

St. Francis High School

Student Handbook

2010-11



GRAND TRAVERSE AREA
CATHOLIC SCHOOLS



TOP 50
CATHOLIC HIGH SCHOOL
IN THE U.S.A.

www.gtacs.org

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PRINCIPAL'S LETTER

Dear Parents and Students,

Welcome to St. Francis High School, the home of the Gladiators! I am glad that you are a part of our St. Francis family and I am looking forward to this school year.

May the policies in this handbook give you direction and guidance to all of your questions regarding our school. Throughout this handbook, you will become acquainted with the various daily policies and procedures that help our school run smoothly. I hope that you read, understand, and cooperate with the guidelines of this handbook, as we work together to achieve our fullest spiritual and academic potential.

Let us keep in mind each day the purpose of Saint Francis High School: "Assist parents in fully forming children's hearts, minds, and souls to bring glory to God." We will do our best to uphold and cultivate this purpose, and we ask that you do the same.

Furthermore, please see Parent/Student agreement form at the back of the handbook and have it signed and turned into the office by September 17th, 2010.

With our eyes on the cross, and Jesus all around us, we can achieve greatness: "I can do all things through Christ who strengthens me" (Philippians 4:13).

Peace and All Good,

Mr. Erick Chittle
Principal
St. Francis High School

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.

ST. FRANCIS HIGH SCHOOL MANTRA

Be it known to all who enter here
CHRIST is the reason for this school,
the unseen but ever present teacher in its classes,
the model of its faculty,
the inspiration of its students.

SAINT 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!

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 that 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? 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, computers, and foreign language.
- The majority of our students are actively involved in extracurricular activities and clubs including National Honors Society, Festival of the Arts, Scouting, Pom-Poms, Student Council, Spanish Club, Discipleship Groups, Key Club, Stewardship of Creation, Drama Club, Yearbook, Spelling Bees, Odyssey of the Mind, 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.

PHILOSOPHY

St. Francis High 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.

St. Francis 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.

St. Francis is a Catholic high 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 St. Francis 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.

OUR MISSION AND PARTNERSHIP WITH YOU

GTACS SCHOOL ADVISORY BOARD

An Advisory Board advises the Grand Traverse Area Catholic Schools, which is a consultative board for the Superintendent and the President (Father Jerry Micketti). Members of the Board are selected from each of the parishes that form GTACS (Saint Francis, Immaculate Conception, Saint Patrick, Christ the King, and Saint Joseph). The pastors select two members for the Board each in their own way. It is the duty of the Board to advise the administration on policy matters. The public is invited to attend quarterly Advisory Board meetings (August, November, February, and May). These meetings are generally scheduled for the third Wednesday of the month at 7 p.m. in the basement of Immaculate Conception.

PARENT-TEACHER COUNCIL

All parents/guardians with children enrolled at St. Francis are members of the Parent Teacher Council (PTC) The mission of the PTC is as follows:

- The GTACS PTC recognizes that a child's spiritual and educational development is a shared responsibility between school and family during the entire period the child spends in school.
- To support the goal of GTACS to educate all students effectively, the school and parents must work together as knowledgeable partners.
- The mission of the GTACS PTC is to contribute to the educational success of the students attending GTACS by fostering a partnership between families, staff, administration, and the community, which promotes a positive faith-based environment, valuing everyone's participation.
- The PTC will fulfill its mission by focusing on the following core values: open communication, educational enrichment, sense of belonging; school spirit, and fundraising.
- Members of the PTC attend quarterly School Advisory Board meetings in an observational capacity to serve as a liaison back to the PTC.

NON-CUSTODIAL PARENTS

The schools abide by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, our school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

CONFIDENTIALITY

Individual issues involving discipline, academic progress, socialization, etc. are private concerns to be shared and discussed only among those persons directly involved. No staff member shall discuss such matters outside the school, and within the school only with those other persons who have a legitimate need to know. Parents are also expected to refrain from discussion of such issues unless they are directly involved in the matter. Questions or concerns should be addressed to the principal.

VOLUNTEER CONFIDENTIALITY POLICY 3350 School Form

In the course of working with students in classroom settings, school activities, or accompanying students on field trips away from the school, volunteers may occasionally develop their own opinions or insights, or become aware of possible sensitive information regarding students or their families. The volunteer should hold any such opinions, insights, or information in confidence.

If the information potentially involves abuse or other harm to the student or others, the volunteer should convey the information to the school principal immediately. When in doubt as to the nature of the information, the volunteer should discuss the information with the principal.

Parents wishing to volunteer on a regular basis will be required to sign a confidentiality agreement and possible background checks as part of a Diocesan Policy effective Oct. 1, 2003.

COMMUNICATIONS

All families are encouraged to become actively involved in the school. Suggestions for improvements, constructive criticism, and positive comments are always welcome. Concerns regarding policy or the general operation of the school should be addressed to the principal. The protocol for resolving grievances regarding classroom issues is to be handled as follows:

- All parental inquiries and/or concerns are to be directed first to the specific teacher involved in verbal or written form. If written, it must be signed.
- Irresolvable issues between a parent and teacher then need to be addressed by the principal.
- After sufficient time has elapsed to address issues, the protocol for grievances then proceeds to the following: superintendent/presiding pastor, Vicar, Vicar General, Diocesan Secretariat for Education.
- Severe concerns and/or highly critical issues are reserved for the Diocesan Secretariat for Education. The final authority in all matters rests with the Bishop of the Diocese of Gaylord after all other means of appeal have failed.

CONFERENCES

Parent/teacher conferences are scheduled at the end of the first and 3rd marking periods. Individual conferences are encouraged and may be called by either parent or teacher whenever necessary. If a conference is desired, parents should call or e-mail the teacher directly.

REPORT CARDS

Report cards are sent home with the students four (4) times each year the week following the end of each quarter. The grades for each term are based on the criteria that have been outlined by the classroom teacher. Warnings for inadequate performance (dropping two or more letter grades) are sent to parents/guardians four (4) weeks before the end of each marking period. Report cards will be withheld until all student financial, academic, and citizenship obligations are met.

SCHOOL HOURS

The St. Francis High School campus is open between 7:00 a.m. and 4:00 p.m. on school days. Unless participating in a supervised school activity, students may not be on campus outside of these regular school hours.

WEATHER CLOSINGS/DELAYS

We follow Traverse City Public School's decisions on CLOSING OR DELAYING for inclement weather. When the public school is closed, we are closed. Listen to radio stations or TV stations for announcements.

VISITORS

All visitors report directly to the office to state their business and receive authorization from the Principal or Dean of Students 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 St. Francis High School. Students may bring visitors to school if they obtain permission from the Principal or Dean of Students in advance.

MESSAGES AND DELIVERIES

To ensure the safety of our children and minimize interruption to the learning process, all messages and deliveries must be made through the school office. This includes lunches, books, and musical instruments.

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:

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.

All students must meet the eligibility policy prior to attending an off-campus field trip. In particular, students must be passing each class for which they will be missing on the day of the event. The Dean of Students or Principal will make the final determination on field trip eligibility.

MEDIA/PRESS

From time to time, various athletic and other events held at Saint Francis High School 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, St. Francis High School cannot insure the anonymity of its students or parents at any school sponsored function or event.

SENIOR CLASS TRIP

Seniors who choose not to participate in their class trip will be expected to report to school unless specifically excused. All school rules remain in effect during the senior trip or any other school field trip. There is no sanctioned senior skip day. The senior class trip is a privilege only to eligible seniors in good academic and citizenship standing with the school.

STUDENT FEES

Certain additional fees will be charged for physics, chemistry, biology, anatomy and physiology and physical science lab use, art classes, and locker use. Families finding fees a hardship can apply to the Foundation for help. Forms are available in the Superintendent's Office.

STUDENT PUBLICATIONS

Freedom of the press, as it is known in the public sector, is not applicable to St. Francis High School 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.

STUDENT ASSISTANCE PROGRAM

A Student Assistance Program (SAP) exists at St. Francis High 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.

ADMISSIONS

POLICY

Grand Traverse Area Catholic Schools (GTACS) are open to students regardless of race, sex, or national origin whose needs can be reasonably met. GTACS will not deny admission to students because of a demonstrated financial need. In the admission of students to GTACS, consideration will be given to these criteria in order:

- 1) To children of active parishioners
- 2) To children of neighboring parishes
- 3) To children of non-parishioners

REGISTRATION

Official registration at St. Francis High School is accomplished when each of the following is completed:

- A meeting with the principal and guidance counselor.
- A completed registration form signed by a parent or guardian.
- A certificate of immunization from the Department of Health or doctor's office verifying that the student has received the following vaccinations: diphtheria, tetanus, pertussis, polio, hepatitis B (series of three) and/or combination of rubeola and rubella (required only upon the initial registration at St. Francis High School).
- In addition to the completed registration packet, a transfer student must provide an official or an unofficial transcript before attending class.

CHANGE OF ADDRESS

It is imperative that we have up-to-date address and phone information for you and the persons you authorize on the emergency cards. Please call the school office if changes need to be made.

ENROLLMENT/TRANSFERS

Enrollment of students is considered incomplete until receipt of permanent records from a sending school. Transfer students with special needs will be referred to the intermediate district. The building principals have the final word as to the enrollment of the student. Our school automatically forwards records of such a nature to requesting schools in which the student seeks or intends to enroll.

TUITION, SAVINGS PLANS, AND SUPPORT

Tuition schedules, tuition assistance forms, and loan applications are available at the Business Office at (946-0652).

TUITION ASSISTANCE

A tuition assistance program is funded by the Grand Traverse Education Foundation (GTEF). The GTEF allocates funds based on an independent outside firm's assessment. The assessment requires an application, a copy of the last income tax return, and a small fee. Personal finances are kept confidential.

TUITION SCHEDULE

Tuition must be paid by July 1 prior to the start of the school year. This can be paid directly to the school or a loan may be requested at the time of registration. The school arranges with a local bank to lend the tuition money to the parents to be repaid in 10 installments with reasonable simple interest. These payments are

made directly to the bank. Further details and current rates are available from the Business Office at the time of registration.

TUITION REDUCTION INCENTIVE PLAN (TRIP)

TRIP helps each family reduce their individual tuition costs by receiving tuition dollars based upon purchases from participating local and national retailers and businesses. Participation is easy through the use of gift cards or certificates (universally known as “SCRIP” or “substitute money”) which may be purchased either “on hand” (available upon request) or by pre-ordering a day or more in advance of pick-up at the GTACS TRIP office in the St. Francis gym lobby. SCRIP participating retailers agree to sell gift certificates to the TRIP program at a discount. You are able to redeem them at full face value, and the difference, anywhere from 2% to 24% of your purchases, goes toward your own personal GTACS “tuition savings account.” Certain retailers offer Internet redemption programs where certificates may be used on line.

In April of each year, the balance in your individual account may be used for your family’s tuition, to sign over your balance for another GTACS family’s tuition, or to P.A.C.E. (People Aiding Catholic Education). There are regular program participants who, through simply buying where they typically would (Meijer, Home Depot, Speedway Gas, etc.), save several hundred dollars a year. The most creative families who network family members, friends, friends’ businesses and relatives to purchase gift cards or certificates have saved enough to cover an entire year’s tuition! The TRIP program operates year round, even during the summer months.

To have your order filled and waiting for you on Wednesday for pick-up, TRIP order forms may be sent in your child’s folder or dropped off up until 7 p.m. Tuesday. Orders may also be filled while you wait during TRIP hours.

For more information about the TRIP program, contact Kate Fly at (231)932-4848 or visit the website: <http://www.gtacs.org/trip.php>

SCHOOL ATTIRE

The dress code reflects the academic nature of our institution. Attire appropriate for school means attire that is in good taste and compatible with a Christian and businesslike atmosphere. Again, the goal is that students present themselves in an appropriate manner for their business, which is going to school. It is expected that students at school after hours, or at school activities and events, will be dressed appropriately for the occasion. The school reserves the right to make such changes to the dress code as may be necessary. Should changes occur, they will be clearly communicated to parents and students. The Dean of Students and the Principal have the final say on all dress code issues.

MODESTY

Modesty requires that people dress in a fashion that does not call inappropriate attention to their bodies. Our faith tells us that our bodies are **TEMPLES OF THE HOLY SPIRIT**. Apparel decisions must be reflective of this.

- Necklines must be modest..
- There is to be no skin showing at a midsection regardless of whether the person is sitting, standing, or reaching.
- Clothes that are very tight are not acceptable.
- It is the responsibility of teachers and office personnel to judge the appropriateness of student’s apparel.

DRESS CODE SPECIFICS

- Shirts may be purchased from the Lands' End School Uniform Catalog or from any of our approved vendors (as long as they match the Lands' End colors found in the Uniform Catalog) with an embroidered school logo. Three logo options available. Polo shirts purchased from Lands' End must come from the Uniform Catalog and not other catalogs within the Lands' End company. Shirts purchased from another vendor must match the colors and styles found in the Lands' End Uniform Catalog.
- All pants, skirts, shorts, and capris may be purchased at any vendor as long as they meet the specified guidelines.
- All bottoms must be solid khaki, solid navy blue, or solid black. (All other colors, including white, are not acceptable)
- The following are not permissible: dresses, jeans, cargo pants, cargo shorts, leggings, athletic pants, warm ups and yoga pants.
- Shorts must be of modest length and may be worn during warm weather dress code, which runs from the beginning of school until October 1st and May 1st until the end of school.
- Skirts must be knee length.
- If a student chooses to wear a slit skirt, the top of the slit must not be more than three inches above the knee.
- Solid colored tights are allowed only if worn with a skirt and must be a neutral skin color, black or navy.
- Necklines on shirts and blouses must be modest.
- Sandals are allowed during warm weather dress code. Flip flops, that is, sandals that have material that separate the first and second toe are not allowed.

Sweaters and fleeces with the appropriate St. Francis logo are encouraged in the classroom during periods of cool weather. If an SF fleece or sweater is worn during the day, the item underneath must also have an SF logo. Jackets and hooded sweatshirts are not allowed in class.

JEAN DAY

Students may wear appropriate jeans and t-shirts on designated "Jean Days" or may dress in theme for special occasions such as homecoming or spirit week. While there is greater latitude on such occasions, all clothing is expected to be modest and in good taste.

APPEARANCE SPECIFICS

- Boys must be clean-shaven.
- Hair must be neat and clean.
- Extreme hairstyles or coloring are not appropriate.
- Sideburns may not extend below the ear lobe.
- Men's dress shirts must be buttoned and tucked in.
- No skin is to show at a person's midsection regardless of whether the person is sitting, standing, or reaching.
- Shoes with socks must be worn.
- Pants must be worn at the waist.
- Caps must be removed while in the building.
- Excessive or extreme jewelry or make-up is not acceptable.
- No visible body piercing, other than earrings, is allowed.

DRESS CODE - CLOTHING SPECIFICS

WOMEN

Shirts: One of the below collared shirt options must be worn.

The non-collared option is the crew neck sweater or sweater set and turtlenecks.

Sweater sets must be worn as a set or with a turtleneck or collared shirt. Camisoles (in solid white only) may be worn underneath any uniform shirt, blouse, sweatshirt, or crewneck sweater. Camisoles are not allowed as coordinating tops with cardigan sweaters.

Polo Shirts

Mesh or cotton fabric. Short sleeve or long sleeve is allowed.

Any color available in the Lands' End Uniform Catalog may be worn with an SF logo.

Crew Sweatshirt

Any color available in the Lands' End Uniform Catalog may be worn as long as the sweatshirt has an SF logo and the shirt worn underneath ALSO is an approved SF shirt with logo.

No hoodies are allowed.

Polartec Zip-front Jacket or Vest

Must have SF logo and have a collared shirt or turtleneck worn underneath which is also an approved SF shirt with logo.

Oxford Shirts

An oxford with three quarter sleeve, short sleeve or long sleeve may be worn. SF Logo must appear on this item.

Knit Peter Pan Blouse

Long sleeve or short sleeve is allowed. 100% cotton or woven microfiber fabric is allowed.

Sweaters: Any colors offered in the Lands' End Uniform Catalog are acceptable and must have the SF logo applied. No cardigan hoodies or sweatshirt hoodies are allowed. Camisoles are not allowed as coordinating tops with cardigan sweaters.

Styles allowed include:

Sweater set - Fine Gauge Crew & Cardigan, Cable Crew, Drifter sweaters - v-neck, crewneck, vest, cardigan

Turtlenecks and mock turtlenecks - These may be worn as long as a sweater with an SF logo is worn over the top.

Skirts must be knee length. Navy Blue, Black or Khaki (no denim) skirts may be worn. If the skirt has a slit, the top of the slit must not be more than 3 inches above the knee.) No leggings that partially cover the leg, such as to the calf or ankle, are allowed. Full-length tights or hosiery that cover the feet are allowed and MUST be of SOLID neutral skin color, black or navy. No print or patterned tights are allowed.

Pants Navy Blue, Black or Khaki colors are allowed and can be purchased from any vendor as long as they meet the requirements noted below. No cargo style is allowed.

Styles allowed include:

Elastic waist chinos, Plain front chinos, Pleated chinos, Stretch cropped chinos, Pleated chino shorts (as seasons allow), Stretch cords, Stretch flare chinos

MEN

Shirts:

Polo Shirts

Mesh or cotton fabric: Short sleeve or long sleeve is allowed. Any Lands' End Uniform Catalog color may be worn with an SF logo.

Crew Sweatshirt

Any color offered in the Lands' End Uniform Catalog may be worn as long as the Sweatshirt has an SF logo and the shirt worn underneath ALSO is an approved SF shirt with logo. No hoodies are allowed.

Polartec Zip-front Jacket or Vest

Must have SF logo and have a collared shirt or turtleneck worn underneath which is also an approved SF shirt with logo.

Oxford or other button down dress shirt

Short sleeve or long sleeve; Any white or variation of blue may be worn as long as it has an SF logo.

Pants or shorts Must be Navy Blue, Black, Khaki; Chino pants or shorts can be purchased from any vendor; no cargo-style pants or shorts allowed.

Sweaters Any colors offered in the Lands' End Uniform Catalog are acceptable and must have the SF logo applied. Styles allowed include:

Drifter sweaters- v-neck, crewneck, vest, cardigan

Turtlenecks and mock turtlenecks These may be worn as long as approved uniform clothing, with an SF logo is worn over the top.

APPROVED UNIFORM SUPPLIERS

Uniform vendors are Bay Supply, Lands' End, Sears, JC Penney, JenTees and Embroid Me. When ordering from Lands' End, mention the Preferred School numbers, as Lands' End donates 3% from all orders to our schools. There is no other requirement to using this number; please encourage relatives and other family members to indicate our Preferred School number whenever they order from Lands' End. Designating the Preferred School number when ordering online does not preclude use of TRIP coupons. (For more information, see TRIP). By using both TRIP coupons and the Preferred School number, both your family and the school benefit. (See number above.) Bay Supply, Sears, JC Penney and JenTees are also TRIP vendors.

The SF school logos are available for embroidery through Bay Supply, JenTees, Lands' End and Embroid Me.

DRESS CODE NON-COMPLIANCE

A dress code violation is considered a minor offense and may result in a detention and/or loss of student privileges. The first non-compliance with any specific dress-code issue will be a request by the teacher to rectify the situation in the least disruptive manner and the student will receive a verbal warning. A second dress code violation will result in an after school detention administered by the teacher. Repeated dress code violations will result in loss of student privileges and administrative detentions.

If a faculty member determines a student's apparel does not meet the dress code requirements, the student will be requested to make the necessary adjustments with the least disruption of class time. Repeated noncompliance issues will result in a detention given by the faculty member.

Students with clothes deemed immodest or with distasteful logos will be sent to the office. A parent will be notified to follow up with the student to correct the situation. The student will be allowed to return to class only when the necessary adjustments to their apparel have been made. The student will be responsible for all material missed while they are out of class.

Any uncertainties regarding the appropriateness of the dress code will be the responsibility of the parent and student to check in advance of wearing the attire.

ATTENDANCE

Parents must contact the school before 8:30 a.m. at 946-8038 if their students will be absent that day. If that call is made before the office opens for the day, leave the student's name and the reason for the absence on the answering machine. If a parental call is not received the school will call the parent at home or place of employment when students are absent. Excessive tardiness and absences may be referred to the Grand Traverse County Truancy Intervention Program.

ABSENCES FROM SCHOOL

Absence, for any reason, removes the student from the primary learning environment and thus has a negative effect on student achievement. Students are expected to be in school and on time all days when school is in session, that is, when there are classes, examinations, and school-sponsored field trips. Class days are noted on the official school calendar.

1. **Excused Absences (Authorized):** 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. **Every effort should be made to schedule appointments and vacations outside of regular school time as opposed to class time.** Students may not excuse themselves from school. Those students who are emancipated must meet with the principal to establish procedures to deal with attendance issues. Seniors are allowed three days for college visits through the end of the third quarter. Juniors are allowed two days during second semester.
 - a. **Authorized absence** – If your absence is authorized, your teachers will allow you to make up the work you missed according to the teachers make up policy. Illness, funerals, necessary doctor or dental appointments, and pre-arranged absences other than vacations are example of authorized absences.
 - b. **Make-up policy**- Each teacher will distribute their make-up policy at the beginning of each semester.
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, skipping school mass, not returning to a class, failure to contact the school regarding an absence, staying home without parental knowledge, car trouble, and oversleeping. St. Francis High School considers the following as not valid (unexcused) reasons for absence from school: vacations, extended weekends, job interviews, work, suspensions or other disciplinary reasons, etc. When a student is unexcused, there is an academic consequence: The student will receive up to 70% of the earned grade on the missed work. If you have an unexcused absence (meaning that the office has not been notified) you will receive a note from the office the next day. You will have one day to return the note to the office. If it is not returned, you will receive a detentions and the absence will remain as unexcused on the attendance record.
3. **Modified Absences:** If your absence is modified, you will be allowed to make up the work you missed, but your teacher has no obligation to assist you other than advising you of the assignment you missed. Examples of modified absences include family vacations, and unintentional absences. Individual student vacations are considered unauthorized absences.
4. **Suspension Absences:** If you are placed on suspension, you are expected to complete all assignments, quizzes, and test during the day, and submit completed assignment upon you return to class. If you

receive an Out of School Suspension, all assignments and written work must be completed upon your return to school, and you will receive 77% of the earned grade on the work. Consult you teachers regarding the scheduling of make-up test/quizzes as soon as you return to school.

It is expected that all anticipated absences be made known to the school as soon as possible prior to the absence. A note upon return may not be not sufficient.

Please note: It is the student's responsibility to find out what work has been missed and to complete the work within a reasonable amount of time.

Parents anticipating a pre-planned vacation or an absence due to personal reasons must notify the school at least five school days in advance of the proposed absence. There may be cases that the school rejects the request of a parent.

EXCESSIVE ABSENCES

Ten (10) or more absences per classes per semester may result in loss of credit for that class. The school will follow this procedure in case of excessive absences:

1. After seven (7) absences from a semester class, the principal will notify the parents or guardians by letter.
2. Upon reaching ten (10) absences the administrative team will then review the student's status and the parents will be notified about a decision.
3. Students losing credit in a class due to attendance will remain in the class for the rest of the semester and if the student is doing passing work, the student will receive a "NC" instead of a failing grade of "F."
4. Extended illness or absence due to injury will be treated on an individual basis. The parents will be given a chance to provide an explanation that includes proper documentation before the administrative team makes the final decision.

NOTE: Absences caused by an official school event (field trip, athletic contest, school retreat, award luncheon, etc.) will not be counted as accumulated absences.

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 can verbally dismiss the student for the day. (If the parents are unavailable, the person(s) listed on the student's emergency contact list on the student's registration form may personally come check the student out of school.)

TARDINESS

The school day officially begins at 7:50 a.m. Students who arrive at school after 7:50 a.m. but before 8:05 a.m. are considered tardy. Failure to report to class within the first 15 minutes of any class will result in a student being considered absent from class, not tardy.

In the morning, a student who arrives late must report first to the office. Although there is not a distinction between excused and unexcused tardies, students returning from appointments such as a doctors or dentists will be admitted to class without a tardy charged to his or her record.

Students will be subject to detention for tardiness per each quarter on a per class basis based on the following frequencies:

No. of Tardies/Per Quarter	Procedure
1	None
2	Teacher notifies student
3	Detention with the Teacher
4	2 Hours of Detention
5 or more	3 Hour Saturday Detention

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 the Secretary before the school day begins.
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 at the Office and signs out to leave school.
4. When a student returns to school, either the same day or the following day, he/she must sign in at the Office and receive an admit slip before he/she may attend class. The student may be asked to present a note from the doctor or other official (lawyer, etc.) in order to receive an excused absence.

TRUANCY

The state mandatory attendance law dictates that any child absent from school fifteen (15) consecutive school days without a note of excuse are considered truant. Their name is submitted to the Intermediate School District Office for truancy violation.

EXTRA-CURRICULAR ATTENDANCE POLICY

Students must be in school attendance on the day of the event. A student may neither attend nor participate in an athletic, co-curricular event, practice, or attend an extra-curricular school activity on the day of his/her absence. Doctor appointments, etc., should be excused in advance by the Dean of Students or Principal. Missing an entire class or more for illness or an unexcused reason means ineligibility for both activities and events for that day. Should a student be absent unexcused on a Friday (or the last day of the week), he/she may neither attend nor participate in such activities over the weekend without the expressed permission of the Dean of Students or Principal.

On the school day following extracurricular activities, students must be in school on time. 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 activity. When a participant returns from an away event past midnight, the supervisor will notify the attendance office to request an excused absence for the first period only.

VACATIONS

Vacations during regular school days are discouraged. If we value education, then we must value time spent in school. Various vacation times are provided throughout the school year (Thanksgiving, Christmas, an occasional Mid-Winter break, and Spring) for vacations. Spring break in our district has been aligned so that it will always be in conjunction with the Traverse City Public School System. Teachers are not required to give assignments in advance of vacation times. It is the student's responsibility to seek and make up any missed work. There is no replacement for time spent in school with the classroom teacher.

ACADEMICS/CURRICULUM

The academic year is divided into four marking periods with final exams at the end of the 2nd and 4th marking periods.

GRADUATION REQUIREMENTS

To graduate from St. Francis High School a senior must have completed the following:

1. A minimum of 24 credited hours of high school work.
2. Required Credits for the class of 2011 and beyond:

Religious Education	4
Language Arts)	4
Social Studies	3
Mathematics	4
Science	3
Fine Arts/	.5
Foreign Language	2
*Physical Education/Health	1

An alternative for the PE requirement is two full years of band or four sport seasons.
3. All students will enroll in a minimum of seven classes/credit hours per year. Students may have no more than one study hall in the course of the regular school day.
4. Students will carry a course for a full semester or year when they register unless released from the course by the principal.
5. If a freshman, sophomore or junior fails to receive at least six credits during the school year, the student will have to attend summer school to fulfill the missing credit.
6. Students (Grade 9 – 12) will complete a minimum of twenty hours of Christian Service each year as a part of their religion course as well as attend an annual retreat. Satisfactory completion of religion is required for graduation.
7. No diploma will be issued from St. Francis High School to a pupil who has not met class or course requirements and/or has not met financial obligations to the school.
8. For an expanded look at high school courses, go to www.gtacs.org and click on Curriculum.

GRADING POLICY

Grade Averaging: The standard procedure for determination of semester grades is 40% per 9-week period and 20% for the final exam.

GRADING SCALE

Percentage	Grade
100 - 93	A
92 - 90	A-
89 - 87	B+
86 - 83	B
82 - 80	B-
79 - 77	C+
76 - 73	C
72 - 70	C-
69 - 67	D+
66 - 63	D
62 - 60	D-
59 - 0	F

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-

PROGRESS REPORTS

Parents can monitor progress of students using the Pinnacle and teachers will send out progress reports at the mid-point of the marking period. Please review these reports with your son or daughter. Sign them and return the report to each teacher for their records. Further, parents will be informed if their student falls into academic distress by their teacher or counselor. Parents are encouraged to initiate a contact with teachers if they feel that an academic concern is developing regarding their student. Student assignment information and grades are updated weekly using K-12 Planet technology.

REPORT CARDS – PARENT/TEACHER CONFERENCES

Report cards will be issued at the end of each marking period. Parent/Teacher conferences will be held after the 1st and 3rd marking period. Parents are welcomed to make appointments to 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.

INCOMPLETES

A grade of ‘Incomplete’ will be used only in the event of unusual circumstances:

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 first two weeks of the end of a semester, unless extenuating circumstances are presented and approved by the principal. Otherwise a failure will be recorded.

HONOR ROLL

To qualify for the honor roll a student must be taking at least six classes (TBA, West or Central Senior High, NMC included). Students achieving a minimum G.P.A. of 3.0 per marking period with no grades below a “C” earn Honor Roll status. Those students who achieve a G.P.A. of 3.4 or higher are further recognized as having earned First Honors.

To be eligible for honor roll status, a student must maintain acceptable citizenship and industry in all classes.

SCHEDULING

COURSE SELECTION

In early spring each student is given a course catalog from which to select his or her classes. Under the guidance of the counselor and teachers, the student selects classes. Parents/Guardians are asked to discuss the courses chosen and sign the confirmation of requested courses.

COURSE CHANGES (Course Drop/Adds)

Schedule changes will be made throughout the summer and drop/adds must be completed within the first two weeks of school. Students may change their schedule only for serious reasons. A drop/add form must be completed with signatures of the student, parents, teachers, and counselor.

CRITERIA FOR COURSE CHANGES

When a student arranges his/her schedule, a commitment to that proposed schedule is being made and therefore must be carefully examined before it is finalized. The student should note the list of acceptable reasons given for schedule changes. Students must realize that they are responsible for fulfilling the commitment, which they have made. However, the administration reserves the right to make exceptions in special cases when warranted.

1. Acceptable reasons for course changes

- a. Student is misplaced academically.
- b. Student is given an alternative elective other than those listed on the final course request form.
- c. Student wishes to add a class or drop a study hall/unscheduled period.
- d. Student wishes to substitute an alternative semester course.

2. Unacceptable reasons for schedule changes

- a. Student wishes to withdraw from a class because it is too hard and will possibly affect the G.P.A. or Class Rank.
- b. Student does not get along with the teacher.
- c. Student does not like the class.
- d. Student's schedule interferes with a job or extracurricular activity.

TRAVERSE BAY I.S.D. (Career Tech Center)

Students attending TBA for one-half day will earn three (3) credit hours. See the St. Francis High School Course Book for classes that are available at the Career-Tech Center.

GUIDANCE SERVICES

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

The counselor 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.

Due to the fact that over 90% of our graduates go to college, the Guidance Department includes a College Night provided by Aquinas College. Seniors and juniors are encouraged to schedule individual college advising appointments with the Counselor.

TRANSCRIPT REQUEST and FEE Transcript requests must be made directly to the guidance counselor. The first OFFICIAL transcript is free and all additional transcripts will cost \$1.00 to help defray the cost of postage. Payment should be made to the guidance office at the time of the request. There is not a charge for unofficial transcripts.

Gladiator Behavior Expectations

Traverse City St. Francis High School's philosophical approach to all aspects of our school is structured around our Perspective.

Our 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
Our Catholic Faith
Our Family Life
Our Academic Life
Our Co/Extracurricular Life

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
Do What's Right – Builds Character
Do Your Best – Builds Commitment
The Golden Rule – Builds Compassion

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.

SCHOOL FACILITIES AND STUDENT RESPONSIBILITY

AUDITORIUM REGULATIONS

The Kohler Auditorium provides rehearsal, performance, and meeting space for the school and diocesan community. This facility represents a large investment, and proper care must be exercised in its use. The following regulations will ensure its proper use:

- No food or drink is allowed within the seating area, stage, backstage, scene shop, or dressing rooms.
- Students are not allowed to be in the auditorium without faculty supervision.
- Trash must be disposed of properly.
- All events must be pre-approved through the principal's secretary prior to being scheduled.
- Faculty supervisor must ensure that facility is locked after use.

BOOKSTORE

- Students purchase their books from the bookstore.

CAFETERIA / FOOD POLICY

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

- Serving lines are to be orderly and no student is to break into the line ahead of another student.
- Lunch trays and garbage are to be taken to the disposal area.
- Drink containers brought from home must be plastic or metal (NO glass containers allowed).
- No food may be delivered to the school.
- Parents or alumni wishing to eat with students are welcome after signing in at the office.
- After eating, approved areas during the lunch hour include the cafeteria, the first floor, gymnasium, or the 11th Street side courtyard. Students are not permitted in the basement, auditorium, or any unsupervised area during the lunch hour.

WELLNESS POLICY

St. Francis High School is proud to support the Child Nutrition and WIC Reauthorization Act of 2004. This requires schools to provide nutritional guidelines, education, and healthy meals to our children. See the GTACS Wellness Policy for specific details.

LIBRARY

Students may use the library with their class or with a pass from their teacher during class or their study hall, and before and after school. The library is open from 7:40 a.m. to 3:15 p.m. Reference materials and magazines circulate on an overnight basis; all other books may be checked out for two weeks. The library has several computers for research and word processing.

Fines of 10 cents per day for regular materials and 25 cents per day for overnight materials will be charged for overdue books and magazines. Any lost or damaged library material must be paid for at current replacement costs.

Outstanding library fines or obligations must be taken care of before student is permitted to take final exams. Any fine or fee is expected to be paid within two weeks after incurring the fine. After two weeks, a letter will be sent home and an additional 50 cents will be assessed.

Procedures:

- Use the library in an appropriate and productive manner.
- There is no eating or drinking permitted in the library.
- Keep voices low during library hours.
- Respect others and the library environment.
- Students must be in proper dress code or will not be permitted to use the library.

HOMEWORK

Homework is assigned on a regular basis in order to review and reinforce the work done in school. Achievement cannot be attained without study. Parents should help their child to understand that the study and review of assignments are needed for practice, as well as the further development of classroom instruction. St. Francis students are expected to put in the necessary hours of study at home in preparation for each school day. 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.

At Saint Francis 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.

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:

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

HALLWAYS

Students must have an authorized pass at all times when in the hallway. All students may not loiter or assemble in the halls during class time. Study areas for all students include the library, assigned study hall, in front of the office cafeteria, courtyard, or another appropriate designated place.

LOCKERS

Although you are provided with a hall locker, that locker remains the property of the school and may be opened at any time by school officials. The administration holds the right to search persons, lockers and vehicles on school property.

- Students will be assigned to a locker at the beginning of the school year. This locker is your responsibility. Do not exchange lockers. Due care should be taken in keeping your own locker combination to yourself.
- Keep your locker locked and closed while unattended.
- 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, good taste, and non-permanent material.
- 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.
- Please treat them with care and be wise with valuables left unattended.
- Damage to lockers, doors left open while unattended, or inappropriate use may result in a detention or in-school suspension.

LOST AND FOUND

Articles, which are found, are turned into the office. Please report lost items to the office.

CLOSED CAMPUS

To facilitate the use of the educational opportunities available at St. Francis High School, 9 through 11th grade students are required to remain on campus during the entire school day. Students who leave campus without permission are considered truant and are subject to suspension.

OFF-CAMPUS PRIVILEGES

Eligible seniors will be able to leave campus during their lunch hour or after their last class period of the day. Seniors who leave campus assume responsibility for any missed classes due to car problem or traffic conditions.

Procedures:

- Parents will assume responsibility for their seniors when they are off-campus.
- Off-campus is a *privilege* reserved to the seniors. Seniors will automatically have this privilege unless: parents indicate otherwise, students are failing academically, in detention status, or any other decision made by the school administration.
- Under special circumstances underclassman will be allowed to have lunch off-campus with parental permission. Students must have permission from their parents and approval from the Dean of Students or Principal as required. Normal attendance procedures remain in place for this occasional type of lunch period.

VEHICLE REGISTRATION

All students who bring a vehicle to St. Francis must register their vehicles with the office and pay a \$20 fee, refundable at the end of the year if no violations occur. A form will be provided from the office and must be kept up-to-date if vehicles change during the course of the year.

DANCES AND SOCIAL FUNCTIONS

Dances provide excellent social opportunities for St. Francis High School students. There are three dances a year at Saint Francis – Homecoming, Snowcoming, and Prom. To maintain this atmosphere of Christian sharing, the following procedures should guide behavior at school social functions:

1. All school regulations must be observed.
2. Students must remain in the cafeteria and other areas designated for the dance until they are ready to leave for the evening.
3. Dances sponsored by St. Francis High School officially end at 11:00 p.m. with the exception of Prom.
4. Students leaving a school-sponsored dance before the designated end will be required to sign out before leaving.
5. The following regulations will be observed concerning dances and other student functions:
 - a. To be approved, arrangements must have been made regarding chaperones, advisor in charge, music, and refreshments, and facilities.
 - b. 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.
 - c. Students have 45 minutes to enter after the dance has begun unless prior arrangements are made in the office.
 - d. Students will not be readmitted after leaving the building.
 - e. Students are not allowed to loiter in the parking lot or sit in parked cars.
 - f. Loitering in the restrooms will not be permitted.
 - g. Chaperones have complete authority. Their directives are to be followed.
 - h. Students must receive permission from the Dean of Students or Principal at least two days in advance of the dance for one non-St. Francis guest to attend.

STUDENT ORGANIZATIONS

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 interests arise. Usually new activities are suggested by members of the student body. All such requests are forwarded to the Principal for review. Saint Francis assumes no responsibility for activities not formally approved by the Principal. The activities currently approved by the administration are as follows:

Interscholastic Debate	Interscholastic Forensics
Drama	Marching Band
Weightlifting	Pep Club/Key Club

Peer Tutoring	National Honor Society	
Support Groups	Yearbook/Gladrap	
Pom Squad	Student Leadership Forums	Photography Club
Tobacco		Teens Against
Youth Friends	Young Men's Discipleship	
Young Women's Discipleship		

NATIONAL HONOR SOCIETY

Students can become eligible for membership in the National Honor Society in the spring of their sophomore year. To be eligible, a student must possess a cumulative 3.6 G.P.A. A few academic classes are weighted for NHS purposes (and academic letters) in determining G.P.A. for juniors and seniors. The purpose is to encourage students to take challenging classes.

Other selection criteria include leadership, service, and character. Further, any suspension will eliminate the possibility of applying for NHS until the student has had two marking periods without significant discipline infractions. Continued membership is dependent upon the same criteria. A review will be conducted after each semester. Additionally, students who have violated the NHS or school codes will be subject to review subsequent to the confirmation of those violations.

In the spring, students with the requisite G.P.A. will be invited to submit an application for NHS. Students will be notified by the NHS advisor as to the council's decisions on membership. Students who are not accepted into NHS are encouraged to meet with the NHS advisor in an effort to enhance their future application. Students or parents may receive an expanded description of membership criteria by contacting the NHS advisor.

STUDENT COUNCIL

The Student Council represents the student body and provides all students opportunities to participate in representative government. Having representatives from each class allows all students to apply the principles of democracy that develop citizenship qualities and leadership capabilities. Guided by an Advisor, the Student Council promotes worthwhile projects, sets up wholesome social activities, and strives to create enthusiasm for school activities. It functions within limits defined by the Student Council Constitution and Bylaws and with authority delegated to it by the school administration. The Student Council provides an opportunity for any interested student with leadership qualities to run for student council officer or representative.

Qualifications for office or representative include having a cumulative G.P.A. of 3.0 or above accrued to the semester preceding the election and being in good standing according to the Administration and Faculty of St. Francis. Students wishing to run for office or representative are self-nominated. The entire student body votes for officers, and each class elects one representative from that class. Student Council officers must win by a simple majority vote.

The Saint Francis Student Council aims to be a STUDENTS' council and therefore urges each student to actively participate in all activities. Students are encouraged to present any suggestions or proposals to the Council. Student Council representatives will be able to serve on standing committees and other committees set up during the school year. Under the supervision of the administration, the Student Council is responsible for the following major activities: various service projects, homecoming activities, cultural activities, school-wide elections, and many other activities and assemblies.

CLASS OFFICERS

The freshmen, sophomore, junior and senior classes each elect a president, vice-president, secretary, and treasurer who, advised by a faculty member, conduct class meetings and direct class projects. Class elections take place in the spring.

RELIGION PROGRAMS

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.

THE EUCHARIST/LITURGY/CHAPEL

Liturgical worship is experienced at St. Francis 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. Weekly scheduled opportunities are available for liturgy and prayer in the St. Francis Chapel.

CAMPUS MINISTER AND RETREAT COORDINATOR

To assist in the development of a Catholic faith community with Jesus as their exemplar, St. Francis students and faculty, in conjunction with the Priests, Campus Ministry, Retreat Coordinator, and the Religion Faculty organize and direct the spiritual activities of the school community. These activities include student retreats, bible studies, community liturgies, penance services, community prayer, personal conferences, and Christian Service.

PRAYER

After the example of our Lord, our community is held together in prayer. Therefore, as part of a Catholic system of education, St. Francis 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.

RETREATS

St. Francis provides an annual retreat experience for each student. The retreats are structured appropriately for each grade level and are designed to help students deepen their relationship with Jesus, each other and themselves. All retreats are a required part of the religious formation at St. Francis.

SERVICE PROJECTS

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 St. Francis High School gives to experiential learning is underscored by the requirements of a designated number of hours per year in Christian service.

Christian Service Objectives

- 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.
- To engage students in a well-supervised process which will support the personal and spiritual growth and development of the whole person.
- 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

- The program will involve all students 9 through 12.
- The year will require 20 hours per student.
- The program is a graduation requirement.
- No money may be received.

Requirements

The student must meet minimal requirements at the end of each quarter. If these are not met the quarter grade will be lowered by one letter grade.

- 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.
- Each student will meet with his/her religion teacher for purposes of logging hours and meeting deadlines. If these deadlines are not met the quarter grade will be lowered by one grade. By the end of the third quarter, all service requirements must be met. If the requirements are not met, students will receive an Incomplete. If there are some requirements from previous years that have not yet been fulfilled by graduation the diploma will be withheld until all requirements have been met.
- A reflection paper is the fourth quarter requirement due by mid-term of the fourth quarter.

The development of the program expands not only in focus but also in depth over a four-year period. Project areas are emphasized as follows:

9 th and 10 th Grades:	Neighborhood/community, school, parish/church
11 th Grade:	Broader community/justice issues
12 th Grade:	Human services/one-to-one caring relationship

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.

Possible Services:

- Joining a parish choir
- Tutoring an elementary school student
- Volunteering as a library aide
- Volunteering as an office aide
- Cleaning school parking lot and grounds
- Cleaning parish parking lot and grounds
- Helping in church nursery school
- Donating time to help elderly or disabled:
- Shoveling snow
- Washing windows
- Reading to the elderly
- Raking leaves
- Doing housework
- Visiting shut-ins
- Preparing meals
- Grocery shopping
- Addressing Christmas cards
- Helping the poor
- Helping in a soup kitchen
- Preparing a complete meal for a needy family
- Helping in the food pantry
- Taking part in:
- Crop Walk
- Special Olympics
- Right to Life

- Reflection paper

Activities for Juniors:

- Women's Resource Center
- Food Pantry
- Habitat for Humanity
- Father Fred Foundation
- Amnesty International
- Right to Life
- Humane Society
- Nursing Homes
- Medical Care Facility
- Soup Kitchen
- Goodwill Inc.
- Goodwill Inn
- Salvation Army
- Department of Natural Resources

Activities for Seniors:

- One on one relationship outside family
- Ten service hours

ATHLETICS

OVERVIEW

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 also their school, their community, their church, their parents and their team. Furthermore, the athlete is to understand that many of their peers, 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 community.

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.

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. 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. 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.
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 8: If an 8th grade student-athlete fails a class the fourth quarter they will begin the first quarter of their 9th grade year on academic/extra-curricular probation and will be eligible to participate in extra-curricular activities.
 - 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. 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.
 - c) 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.
 - d) 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.

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 and two student reps.
 - g. Athletic Director
 - h. Superintendent – Ex-Officio
3. **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. A student will not be issued an award until all losses have been recovered.
4. **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 he or she 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.
5. **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.
6. **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.
7. **Bus Drivers:** 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.

ATHLETICS OFFERED AT SAINT FRANCIS

	Fall	Winter	Spring
Girl's	Volleyball	Basketball	Softball
	Golf		Soccer
			Tennis
Boy's	Football	Basketball	Baseball
		Hockey	Golf
	Tennis	Wrestling	
Girl's and Boy's	Cross Country	Downhill Skiing	Track
	Cheerleading	XC Skiing	
		Cheerleading	

DUAL PARTICIPATION

St. Francis encourages students to meet their fullest potential in academics as well as extra-curricula activities. Often these extra activities overlap with other athletic seasons and practice obligations. Student/athletes may choose to participate in dual events providing they are able to meet the demands and accept the responsibilities of their commitment.

The athletic director in cooperation with the student, coach, and parents will decide what scheduling accommodations will work that provides the least amount of disruption to all participating members. Student/athletes are expected to inform the coach and athletic director before the beginning of the athletic season. Students and athletes will be responsible for missed practices, games, or tournament events.

HEALTH AND SAFETY

ANIMALS ON SCHOOL PREMISES

Persons must receive prior permission from the building principal before bringing animals into the school. Animals may not be transported on school buses.

Domesticated felines, canines, and ferrets must be inoculated against rabies before the student may bring such animals to the school. The teacher or principal may request verification of inoculation before the animal may be brought to school.

Caged domesticated mammals such as hamsters, gerbils, guinea pigs, rats, mice, rabbits, and chinchilla may be brought to school when permission has been granted. Live mammals obtained from the wild are not to be brought to school except as part of a professional wildlife presentation. Staff and students should be aware that turtles, foxes, skunks, raccoons, and bats may pose serious health risks to humans through transmission of rabies, parasites, and disease.

ASBESTOS

In accordance with the Asbestos Hazard Emergency Response Act that was passed by Congress in 1986, we have inspected all Grand Traverse Area Catholic School buildings and have identified all sources of asbestos in various locations. It is our paramount concern to limit the release of any asbestos fibers. Therefore, we have

developed a plan for controlling asbestos containing materials. This plan has been submitted to the State of Michigan and a copy for public inspection is on file with the GTACS Director of Buildings and Grounds as well as at the Diocese of Gaylord. Additionally, if you would like a copy of the management plan for personal review, you may make a request in person to purchase one from either GTACS or directly from the Diocese of Gaylord.

BLOOD BORNE PATHOGENS

As a precautionary measure concerning blood borne pathogens, we may notify parents to bring in a change of clothing in the event of exposure to body fluids (blood, urine, vomit, etc.).

CONTAGIOUS DISEASES

- **HIGH TEMPERATURE OR ILLNESS**

Please do not send your child to school if he/she is running a temperature or has had a temperature recently. In most cases, if a child is too ill to go outside for recess, they are too ill for school. If a child needs to miss recess for more than two (2) days in a row, a note from a physician or nurse practitioner is required.

- **IMMUNIZATIONS**

All students at Holy Angels and Immaculate Conception Elementary School must follow the Michigan Public Health Code (P.A. 368) regarding immunizations. Parents/guardians will be required to show proof of immunization for their children.

- **EXCLUSION FROM SCHOOL**

Students contracting head lice, impetigo, pink eye or ringworm, and other such highly contagious diseases will be excluded from school attendance. They may return **ONLY** after written approval from a physician is obtained. Please inform the office when children have contracted a contagious disease, so other parents in the classroom can be made aware of the condition.

EMERGENCY MEDICAL FORM

This form must be filled out and updated each year for each student in school. This card contains emergency numbers where parents/guardians or responsible parties may be contacted in case of emergency. It also contains vital information regarding allergies or other information invaluable to medical personnel. These cards travel with children during field trips and are authorization for emergency medical treatment.

FIRE DRILLS/TORNADO ALERT/EVACUATION

Fire and tornado drills are conducted regularly throughout the school year in compliance with the State School Code. As part of our accreditation with the Michigan Association of Non-Public Schools, we are required to conduct eight fire drills and two tornado drills a year. In the event of an evacuation, students at Holy Angels will be evacuated to Central United Methodist Church, Central Grade School, St. Francis Church or Thirlby Field. Students at Immaculate Conception will be evacuated to either Asbury United Methodist Church and Willow Hill Elementary. Notification to the local media would be made so parents are aware of the evacuation site.

SCHOOL LOCKDOWN

As a safety precaution and responsibility to the students, simulated lockdown drills will be implemented at least twice per year. In conjunction with cooperating Law and Safety Officers, trained K-9 units will patrol hallways and school grounds. Student will remain in a secure area while training takes place.

MEDICATIONS

Any medication (prescription or over-the-counter, including Tylenol and throat lozenges) dispensed at the school will require written permission and direction from the parents or guardian. All prescription medication will be sent to school in the container issued by the pharmacy. All medications will be kept in the office and

will be dispensed from there by school personnel. No student may keep any medication in his/her possession, or administer his/her own medication. The only exception to this would be for a student to carry his/her own inhaler if there is a written note from the physician on file in the school office.

NOTIFICATION OF INJURY OR ILLNESS

Parents or guardians will be notified whenever there is a head injury; chipped, broken, or loose tooth or teeth; injuries to the eyes that cannot be rectified by cleansing; and injuries involving swelling or bleeding. Exceptions are spontaneous bloody noses and/or scraped knees, elbows, etc. In serious cases if the parent/guardian cannot be reached, the school will attempt to contact the emergency person listed on the Emergency Medical Form. If the parent/guardian or emergency person cannot be reached, treatment will be taken care of at the discretion of the principal. This procedure also applies to all student illnesses.

PESTICIDES

The Grand Traverse Area Catholic Schools utilizes North Shore Services Inc. to facilitate its integrated Pest Management Program (IPM) at all school buildings for the control of unwanted pests and organisms. IPM is a system that utilizes various methods and techniques in a total pest management program with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. A few of the techniques include pest exclusion, sanitation and biological controls. However, as with most pest control programs, chemical controls may also be utilized periodically. You have the right to be informed prior to any liquid sprayable or dust application of an insecticide, fungicide or herbicide made to school grounds or buildings during this year.

In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students; however, you will be notified following any such application. If you need prior notification, please contact your building principal to fill out a Prior Notification Request Form that will be submitted to the Director of Building and Grounds

CODE OF CONDUCT - GENERAL

St. Francis is committed to providing a safe and orderly learning environment. School authorities and faculty have an obligation to expect an attitude of respect and cooperation from their students. Discipline is fundamental in education and a respectful atmosphere is essential for academic, social, and spiritual growth to take place. In order to establish and promote an atmosphere of Christ-like living in the school community, the following standards of conduct are expected:

- Respect for self, students, teachers, staff, and guests.
- Respect for personal and communal property.
- Respect for rules and regulations.

Self-discipline is a responsibility students need to learn. Helping students to learn self-discipline is a shared responsibility of the school and parents/guardians. Rules and regulations are devised by the administration to help the school community function smoothly. Students are expected to follow the rules and regulations. By enrolling at GTACS, parents and students have accepted the conditions expressed.

COUNSELING

In keeping with the Mission Statement of our school, we are privileged to have a counseling department (guidance counselor and social worker) that provides periodic instruction and guidance in life-long skills. Students may request to see the counselor or social worker, and may be seen one time without prior notification to parents or guardians. Subsequent visits (if any) require parental consent.

AUTHORITY OF THE ADMINISTRATION

Since the administration has the responsibility for the activities and climate of Saint Francis High School, the administration has the authority to interpret the regulations and guidelines and to take necessary action to see that they are observed by everyone in the Saint Francis Family. Furthermore, students and parents have selected Saint Francis High School, and the school has accepted students on the basis that they comply with the rules and regulations set forth by the school. There are many rules and regulations that are not officially listed but clearly flow from the mission, perspective, and philosophy of Saint Francis High School; therefore, the school reserves the right to control the policies in this handbook, and discipline any behavior listed or not listed in this handbook.

STANDARD USED TO ASSIGN CONSEQUENCES

When the Dean of Students or Principal has deemed that an infraction is more likely than not to have occurred, a consequence may be assigned. The student will receive a detention and/or loss of student privileges for not following the standard code of conduct. Students must retain a satisfactory discipline, attendance, and academic record in order to retain privileges.

The discipline policies of St. Francis High School attempt 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 St. Francis High School discipline system is based on gradation of minor offenses, major offenses, suspension, and expulsion which pertain to different levels of responsibility.

GUIDELINES AND PROCEDURES

Normal discipline is the responsibility of the student with the guidance of the classroom teacher. If poor conduct or attitude becomes an insistent problem, the teacher is to make contact with the parents/guardians to enlist their cooperation. If this fails, the student is reported to the principal. The principal will assess the situation and then determine the action to be taken. The principal has final discretion on all disciplinary actions. The principal may determine an “in-school” or “at home” suspension of one to three days.

Parent conferences (with teacher(s) and principal) are required in all cases of chronic or serious discipline cases. If a child is suspended, parents will be notified directly and be requested to attend a joint conference with their child, the school principal, and possibly a faculty member. Depending on the case and in accord with Diocesan guidelines (4110), the principal will place the student on probation, suspension, or in rare instances, recommend expulsion to the (president) Pastor.

MINOR OFFENSES:

- Arguing after receiving a detention
- Disrupting classroom learning
- Disrespectful/argumentative
- Excessive noise in halls

- Littering
- Minor classroom behavior problems
- Misuse of Passes
- Parking lot violation
- Poor attitude
- Public display of affection
- Unprepared for class
- Violation of dress-grooming code
- Food and drink outside of cafeteria or courtyard

MAJOR DISRUPTIVE BEHAVIORS

A student will be subject to immediate disciplinary action up to and including suspension and expulsion for any of the following reasons:

- 1) Disruption of school: A student shall not by use of violence, force, coercion, threat, or false alarm cause disruption or obstruction of normal school operations.
- 2) Damage of school property: A student shall not cause or attempt damage to any school property. This will include books, equipment, furniture, vehicles, and buildings. Students/parents are responsible for restitution of all damages.
- 3) Assault: A student shall not act or behave in such a way as could cause physical injury to other students, any school employee or other persons on school property or during school sponsored activities.
- 4) Dangerous weapons and instruments: A student shall not possess, handle, or conceal any dangerous weapon or instrument while on school property or during school sponsored activities.
NOTE: A weapon is an object that can be used to threaten or injure another person. The school vicinity refers to any of the buildings on the Parish compound, as well as the adjacent grounds (including parking lots, playgrounds, play fields, and/or the perimeter of all parish property).
- 5) Procedures regarding weapons policy (In compliance of The Michigan School Code and The Diocese of Gaylord Weapons Policy 4112):
 - a) Any student discovered to have, or suspected of carrying, possessing, concealing, or transferring a weapon on school grounds shall be immediately removed from classes pending further investigation.
 - b) A search may be conducted to verify the suspicion. Questions may be asked by the principal, a member of the administration team, a teacher, the pastor, or any other person acting on behalf of one of these individuals.
 - c) Depending on the nature of the weapon, the local police department may be notified immediately and the pupil may be detained.
 - d) A pupil found to be in violation of the school's policy is subject to disciplinary action up to and including expulsion.
- 6) Alcoholic beverages, drugs, and controlled substances: A student shall not possess, use, deliver, conceal, or be under the influence of the aforementioned items.
- 7) Repeated violations, gross disrespect, insubordination: A student shall not repeatedly fail to comply with directions of teachers, substitute teachers, teacher aides, principals, or other authorized school personnel or school volunteer while the student is under the authority of school personnel.
- 8) Stealing: Students shall respect the personal ownership rights of others.
- 9) Verbal abuse/profanity: A student shall not verbally abuse and/or use profanity to harass another student, teacher, administrator, staff member, or other school personnel or volunteer. This includes "Killing Statements" and put-downs of other students.

- 10) Smoking/chewing tobacco: Students shall not possess or smoke cigarettes, cigars, or other tobacco products. Tobacco of any kind is prohibited.
- 11) Cheating: Students shall not cheat on tests.
- 12) Physical abuse: Students shall not engage in inappropriate touching or physical abuse of another student, teacher, administrator, staff member, or other school personnel or volunteer.
- 13) Hands Off Policy: All students are to keep their hands and feet to themselves in order to avoid any misunderstandings. Unfortunately, the most innocent of touches can be interpreted as being aggressive and can lead to fighting.

WEDNESDAY DETENTION

After a minor offense, the teacher will fill out a “Detention Notice” The students must serve the detention on the day assigned – failure to do so will result in further disciplinary action. Students may have the option to serve the detention before or after school. Most detentions will be working detentions allowing the students to better the school or Church facilities. Length of detention times are listed below:

Offenses Per Quarter	Detention Duration
1 st , 2 nd	50 minutes
3 rd , 4 th	2 hours
5 th	Saturday Morning
6 th	In-school Suspension

Students must be engaged in Silent Academic Work during the entire detention period.

MORNING DETENTION

The Dean of Students or teacher may decide to assign a morning detention. The same procedure as outlined above will be followed. Transportation, jobs, activities, etc. are not acceptable excuses for missing detention.

IN SCHOOL SUSPENSION

The student is removed from daily classes but not from the building. They are expected to complete daily assigned work in silence by themselves. Parents will be informed by the principal of all suspensions.

OUT OF SCHOOL SUSPENSION

Suspension procedures according to Diocesan Policy 4110 will take effect when a student has been found to seriously impair the development of Christian education, respecting the rights of all involved. A student may arrive at suspension in two different ways:

1. Suspension results after a third major violation.
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 or Dean of Students 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.

The suspension will also carry with it an academic consequence as the student receives no more than 70% of the earned grade for any tests, quizzes, assignments, or class work missed. When it becomes necessary to suspend a student due to a disciplinary problem or a violation of a major school regulation, the Dean of Students or Principal will notify the student and parents immediately by telephone and in writing within three school days.

After the suspension is served a meeting will be held with the Dean of Students, the student, and his or her parent/guardian. This meeting is a time for the student to demonstrate that he or she has learned from his or her mistake and consequence.

Any severely disturbing behavior that clearly falls outside of the mission, perspective, and philosophy of St. Francis High School will result in a suspension.

EXPULSION (Diocesan Policies 4114)

Expulsion is defined as the permanent dismissal of a student from the school. Like suspension, 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:

- When the moral or physical well being of the student body or staff is endangered.
- 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, parents/guardians, and pastor. The principal has final discretion on all disciplinary matters. Because it is impossible to foresee all problems that arise, the faculty and administration are empowered to take disciplinary action for any behavior that violates the spirit and philosophy of GTACS.

A second suspension during a school year or a third suspension during a student's tenure at St. Francis High School 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. In certain circumstances second semester seniors who reach the point of expulsion may no longer attend classes but may be allowed to take their exams. If they fulfill all graduation requirements, they will receive a diploma privately.

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.

The principal has final discretion on all disciplinary matters. Because it is impossible to foresee all problems that arise, the faculty and administration are empowered to take disciplinary action for any behavior that violates the spirit and philosophy of GTACS.

OFF CAMPUS DISCIPLINE

The philosophy of St. Francis High School is based on the belief that the parents are the primary educators of their children. The administration of St. Francis High School looks toward the parents as the disciplinarians for events that happen off campus. Even though St. Francis does not want to get involved in unsanctioned off-campus activities, events may occur off campus that have a detrimental effect on St. Francis High School and the ability of the Faculty and the Administration to uphold the Mission and policies of St. Francis High School. Under such circumstances, the Administration reserves the right to take disciplinary action up to and including expulsion.

EXTRAORDINARY EXCLUSION

When students enter St. Francis High School, 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 St. Francis High School, or any of its administrative officers or faculty, shall not be liable in any way whatsoever for such exclusion.

SUSPENSION APPEALS

It is important to note that only suspensions which are 3 days or longer may be appealed.

If the suspension has been assigned by the Dean of Students, an appeal of the decision must be made to the Principal within one school day of the beginning of the suspension. The Principal may meet with the student and his or her parents. The Principal's decision will be final. If the suspension has been assigned by the Principal, an appeal letter may be written to the Superintendent within one day of the beginning of the suspension. If the Superintendent grants an appeal he or she may meet with the student and his or her parent. The Superintendent's decision will be final.

EXPULSION APPEALS

If the affected parent or student wishes to appeal to the Superintendent, they should submit a letter stating the grounds for appeal to the Superintendent. The appeal letter must be received within five school days of the Principal's decision to expel the student. The appeal letter should explain the reasons which the parents or student believe constitute grounds for an appeal. 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 or Diocesan Policies 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, the parents will be notified in writing of this decision within five school days after receipt of the appeals letter.

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 appeal letter. The parents and student who initiated the appeal as well as the appropriate school representatives will then meet with the Superintendent. Neither side may be represented by legal counsel. The Superintendent will hold the appeal meeting within ten school days of his or her decision that sufficient grounds for an appeal exists.

In the event that the expulsion is found to be unfair or inappropriate, the Superintendent shall so advise the Principal, and action to reinstate the student will be undertaken. In this case, all reference to the expulsion shall be removed from the student's file.

POLICIES REGARDING SPECIFIC DISCIPLINARY INFRACTIONS

ACADEMIC HONESTY

Whether regarding homework, lab work or reports, tests, quizzes, or and other academic assignment, Saint Francis High School holds to the following cheating and plagiarism policies:

1. Cheating is defined as any act by which a student uses the work of another for his or her own gain. This includes looking at or attempting to look at the work of another. It also includes providing one's own work to another, except when the teacher has recommended group study. It also includes stealing of tests, looking at stolen tests, and having in ones possession material that gives an unfair advantage, and any other act which the administration deems as cheating. Any act of cheating will result in the following disciplinary actions:
 - a. The teacher will record a "0" or "F" for the particular piece of work.
 - b. The teacher will complete a "Discipline Report" explaining the offense and forward it to the Dean of Students.

- c. The Dean of Students will notify parents or guardian of the incident.
 - d. A second offense may result in loss of credit, suspension, or expulsion.
2. **Plagiarism** is academic fraud and violation of copyright laws. Plagiarism is the use of language, ideas or thoughts of another's as if it were one's own original work. Any act of plagiarism will result in the following disciplinary actions:
- a. The teacher will record a "0" or "F" for the particular piece of work
 - b. The teacher will complete a "Discipline Report" attaching a copy of the student's work and the original from which the student plagiarized. This report will be forwarded to the Dean of Students.
 - c. The Dean of Students will notify parents or guardian of the incident. The student, his or parents, and the Dean of Students will meet to discuss the severity of the situation.
 - d. Any incident of plagiarism may result in, but is not limited to, failure or the course, suspension, or expulsion.

HARASSMENT

Saint Francis High School seeks to create and foster a school community in which all individuals are treated with dignity, integrity, respect and compassion. It is the policy of the Diocese of Gaylord and GTACS to make every effort to provide an educational environment that is free from all types of harassment. This policy applies to the actions of all faculty, staff, and students at GTACS, as well as others who may be in a working relationship with the school. The Diocese of Gaylord and GTACS School are open to and respect any/all concerns brought under this policy. At GTACS, every individual should be treated with dignity and respect. Faculty, students, staff members, and anyone else who works and/or visits the school are entitled to work/attend school in an environment free from discriminatory practices, including sexual and other forms of harassment. All will be held by standards of conduct that ensure that the school is free from sexual and other forms of harassment. Students are expected to treat all persons with respect and dignity. Thus, inappropriate sexual behavior or comments, which are directed at faculty, students, or other staff members, will not be tolerated. The school will investigate all complaints of harassment in a confidential, professional manner. Appropriate action will be taken when warranted. Individuals involved in any allegations will be given due process. However, it should be noted that individuals who are found in violation of this policy, would be subject to appropriate disciplinary action, up to and including suspension and/or expulsion from school. A complete copy of the Diocese of Gaylord Sexual Harassment Policy is on file at the school office and is available for review.

Harassment occurs when an individual is intimidated, teased, bullied, threatened or discriminated against because of race, religion, age, gender, physical appearance, socioeconomic status, or academic pursuits. Harassment creates an offensive, hostile intimidating environment. Examples of harassing behavior include, but are not limited to, the following:

- **Verbal Harassment:** Derogatory or demeaning comments, jokes, threatening or intimidating words spoken to or about another person or group.
- **Physical Harassment:** Unwanted physical contact, touch, assault, hazing or any intimidating interference with normal activity or movement.
- **Visual Harassment:** Derogatory, demeaning, or inflammatory drawing, written words, cartoons posters, gestures, or altered photographs physically produced or posted.
- **Sexual harassment:** Unwelcome sexual advances, insults and other physical conduct of a sexual nature.

The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

HAZING

The core of the philosophy of Grand Traverse Area Catholic Schools is rooted in the teaching of Jesus Christ and His Holy Catholic Church. In every situation, we are compelled to respect others as Christ would. Therefore, protecting the dignity of our students is of great importance.

One serious threat to the dignity of our students is hazing. Hazing is any action that harms or threatens the dignity of an individual. Further, it is our Christian duty to come to the aid of those whose dignity is threatened.

The involvement in hazing or the failure to intervene to prevent or stop hazing is considered harmful to not only the individual hazed but also to the entire school family; therefore, hazing will not be tolerated in curricular, extra-curricular, or co-curricular activities and will be dealt with in a serious manner.

Additionally, students and adults in leadership positions within extra-curricular or co-curricular clubs or teams will be expected to foster an environment in which hazing will not occur. Failure to do so is contrary to the core of the philosophy of Grand Traverse Area Catholic Schools and those individuals will incur disciplinary action.

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 St. Francis High School. Because of its unfortunate association with gambling, card playing is expressly forbidden at St. Francis High School before, during, or after school hours.

ELECTRONIC DEVICES

All electronic devices including music players/pagers/cellular phones and video games must remain in the student's locker during the school day. Students are extended the privilege of possessing cell phones on school grounds; however, their use is limited to after school hours. These devices must be in the off, not visible, nor used before 2:37 on school days. Students may use a cell phone if an emergency arises.

Unauthorized uses of electronic devices will result in the following consequences: First offense, device is confiscated until 2:37p.m., a detention assigned and the parents are notified. A second offense will result in a detention and the device is not returned until the detention is served or a parent retrieves the device; third offense is a Saturday detention and the parent retrieves the phone.

TRUANCY

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. Skipping mass will result in an automatic three hour Saturday detention.

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.

STUDENT SUBSTANCE ABUSE

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.

The use and/or possession of alcohol, drugs, or drug paraphernalia by a St. Francis High School student on school property or at any school event is 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 St. Francis High School 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 St. Francis High School, the student, in order to remain a member of the student body, must strictly adhere to the following:

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.
- b. 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.

2. Protocol:

Discipline for infractions of rules may be administered as outlined below unless the school in its sole discretion chooses to immediately suspend/expel the student.

- c. Parents will be immediately notified. If an investigation becomes necessary, the police will be contacted.
- d. 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.
- e. A list of professional assessment facilities will be provided by the school and parents must choose one of these approved organizations.
- f. The results of the assessment must be provided to St. Francis High School along with any follow up counseling or rehabilitation activity in which the student and parents will be involved.
- g. In order to remain at St. Francis High School, the student must follow the recommendations of the assessment.
- h. After completion of the evaluation and/or counseling treatment, the Student Assistance Program Core Team will direct follow up therapy, counseling, rehabilitation, etc., as recommended by the professional evaluation.
- i. 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.
- j. 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.
- k. 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.

1. 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. Consequences for Students Involved in Extra/Co-curricular Activities:

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:

- 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 20% 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.
- 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.
- 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:

- 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.
- 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.

- 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:

- 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.
- 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.
- 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.

COMPUTER ACCESS AND INTERNET USE POLICY

Grand Traverse Area Catholic Schools Computer, Network, and Internet Student and Staff Acceptable Use Policy

CODE OF ETHICS

The Grand Traverse Area Catholic Schools (GTACS) strongly promote the use of electronic technologies in the educational process. GTACS provides access to information resources in a variety of formats. Together these allow students and staff to access current and relevant resources, provide opportunity to communicate in a technologically rich environment, and become responsible, self-directed life long learners.

The use of technology within the GTACS is a privilege extended to students, faculty, and community members to enhance learning and exchange information. When using GTACS technology, the user must realize that he/she represents the Catholic community, and therefore must uphold Christian, ethical, and legal requirements. All users must read understand, sign, and abide by the Acceptable Use Policy. Access privileges may be revoked; school disciplinary action may be taken, and/or appropriate legal action for violations that may constitute a criminal offense.

RIGHTS

All GTACS students and staff have the right to make educational use of the following censored resources; internet access, limited hard drive space on our servers, and access to GTACS approved software on the workstations, in a manner consistent with Catholic school philosophy.

RESPONSIBILITIES

It is important that users of electronic technologies within the GTACS represent themselves with ethical, Christian responsibility. As such, the following points are a partial list of unacceptable behavior:

- Users may not damage or mistreat equipment or facilities under any circumstances.
- Users must not leave their workstation unattended for any reason and must properly log out at the end of their session
- Users must make sure that all food or drink are kept away from computer equipment
- Users may not intentionally waste computer resources
- Users may not transmit any material in violation of any United States or State of Michigan Regulations
- Users may not employ the network for personal financial gain or commercial purposes
- Users may not violate regulations prescribed by the network administrator
- Users may not engage in practices that threaten the integrity of the network (e.g., knowingly download files containing viruses).
- Users may not engage in personal business that is unrelated to the research being done or the performance of the job
- Users may not write, use, send, download, or display obscene, threatening, harassing, or otherwise offensive messages or pictures, including pornography, violence, or hate sites.
- Users may not use the equipment for any illegal activities, including the violation of copyright laws and software piracy
- Users may not load or copy any software or other programs to or from GTACS equipment unless permission is explicitly granted by an authorized party (e.g., the network administrator).
- Users may not use anyone else's password, nor may they share their password with others.
- Users may not trespass into anyone else's folders, documents, or files.
- Users may not disclose anyone else's personal information (e.g., address, phone number, or confidential information), including and especially that belonging to students, community members and families, or fellow employees
- Users may not use the network, or the internet for unauthorized game
- playing, unauthorized "chat" or chain letters
- Users may not use the network for acts of vandalism against persons or resources including the uploading of viruses.
- Users may not use another persons computer file, access accounts, and or files without proper authorization

PRIVILEGES

The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges.

ADMINISTRATION PROFESSIONAL CODE OF ETHICS

COPYRIGHT

It is the policy of the Diocese of Gaylord and the GTACS that all employees, volunteers, and students will abide by federal copyright laws. Employees, volunteers, and students may copy, print, or non-print material allowed by:

- Copyright Laws
- Fair use guidelines
- Specific license or contractual agreements
- Other types of permission

POLICY ENFORCEMENT GUIDELINES

Depending on the nature and severity of the policy violation, the technology director, or school administrator may take one or more of the following actions:

- Verbal or written warning
- Temporary access denial
- Permanent access denial
- Suspension
- Expulsion
- Legal action

Demonstrated intent to violate policy will be considered the same as actual policy violation. Demonstrated intent means evidence of actions, which if successful or carried out as intended, would result in a policy violation.

Evidence of attempted or actual system security, integrity, or performance-related incidents will be cause for immediate access denial.

If warranted, the school administrator will refer the case to Local, State, or Federal authorities for further disposition.

LIMITATION OF LIABILITY

The Diocese of Gaylord and the GTACS makes no guarantee that the functions or the services provided by or through the school/district system will be error-free or without defect. The school/district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The school/district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school/district will not be responsible for financial obligations arising through the unauthorized use of the system. In addition, it is understood that despite reasonable efforts at supervision, access control, and filtering, students may inadvertently or otherwise access inappropriate materials.

GTACS STRUCTURE AND ORGANIZATION

MEMBERSHIP

All families with children attending Holy Angels Preschool and Elementary School (HA), Immaculate Conception Elementary School (IC), and Saint Elizabeth Ann Seton Middle School (SEAS) are members of the PTC.

BOARD OF DIRECTORS

- The Board consists of seven voting members being the President, Vice-President, Treasurer, Secretary, and the School Advisory Board Liaisons for HA, IC and SEAS and may include two additional non-voting members being an administrator and teacher representative.
- A quorum shall consist of five Board members.
- Voting carries by majority rule.
- No term of office will exceed three years. In the event of resignation of any officer before the expiration of their term, the Board will appoint a replacement to fill the officer’s remaining term.

ATTENDANCE

- All PTC members are encouraged to attend all meetings.
- Board members will attend all meetings in conjunction with an administrator and a teacher representative.
- One Room Parent or liaison per grade will attend all meetings.

MEETINGS

- Regularly scheduled meetings will be held the second week of the month, each month, with the day of the week and time being established by the Board.
- The Board may call additional meetings as needed.
- The Board will hold executive meetings twice per year – at the beginning and end of the school year.

PARENT/STUDENT ACKNOWLEDGEMENT FORM

We have read the St. Francis High School Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of the school district. We also understand that this handbook supersedes all prior handbooks and other material on the same subject. We understand that copies of the Diocesan and School Policy books are available for perusal in each school office.

PARENT NAMES: _____
(PLEASE PRINT)

PARENT SIGNATURE: _____

DATE: _____

PARENT SIGNATURE: _____