of prayer for all those in need of a prayer. A Prayer Request Book is placed on the podium for our entire school community to fill out any intention they may have near to their heart. The fountain is blessed and is considered in the Catholic Church as sacramental. The fountain is located near the back entrance of the school.

Illness or Injury During School

Parent/guardian will be notified whenever there appears to be a serious injury. If the parent/guardian cannot be reached, the school will contact the emergency number listed at the time of registration. Please be sure to keep your emergency information updated. If no one can

be reached treatment will be taken care of at the discretion of the principal or his delegate. No cost student accident insurance is available to supplement your insurance. Please do not send your child to school if he/she is running an above normal temperature. In most cases, if a child is too ill to go outside then he/she is too ill to be in school. If a student contracts head lice, impetigo (pink eye), ringworm or other contagious diseases then he/she will be excluded from school attendance until they are no longer contagious.

Irregularities During Tests, Cheating

There are standard regulations affecting all testing – students have no extraneous material on their desk, they keep their eyes on the own paper, they stop writing when told to do so, etc. These regulations are made to assure the validity of the testing. All irregularities during testing are failures against these standard regulations and indications of possible dishonesty. The Principal is informed by the supervisor of all such infractions. All irregularities during testing have both an academic and a disciplinary penalty determined by the Principal. Where, in the judgment of the Principal, cheating/testing irregularity has taken place, commensurate punishment is assigned and the offender receives a zero “F” on the test or assignment of which the cheating/testing irregularity occurred. The penalty for cheating/testing irregularity is suspensionable.

Internet Use Guidelines

The use of the SEAS Internet is a privilege, not a right, and it is for the purpose of academic support, communication and general information.

- 1) The user specifically agrees to indemnify SEAS for any losses, costs or damages, including reasonable attorneys’ fees, arising from any breach of contract.
- 2) A quota for disk usage will be set and any user who exceeds his/her quota will delete files to return to compliance.
- 3) Transmission of any material in violation of any federal, state or local law is prohibited. Internet privileges may be revoked by the administration and serious disciplinary action taken for violations.
- 4) Security is a high priority; therefore, users are not allowed to share their accounts or passwords with anyone else.
- 5) Vandalism will result in the cancellation of all privileges and in serious disciplinary action. Vandalism is defined as any malicious attempt to corrupt or damage data of another user or the SEAS system. This includes, but is not limited to, the uploading or creation of computer viruses.
- 6) Parents/guardians should understand that Internet access is for educational purposes and SEAS has taken available precautions in forewarning and educating all interested parties and limiting access to controversial material accessible on the Internet.
- 7) Failure to abide by the appropriate computer and Internet use guidelines may result in loss of Internet privileges.

Library

Our school library exists for the use of all of our students in order to provide for their personal intellectual growth and to promote an interest and appreciation of a wide variety of areas. Students will visit the library at least once a week. We would like to encourage the children to use

both the school library and the public libraries. For more information, see the SEAS library website, www.gtacs.org, and click on St. Elizabeth Ann Seton Middle School.

Lockers

All of the hall lockers are annually repaired at considerable expense. Please treat them with care. Be wise with valuables. Do not leave money or expensive items in your locker. If there are rare occasions when you must bring such items to school, please check them in at the office. Don't share your locker combination.

- 1) Students will be assigned to a locker at the beginning of the school year. This locker is your responsibility. Do not exchange lockers.
- 2) Lockers must be kept orderly and clean, and free of writing inside and out. Students are expected to clean their lockers periodically. Locker décor must be modest and in good taste.
- 3) Use your locker only during class exchanges to minimize distractions. The administration holds the right to search persons, lockers and vehicles on school property.

Lost and Found

Please be sure to mark all of your children's clothing with their names. The items that are most frequently lost are tennis shoes, boots, hats, mittens, gloves, jackets and sweatshirts. We will keep a lost and found box at school. Items that are not claimed by the end of the quarter will be given to a charity.

Articles which are found, are placed in the lost and found barrel in the cafeteria. Expensive items will be placed in the office.

Media/Press

From time to time, various athletic and other events held at SEAS attract the attention of the local and/or national media/press. All students and parents must understand that, due to the very nature of these types of events, SEAS cannot insure the anonymity of its students or parents at any school sponsored function or event.

Medications

The school is subject to Michigan Department of Education rules regarding the administration of medications to students. This applies to both prescription and over-the-counter medications.

Medicine cannot be dispensed without written permission from the parent/guardian. **All** medications must be provided by the home. Students may not have medication of any kind in their possession during school hours or on school grounds. All medications need to be given to the office by the parent. This includes prescription as well as non-prescription medications. Students may carry their asthmatic inhalers if it has been pre-approved by the principal, with consent from the parents and physician.

Students who experience headaches throughout the school year should bring their own bottle of ibuprophen/acetaminophen, with a parent permission slip, to the secretary. The secretary/principal or other authorized school personnel will dispense the medication when needed. SEAS does not keep medication supplies on hand for distribution.

Money Brought to School

Any money brought to school by your child should be placed in an envelope. It should be labeled with the student's name, room number, amount and purpose of the money. Please send the exact amount needed.

Parent/Teacher Council (PTC)

SEAS, Holy Angels and Immaculate Conception Elementary Schools have a combined Parent Teacher Council to help address their needs. The PTC consists of a Board and other volunteers. The council provides volunteers, support and funding for many of the items that the budget is unable to provide. All parents are encouraged to be active participants in this fine organization.

Phones/Office and Classroom

The office and classroom phones are business phones and are to be used by the students only in an emergency. It is not to be used to make social arrangements after school or to request that forgotten items be brought in to school for them

Playground Rules

1. Balls are the only objects that are to be thrown--absolutely no hard balls, sticks, stones, snowballs etc. are allowed.
2. When the bell rings, students are to stop playing and return to school immediately.
3. No swearing or inappropriate language is allowed.
4. If a student is injured, the supervisor will stay with the student and a responsible student should be sent for assistance.
5. Students can only re-enter the building before the bell with a pass from the supervising adult.
6. The supervisor of the playground may institute further regulations as needed in order to ensure the health, safety, and well being of the student.
7. Common sense rules apply.

Failure to follow these rules will result in a chart and/or detention.

Principal/Acting Principal

When the principal is unavailable a teacher or other administrator will be designated as the acting principal to handle emergency situations as they arise.

Progress Reports

All students receive a progress report halfway through each quarter.

Promotion Policy

The purpose of this policy is to set guidelines for completion of middle school and to encourage students to demonstrate achievement at a passing level in order to be promoted.

Students receiving 2 or more F's as final grades in core classes during one school year may be required to do the following or repeat the entire grade and curriculum.

1. Take and pass a summer school session in those areas that the F was received in.
2. Receive summer tutoring and pass a SEAS assessment test in those areas.

Racially/Ethnically Sensitive Material

Because the Catholic Church is a universal and international community, SEAS as a Catholic School cannot allow the wearing or displaying of symbols, graphics or words that promote racial, ethnic or other divisions within the human family.

Report Cards

Report Cards are sent home with students or mailed, four times a year, after the end of each quarter. They are given to students before Parent/Teacher Conferences. Students must pay in full any outstanding school debts (lunch fees/ library fines, lost book fees, etc.) and serve all detentions and suspensions before they receive their report card.

Reporting After School

Teachers, for academic and/or disciplinary reasons, may ask students to report after school. Such students report in full school attire. Failure to report is a serious offense incurring a consequence. Teachers will give students a 24-hour notice for after school detention. Failure on the part of students to report to the Principal when directed to do so, will result in suspension.

School Hours

The SEAS campus is open between 7:30 a.m. and 3:30 p.m. on school days. Unless participating in a supervised school activity, students may not be on campus outside of these regular school hours.

Emergency Closing Procedures

Should it become necessary to close school due to an emergency that arises in the course of the school day:

- 1) The closure will be broadcast on local TV and radio stations.
- 2) The school will be evacuated to a safe site if deemed appropriate.

In the event of school closure due to inclement weather GTACS will accept the decision of the Traverse City Area Public Schools. In the event of some emergency specific to one of our GTACS building (i.e. boiler failure) the local radio and TV stations will be contacted to broadcast on the regular morning school bus reports.

Student Publications

Freedom of the press, as it is known in the public sector, is not applicable to SEAS student publications.

It is the responsibility of the moderator to ensure that all publications adhere to the moral and substantive teachings of the Catholic Church.

Visitors

As a general rule students are not allowed to have visitors in the school building or on the school grounds during the school day. All visitors report directly to the Office to state their business and receive authorization and a visible visitor's pass from the school secretary to remain on campus. Persons lacking authorization are not permitted on campus and are considered to be trespassing.

This includes students who have been expelled from SEAS. Students may bring visitors to school if they obtain permission from the office in advance.

*St. Francis High School Song--Cheer, cheer for
St. Francis High Blue and Gold. Wave Proudly
and High for St. Francis has such fame. Oh
how we love her dear old Name. Her boys are
loyal, her girls are true, St. Francis High, we're
always for you. For her Loyal Sons are
Marching Onward to Victory. Rah, Rah, Rah!*

The information found in this school handbook is presented for the guidance of all of those who will use it – parents, students and faculty. This school handbook should not be construed as a legal contract between the school and students and/or parents.

Additions, deletions or corrections may be made during the year by the administration when judged necessary for the welfare and advancement of the educational program. -