
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 to his or her fullest spiritual and academic potential.

BELIEF STATEMENT

Christ is the center of the GTACS.

Future career requirements mandate changes in education.

The values and skills taught and learned in our school system give our students an advantage in life.

Catholic education is an essential foundation for the continuation of the Catholic faith.

Parents are the primary educators and role models for their children.

Teachers, administrators, and staff serve in an apostolic mission, and are responsible for combining academic and moral standards as their primary goal.

The success of GTACS is based on our ability/commitment to provide quality education.

Catholic values, taught at home, are reinforced at GTACS.

Quality education is teamwork (a collaborative effort) - parents, child, staff and parish.

Instilling a faith-centered value system in our children is of prime importance.

Catholic schools are a primary avenue of evangelization.

GRAND TRAVERSE AREA CATHOLIC SCHOOLS BROAD STUDENT OUTCOMES

GTACS students will be people of prayer with a pervasive awareness of God in their lives.

GTACS students will strive towards productive and fulfilling lives.

GTACS students will be thinking people who strive to solve problems in their personal and working lives.

GTACS students will be knowledgeable users of technology.

GTACS students will initiate tasks and see them through to completion.

GTACS students will be confident, self-directed individuals.

GTACS students will continue to seek knowledge.

TABLE OF CONTENTS

OUR PARTNERSHIP WITH YOU

GTACS Advisory Board	03
Parent-Teacher Council (PTC)	03
Non-Custodial Parents	03
Confidentiality	03
Volunteer Confidentiality Policy	03
Communications	04
Conferences	04
Report Cards	04
Parental Requests	05
Lunch Time Support from Parents	05
Visitors	05
Messages and Deliveries	05
Office	05

ADMISSIONS

Change Of Address	06
Enrollment / Transfers	06
Tuition, Savings Plans and Support	06
Tuition Assistance	06
Tuition Schedule / Payments	06
Tuition Reduction	06
Incentive Plan (TRIP)	

SCHOOL ATTIRE

Grub Days	07
Lost and Found	07
Uniforms	07
Approved Uniform Suppliers	09
Uniform Non-Compliance	09
Winter Wear	09

TRAVEL TO AND FROM SCHOOL

Arrival / Departure of Students	10
Bicycles	10
Bus Transportation	10
Drop-Off / Pick-Up / Parking Procedures	10
Transportation Home / Sick Children	12

ATTENDANCE

Starting Time / Dismissal Time	12
Absences	12
Excused Absences	12
Unexcused Absences	13
Appointments	13
Make-Up Assignments	13
Tardy Students	13
Truancy	13
Vacations	14
Weather Closings / Delays	14

THE SCHOOL DAY CURRICULUM

Accelerated Reader	14
AIDS Education	14
Band	14
Computer Lab	15
Field Trips	15
Physical Education	15

Holiday and Birthday Celebrations	15
Homework	15
Library	16
Lunch and Recess	16
Payment and Envelopes	16
Mass	16
Snack Time	17
Birthday Treats	17
Assessments	17
Student Assistance Program	18
FUNDRAISING	
Bake Sales/Raffle	18
HEALTH & SAFETY	
Animals on School Premises	19
Asbestos	19
Blood-Borne Pathogens	19
Contagious Diseases	19
Emergency Medical Form	19
Fire Drills / Tornado Alert / Evacuation	20
Medications	20
Notification of Injury or Illness	20
Pesticides	20
Wellness Policy	20
CODE OF CONDUCT - GENERAL	
Counseling	26
General Conduct Expectations	26
Guidelines and Procedures	26
Minor Disruptive Behaviors	26
Major Disruptive Behaviors	27
Consequences – Grades 2-5	28
Consequences – K-1	28
Detention	28
In-School Suspension	28
Suspension (Out of School)	29
Expulsion	29
Cell Phones/Electronic Devices	29
CODE OF CONDUCT – PLAYGROUND	
Outdoor Recess Conduct	29
CODE OF CONDUCT – ANTI-HARASSMENT	
Diocesan Policy	30
CODE OF CONDUCT – TECHNOLOGY	
Introduction and Code of Ethics	30
Rights	30
Responsibilities	31
Privileges	31
Administration Professional	31
CODE OF ETHICS COPYRIGHT	
Policy Enforcement Guidelines	31
Limitation of Liability	31
APPENDIX	
Staff List	32
PTC By-Laws	33
Notes	35
Parent / Student Acknowledgement	Insert

OUR MISSION & PARTNERSHIP WITH YOU

GRAND TRAVERSE AREA CATHOLIC 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 Donald Geyman). 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 7:00 p.m. in the library of Immaculate Conception.

PARENT-TEACHER COUNCIL All parents/guardians with children enrolled at Immaculate Conception and Holy Angels Elementary Schools 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.*

(See also the list of current PTC board members and copy of the by laws)

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 A weekly school newsletter (Cherub Chat and I.C. Connection) and any necessary memos or information on community activities such as scouts, sports, clubs, etc., are sent home with each child. Classroom newsletters and/or Friday flyers also serve as a vital link between home and school.

In grades one through five, each student is given a personal planner in order to keep track of daily assignments and projects. The planner can be used as well by parents and teachers to monitor student effort and to communicate daily/weekly progress and expectations.

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:

1. *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.*
2. *Irresolvable issues between a parent and teacher then need to be addressed by the principal.*
3. *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.*
4. *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 third marking periods. All parents are required to attend these conference.

Individual conferences are encouraged and may be called by either parent or teacher whenever necessary. If a conference is desired, parents must call the office or schedule an appointment with their child's teacher.

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. In grades 3-5, warnings for inadequate performance (dropping two or more letter grades) must be sent to parents/guardians four (4) weeks before the end of each marking period.

(See also Communication and Homework)

PARENTAL REQUESTS At the end of the school year, the faculty considers many factors in order to create well-rounded classrooms for the following year. It is our goal to have a balance in each classroom in regards to the number of boys and girls, academic abilities, and leadership qualities. We also try to separate some children whose personality traits cause situations that interfere with their learning or children who need to develop greater independence from a close friend. We take into consideration the needs of the children for the support and security of a close friend. Input from our school counselor/social worker and current classroom teacher are key to ensuring parental requests will result in an optimum learning environment for the requesting family's child, as well as all other children in the classroom. If you feel your child requires a particular classroom environment, please pick up a request form in the office. Request forms are available for a one week time period and particular requests will be considered only on these forms. Our teaching staff is large enough that we require two teacher choices on the form.

We respect and appreciate the concerns and opinions of parents/guardians regarding their child's placement for the next year. Although it is impossible to honor every request, please be assured that we do put much thought and consideration into the regrouping process. In the spring, school newsletters will announce when the forms are available and when the deadline is to hand in the forms. Requests are accepted for grades K-5.

LUNCH TIME SUPPORT FROM PARENTS Parents are asked to help supervise the lunchroom and playground along with the lunchroom/playground supervisor. Parents' names are published in the school newsletter and in a special cafeteria/playground calendar on a rotating basis. If a parent cannot make their assigned duty they are asked to change with someone else or send in \$15.00 to cover the cost of a substitute. A list of procedures is posted in each cafeteria on the marker board to assist parents.

(See also Lunch and Recess)

VISITORS To ensure the safety of our children and enable communication with visitors should they need to be reached while on the premises, all adult visitors entering the building are asked to sign in at the school office.

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.

OFFICE The school office is managed by the secretary from 7:30 a.m. to 3:30 p.m., Monday - Friday. The school answering machine is closely monitored and all messages will be promptly returned.

ADMISSIONS 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*

CHANGE OF ADDRESS It is imperative that we have up-to-date address, email, 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. Holy Angels (HA) and Immaculate Conception (IC) Elementary Schools have limited provision for “special needs” students and cannot necessarily accommodate all students. 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 during 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 1% to 15% 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 dropped off up until 6 p.m. Tuesday. Orders may also be filled while you wait during TRIP hours.

The TRIP office is open Wednesdays from 12-2 p.m. and Thursdays 8-10 a.m. in the lobby of the St. Francis gym. For more information call our TRIP coordinators Kate Fly and Lynn Montroy at 932-4848.

SCHOOL ATTIRE

GRUB DAYS Grub days are days when children may wear jeans, sweatshirts, T-shirts, shorts, (when the weather is appropriate) and other types of “dress-down” clothing. Proper consideration must be given to the mission of a Catholic school in the selection of clothing or particular lettering or logos. Inappropriate or immodest clothing cannot be tolerated (no spaghetti straps, please). Should questions arise, it will fall solely to the principal’s discretion to determine what is acceptable and what is not. Grub days typically fall on the 3rd Friday of the month. Students are asked to bring a donation on grub days, which will be donated to a designated monthly charity.

LOST AND FOUND Lost items are put in the “Lost and Found” box in the hallway and may be reclaimed there. Such articles will be held for the semester and then given to a charitable organization. Children finding possessions of others are asked to turn them in at the office. Please mark all clothing, especially tennis shoes, mittens, gloves, hats and jackets. Our lost and found occasionally reaches gigantic proportions!

UNIFORMS Uniform clothing has no visible brand name logos, and to ensure consistency in dress and quality, uniforms must be purchased from the approved uniform suppliers listed. ***Please make sure that all pants and tops are free from logos, lace trim, or other embellishments.*** Clothes from suppliers other than those listed are frequently a different shade of blue or are noticeably styled differently. Should changes occur during the school year, they will be clearly communicated to parents and students. The Principal has the final say on all dress code issues.

SPECIAL UNIFORM NOTE: New zipper cardigan and the above-the-knee Two-button Stretch Chino Skort are now accepted through Lands’ End! However, the new blouse with ruffled collar and the ruffled sweater is not accepted.

GIRLS:

Jumper Navy blue from Land’s End or Bay Supply. Girls wearing jumpers should consider wearing bike shorts underneath. The bike shorts should not hang below the hem of the jumper. No leggings that partially cover the leg, such as to the calf or ankle, are allowed under the jumper. Full-length tights or hosiery that cover the feet may be worn with the jumper and **MUST** be of solid white, or navy. No print or patterned tights/hosiery are allowed.

Skort for grades K-5 Skorts may be worn, but must be knee length and be Navy Blue (no denim) from Land’s End or Bay Supply. The Pleat Stretch Chino and Cargo style are **NOT** accepted. No leggings that partially cover the leg, such as to the calf or ankle, are allowed under the skort. Full-length tights or hosiery that cover the feet may be worn with the skort and **MUST** be of white, or navy. No print or patterned tights/hosiery are allowed.

Skirt for grades 3-5 Navy blue A-line skirt from Lands’ End. (Flat front style only)

Pant Navy chinos or corduroys for winter. Cargo style is not accepted. Plain front or pleated styles accepted.

Walking short Navy, to be worn no shorter than 3 inches above the knee. Walking shorts may be worn August/September and May/June or at the discretion of the building principal.

Skirt Skirts may be worn, but must be knee length and be Navy Blue (no denim). 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 MUST be worn with a skirt and MUST be of solid white, or navy. No print or patterned tights/hosiery are allowed.

Sweater/vest Navy or white V-neck or crew neck pullover or cardigan, worn with collar visible. The “Holy Angels” and “Immaculate Conception” sweatshirts are acceptable as part of the uniform, but must have a collared shirt underneath. There are to be no “hooded” sports sweatshirts worn in the classroom, but may be worn at lunch and recess. (See also approved uniform suppliers)

Tights/socks 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 may be worn. No print or patterned tights/hosiery are allowed, must be solid navy or white in color. Navy or white anklets or knee socks are also acceptable. Tights or socks must be worn with shoes.

Shoes/Boots Shoes must be closed toe and neutral in color. No heeled shoes are appropriate for school. Tennis shoes may be worn. Additionally, a separate pair of non-marking tennis shoes is to be kept at school and used only for physical education class. During the winter months we ask that all students have a pair of boots to where to and from school and at recess. Boots are not allowed in the classrooms (students must have a pair of indoor shoes to wear during the winter months). We understand that many girls like to wear “ugg-style” boots. These are permitted, but keep in mind that if the “ugg-style” boot is to be worn inside then a separate pair of outside boots should be available. If they are to be worn outside, then a pair of inside shoes should be available. As part of our dress code we also ask that pants not be tucked into any of these “ugg-style” boots, but instead be worn on the outside of the boots. Additionally, because students go outside for recess on a regular basis it is important that they have footwear that stay secure to their foot. “Flats” should be avoided because they present a danger when running and moving on the playground.

Belt Plain navy, black, or brown.

Hair/Accessories No hair scarves or bandanas are to be worn. Hair styles are to be neat and accessories are to be simple.

Jewelry/Appearance Jewelry should be simple and not detract from the uniform. No large hoop or dangling earrings are permitted for safety reasons. No excessive make-up or extreme hairstyles are appropriate. Colored hair is not appropriate. Pants should be worn at the waist. Hats should be removed when in the building. No skin is to show at a midsection regardless of whether the student is sitting, standing, or reaching.

BOYS:

Pant Navy chinos or corduroys for winter. No cargo styles. Plain front or pleated styles accepted.

Walking short Navy, to be worn no shorter than 3 inches above the knee. Walking shorts may be worn August/September and May/June or at the discretion of the building principal.

Shirt White interlock or mesh polo shirts. White with pointed or turtleneck collar. Long or short sleeve. Shirts are to be tucked in.

Sweater/vest Navy or white V-neck or crew neck pullover or cardigan, worn with collar visible. The “Holy Angels” and “Immaculate Conception” sweatshirts are acceptable as part of the uniform, but must have a collared shirt underneath. There are to be no “hooded” sports sweatshirts worn in the classroom, but may be worn at lunch and recess. (See also approved uniform suppliers)

Socks Navy or white. Socks must be worn with shoes.

Shoes/Boots Shoes must be closed toe and neutral in color. No heeled shoes are appropriate for school. Tennis shoes may be worn. Additionally, a separate pair of non-marking tennis shoes is to be kept at school and used only for physical education class. During the winter months we ask that all students have a pair of boots to where to and from school and at recess. Boots are not allowed in the classrooms (students must have a pair of indoor shoes to wear during the winter months). We understand that many boys like to wear a hiking shoe/boot. These are permitted, but keep in mind that if the hiking boot is to be worn inside then a separate pair of outside boots should be available. If they are to be worn outside, then a pair of inside shoes should be available.

Belt Plain navy, black, or brown.

Hair/Jewelry/Appearance Hair styles are to be clean and neat. No earrings are permitted. Pants should be worn at the waist. Hats should be removed when in the building. No skin is to show at a midsection regardless of whether the student is sitting, standing, or reaching.

APPROVED UNIFORM SUPPLIERS Uniform vendors are Bay Supply, Lands’ End, Sears, and JC Penney. 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.

Holy Angels Preferred School number:	900065509
Immaculate Conception Preferred School number:	900065541

The GTACS school logo is available for embroidery through Bay Supply and Lands End.

Holy Angels logo number through Lands’ End:	0146194K
Immaculate Conception logo number through Lands’ End:	0145801K

THE LOGO FOR HOLY ANGELS AND IMMACULATE CONCEPTION ARE OPTIONAL!

UNIFORM NON-COMPLIANCE If there is a valid reason for your child to be out of uniform on any given day, please send a note of excuse. If your child does not present a note of excuse, written communication will be sent home noting the violation. In the case of repeated, obvious, or blatant dress code violations the student will be sent to the office to change into uniform clothing provided by the school or call home for a parent to bring uniform clothing.

WINTER WEAR Please ensure that your child is properly dressed for cold and wet weather. Boots, hats, and gloves must be worn during inclement weather and throughout the winter season. Notification that such outerwear is mandatory will go home in the school newsletter. It has long been our practice that if you send your child to school with snow pants, you want your child to wear them at recess. Please help your child to understand this rule. As mentioned in under our dress code, boots are not permitted in the classrooms. All students must have a change of footwear to wear in the classrooms during the winter months. Please adhere to the dress code when purchasing boots and shoes.

(See also code of conduct/playground))

TRAVEL TO AND FROM SCHOOL

ARRIVAL/DEPARTURE OF STUDENTS To ensure their safety, students should arrive at school between 7:30 a.m. and 7:45 a.m. to begin school at 7:50 a.m. Students arriving earlier than 7:30 a.m. are in an unsupervised situation. Personnel are not available to supervise students until 7:30 a.m. (9:30 a.m. on those days when school is delayed two hours.) School personnel are advised that their supervisory duties end 30 minutes after dismissal. The school cannot be held responsible for students during those unsupervised times.

BICYCLES Students may ride their bicycle to and from school during the months of August, September, October, April, May, and June only. A permission form, for Immaculate Conception students, signed by the student, their parents or guardians, and the principal, must be on file in the office before riding privileges will be granted. Holy Angels students must always be accompanied by an adult. Riders must agree to walk their bicycle when on school property, follow all bicycle safety procedures, and yield to all pedestrians.

BUS TRANSPORTATION

1. *Students must be on time at the designated bus stop. Buses cannot wait, as they are on a strict time schedule. Students should cross in front of the bus when crossing a road.*
2. *Written permission from the parent/guardian and verification by the principal are necessary in order for a child to leave the bus at another place other than his/her regular stop.*
3. *Parents wishing students to ride the bus to a bus stop other than the normal bus stop must send written notice to the office. Bus passes will be issued from there.*
4. *Student conduct on the buses reflects not only on the parents, but also on the school. Transportation "referrals" from the Traverse City Public School are reviewed by the principal before inclusion in the student's school record.*
5. *It is a privilege to ride the bus. Students must follow all directions of the driver and obey all bus rules. Discipline is handled jointly by the bus driver, principal, and TCAPS director of transportation. Final authority, however, for all bus related decisions, rests with the public school director of transportation.*

DROP OFF/PICK UP/PARKING PROCEDURES

HOLY ANGELS GENERAL GUIDELINES In order for us to provide our students with a safe and orderly dismissal, we have established the following procedures that must be followed. There are two pick up locations for our students according to grade level:

Bus riders: Students taking the bus home will meet the bus at the corner of Cass St. and 10th St.

Second Grade: All parents with 2nd grade students and younger siblings will pick all their children up on eastbound 10th Street (behind the busses). The car pool line begins at the gate by the sidewalk leading up to the school doors. Children will not be allowed to cross the street without a parent or guardian's assistance.

First Grade and Full Day Kindergarten: All parents with full day kindergarten and/or 1st grade students will pick their children up in the 11th Street parking lot. Enter and exit the parking lot off of 11th Street. Please turn right when exiting on to Cass. Parents are requested not to walk and pick up their child from the line, as it creates unsafe conditions with the pick up line.

Please place a sign with your child's first and last name in the front passenger window. The sign needs to be easily seen by the teacher on car duty and by your child.

Dismissal is from 2:35-2:50 p.m. Any students who are left will wait for their parent in the lobby by the office. Please be mindful of the fact that we often have meetings at 3:00 p.m. and there is no supervision after that time.

IMMACULATE CONCEPTION GENERAL GUIDELINES Please maintain a one-way traffic pattern with all cars entering zone via Cedar Street to Second and exiting via Vine Street moving away from the school (with Sledder's on your right).

If for some reason you need to skip the carline and move ahead. Please do NOT speed past the front of the line while other cars are exiting the line... This is a very dangerous practice.

The Munson Enrichment Program will be offered after school from 2:40-6:00 p.m.

MORNING DROP OFF:

Morning Supervision begins at 7:20. Please do not drop your child off before this. If you do, there is no supervision for them.

The parking lot is coned off starting around 7:20. There is no parking in the lot until 2:00. This ensures that the parking lot can be used as our playground throughout the day.

Do not drop students off on the opposite side of Vine and 2nd as this will force them to cross traffic to access the school grounds.

When students arrive they are allowed to play in the area between the school and the church and on the sidewalk outside the 3rd grade doors. They are NOT allowed to play in the parking lot until the Shuttle Buses for SEAS have arrived, loaded, and left.

AFTER SCHOOL CAR LINE:

After School Supervision ends at 3:00. Please pick your child up before this.

If it very helpful if you have a sign in your car with your child's name on it.

At dismissal time the students will form three lines (3rd grade, 4th grade, and 5th grade) between the church and school.

Playing in the parking lot or on the playground at dismissal time is not allowed. There are too many cars and too much traffic in the parking lot during this time.

If you don't want to pick your child up from the car line you are welcome to park in the parking lot after school. Your child will remain lined up by the school. Please walk over, get them, and walk them back to the car. Please do not ask them to meet you in the parking lot. We want all students safely escorted through the parking lot.

If you use the parking lot after school please enter and exit via the driveway closest to Sledders. The first driveway is coned off to prevent bottle necks with those cars in the care line.

SHUTTLE RIDERS FROM IMMACULATE CONCEPTION:

In the morning, those students waiting for the transfer shuttle to S.E.A.S. should plan to arrive by 7:15 a.m. and should line up on the grass between Vine Street and the school parking lot. When the busses arrive students must NOT run at the bus. Stay on the grass until the busses come to a complete stop. SHUTTLE BUS LEAVES AT 7:20 SHARP!

If you are dropping off for the shuttle busses and are unable to get into the regular car line because of time constraints or other reasons, it is perfectly acceptable to “skip” the line! To be clear however, please move ALL the way down Vine St. to the North end of the parking lot by the SECOND DRIVEWAY. That way you will clear the car line completely and not cause any congestion with the cars leaving the drop off zone.

TRANSPORTATION HOME OF SICK CHILDREN A parent/guardian is responsible for transportation home of a sick child.

ATTENDANCE

STARTING TIME: FULL OR HALF-DAY IS 7:50 a.m.

Students at Holy Angels and Immaculate Conception should not arrive earlier than 7:20 a.m., as there is no supervision on the playground until that time.

The bell rings at 7:45 a.m.; however, school begins at 7:50 a.m.

DISMISSAL TIME-FULL DAY.....2:40 - 3:05 p.m.
DISMISSAL TIME-HALF DAY..... 11:00 a.m.

Each student is expected to attend school regularly and on time. Once children get off the bus or arrive on the grounds, they may not leave the grounds for any reason without the permission of the principal. On inclement weather days, students are to report to the cafeteria upon arriving at school.

ABSENCES As a safety measure and as a courtesy to the school staff, parents/guardians are requested to call the school office on the first day of a particular illness. All absences must be reported to the school office by the parent or guardian. Please call by 8:30 a.m. School secretaries begin calling parents of any students marked absent at 8:30 a.m. If parent or guardian cannot be reached within a reasonable amount of time, the students will be marked unexcused. Excessive tardiness and absences may be referred to the Grand Traverse County Truancy Intervention Program.

EXCUSED ABSENCES Absences will be excused on the basis of verified contact with the parent or guardian, as well as by a written explanation for the following reasons:

1. *Personal illness of the student;*
2. *Medical and dental examination and /or treatment of the student when such appointments cannot be scheduled other than during the school hours;*
3. *Student participation in school sponsored activities taking place during school hours;*
4. *Death in the immediate family;*
5. *Reasons of extenuating circumstances to be judged by the principal.*

UNEXCUSED ABSENCES Absences other than those mentioned above, or any absence without a written explanation from parents/guardians, will be considered unexcused. In case of an unexcused absence, the teacher is not required to instruct again, give credit for work missed, or provide make-up tests. If a student has been absent for twenty five percent (25%) or more of the grading period, the teacher may choose to withhold grades for that period.

APPOINTMENTS Should you find it absolutely necessary to schedule appointments during class hours, please notify the school by note. Appointments will be judged excused or unexcused according to the criteria listed above. Parents or guardians coming to school for dismissal of a student are to go to the office to sign the student out of the building. Please do not go to the

classroom. Students will be called to the office through the public address system. Likewise, when dropping a student off after an appointment, parents/guardians should report to the office and sign the student into school.

MAKE UP ASSIGNMENTS Students are encouraged to make up missing assignments. When a child is absent, even for a day, it is wise to get his or her books and any missed assignments. Every school day is important. Good study habits are essential to the academic progress of the child. Parents/guardians may go to their child's classroom and pick up homework only at the end of the school day. Homework/tests missed at the end of a marking period may result in a grade of “I” (Incomplete). Students have an equivalent number of days to make up the incomplete if absences occur at or near the end of a marking period. For example, if a student misses 3 days, they will have 3 days for make up after their return.

TARDY STUDENTS Students are marked tardy if they arrive after 7:50. Tardy students must report to the office to pick up a slip, which allows them to join their class. When buses are late, students are not marked tardy.

TRUANCY Regular and consistent attendance is not only a vital part of a student's success; it is necessary for compliance with the Michigan Compulsory Attendance Law, and the Michigan School Code. (We recognize that there are those occasions when students are not able to attend school because of illness, accidents, family obligations, etc.)

To follow the Michigan Compulsory Attendance Laws, we use these guidelines:

- *At 10 absences or tardies of any kind per semester, we notify the parent/guardian.*
- *At fifteen absences or tardies per semester, we again notify the parent/guardian of our concerns.*
- *At twenty absences or tardies or ten consecutive tardies per semester, we file a report with the Truancy Intervention Coordinator, who may review the file.*

We thank you for your attention to this policy and appreciate your cooperation in curbing unnecessary tardiness and absences demonstrating good work ethic.

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. Family vacations should be taken at those times. 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. (See also the calendar on the back of this handbook)

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.

TWO-HOUR DELAY In the event of a two-hour school delay, Kindergarten and grades 1-5 will begin school at 9:50 a.m.

THE SCHOOL DAY CURRICULUM

Holy Angels and Immaculate Conception Elementary Schools strive to educate the whole person; heart, mind, and soul. A strong academic curriculum is supported by Catholic Tradition and an emphasis on Christian family values. All aspects of student formation (intellectual, spiritual, psychological, physical, and social) are evaluated in light of how the mission of the school is to be lived out. Those families wishing to enroll at our schools must be willing to accept the standards, values, and regulations of the school. The curriculum is in keeping with Diocesan guidelines and the Michigan Association of Non-Public Schools accrediting directives. Ongoing assessment and continual improvement is necessary to the school's continued certification. The core curriculum consists of Religion, Language Arts, Mathematics, Social Studies, Science, Physical Education, Art, Vocal and Instrumental Music, and basic Computer Literacy. All students, regardless of their religious affiliation, are expected to participate in Religion classes, school liturgies, and religious services/functions.

ACCELERATED READER Accelerated Reader is a school-wide reading enrichment program. The program is networked for use in our computer lab. The library and each classroom have a title list of those books included in the program. A list of book titles is also posted on our web site at www.gtacs.org. Books for the program may be borrowed from the school library, public library, and classroom library. Further information will be provided by each school regarding the specifics as to how Accelerated Reader is used in the classroom.

AIDS EDUCATION Each year, at Immaculate Conception, AIDS Education lessons are taught using guiding documents from the American Catholic Bishops in accordance with the National Catholic Education Association (NCEA). They are age-appropriate lessons infused with Gospel values and Church teaching with regards to human responsibility. The underlying theme is compassion. The Secretariat for Youth Formation of the Diocese of Gaylord has urged all Catholic schools in the diocese to implement the NCEA Catholic HIV/AIDS Curriculum. These lessons are interwoven into and are part of the child's regular Religion curriculum. Examination copies of teaching materials are available at the school office.

BAND Instrumental music is offered to students at Immaculate Conception beginning in the 5th grade. Once a student signs up for band, they must remain in the program until the end of the semester.

COMPUTER LAB The Grand Traverse Area Catholic Schools (GTACS) strongly promote the use of electronic technologies (such as computers) in the educational process. One such example would be the Accelerated Reader program. These technologies 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. All users must read, understand, and abide by the Acceptable Use Policy located on pages 25-28 in the handbook.

(See also code of conduct – technology use)

FIELD TRIPS Field trips are extensions of the classroom. They are scheduled as part of regular class activities for one or more of the following reasons:

1. *To enrich students' knowledge through exposure to resources, culture, and information unavailable in the classroom.*
2. *To provide a spiritual retreat experience.*
3. *To demonstrate Christ like living through service and charity to both our parish and city.*
4. *To develop friendship, cooperation, and community outside the normal academic environment.*

Parents will always be notified in advance with specific information. Students must have a permission slip signed by their parent/guardian in order to participate. Phone permission is no longer accepted. A new form must be signed for each trip. Some field trips may require a nominal fee to cover student participation. The fee should accompany the permission slip prior to student participation. To ensure all children have an opportunity to participate, please discuss any financial assistance concerns with the principal. Field trips are a special time for the children in the class. While the teacher is ultimately in charge of the field trip, drivers/chaperones are responsible for watching and assisting those children who have been assigned to them.

PHYSICAL EDUCATION Students are required to wear gym or tennis shoes while participating in PE class. These may be left in the student's room when not in use. There should be a separate pair of shoes for PE as shoes worn outside bring in sand and grit, which ruins the gym floor. Please purchase shoes with non-marking soles so that we may keep the gym floor in good condition.

HOLIDAY AND BIRTHDAY CELEBRATIONS Classroom celebrations are limited to a few a year (typically Halloween, Christmas, and Valentine's Day). Planning and organizing are the duties of the teachers with the assistance of the room parents. Any student celebrating a birthday may bring a treat to share with the class. Please consult with the classroom teacher prior to bringing in treats. Gum is not permitted. In order to avoid hurt feelings, birthday invitations should not be distributed at school. Please see the school librarian if you would like to donate a book that would be inscribed to commemorate a birthday, anniversary, or memorial.

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. The amount of home study per night should be approximately as follows:

Grades 1-2	<i>not more than 30 minutes</i>
Grades 3-4	<i>30-45 minutes</i>
Grade 5	<i>30-60 minutes</i>

Daily homework time does not include long-range assignments or projects. In most instances, students will need parental guidance with time management skills. All children vary in their abilities to perform any task. Parents should provide proper conditions in the home, and, as far as possible, a specific routine or time span in which work for school can be done. In Grades 1-5, each student is given a personal planner in order to keep track of daily assignments and projects. Parents are expected to show an interest in their child's homework, and to provide only the kind of help that encourages them to succeed on their own merit.

(See also communication)

LIBRARY Students in grades K-5 are assigned a weekly library period. Students may check out books from the library, and are reminded of the special care that they should give to the books. A fine may be charged for all books that are not brought back to the library on time. There is also a fine for damaged or lost books. Please see the school librarian if you would like to donate a book that would be inscribed to commemorate a birthday, anniversary, or memorial.

The library exists for the use of all of our students in order to:

- *Support the instruction and learning taking place in the classroom;*
- *Provide for personal intellectual growth;*
- *Promote interest in good literature; and*
- *To assist students in learning how to use reference materials.*

LUNCH AND RECESS

1. *Students should walk to and from cafeteria in an orderly fashion following rules of courtesy for other classes in session-do not disturb other classes in session.*
2. *Students are expected to show respect to the lunch supervisor and follow instructions the first time they are given.*
3. *Students are not permitted to "save" seats or say, "You can't sit here."*
4. *Students should sit down and eat/visit quietly for the allotted lunch time. Students will not be permitted to move from table to table or wander around the lunch-room at will. (Trash and trays will be handled at dismissal.)*
5. *At IC students who are done eating should raise their hands and wait for an adult to check if their area is clean and their lunch has been eaten. When clean, the student should get up, push their chair in and dispose of their trash, take care of any trays or lunch boxes. In an orderly manner, students should dress in any necessary outdoor clothing and proceed to the playground.*
6. *Once students leave the building for recess, they may not re-enter without permission.*
7. *Rules of courtesy and common sense apply at all times.*

LUNCH PAYMENT AND ENVELOPES AT IC Payment for hot lunch should be placed in an envelope and sent to school with the student in the student's folder. To minimize processing time, please prepay for lunches whenever possible, and submit envelopes with payment on Monday only. It is unfair to the food service personnel, the teacher, and the rest of the class to spend valuable time each day to collect and process money.

Envelopes with lunch money should always have the student's name, teacher's name, room number, and the amount enclosed. Milk is included in the cost of lunch. Hot lunch is \$3.00 per day. Make checks payable to GTACS. Additional milk may be purchased 40 cents.

MASS School liturgies are held weekly. Following are the days, times and location:

Holy Angels	Thursdays 8:15 a.m.	St. Francis Church
Immaculate Conception	Wednesdays 8:15 a.m.	Immaculate Conception Church

Holy Days and special Feast Days are also observed. Periodically, a special "All Systems Mass" is held in the St. Francis gym in which all students K-12 and their welcomed family and friends experience Mass together.

Students are given an active role in the liturgy as: greeters, lectors, altar servers, cantors, choir members, and gift bearers, with classrooms "hosting" (performing these duties) on a rotating basis.

This is a special time for students to participate in the Mass and all parishioners, especially family members, are invited to attend. **In keeping with the dignity and sacredness of the Mass, please refrain from taking flash photography.**

SNACK TIME A morning break time will be provided each day for grades K-4. Nutritious snacks are encouraged, such as: fruit, yogurt, granola bars, crackers, etc. Please refrain from packing cookies, chips or other sugary treats for your child's snack. Gum is not permitted anywhere on parish or school grounds.

BIRTHDAY TREATS Birthday treats may be brought in to celebrate your student's birthday. Those treats will be passed out during an appropriate time within your child's classroom. The treat is not passed out in other classrooms. We ask that you keep this as simple as possible with items that do not require utensils or a lot of work or cleanup. No beverage is necessary. Thank you for helping to celebrate your child's birthday, but keeping the disruption to a minimum.

POPCORN DAYS Monthly, our Parent-Teacher Council (PTC) furnishes free popcorn that the children may eat for their snack. Bags of popcorn are delivered to the classroom during the morning. Popcorn isn't guaranteed peanut allergy free. Parents that have students with peanut allergies may wish to send in their own popcorn on Popcorn Days.

ASSESSMENTS In accordance with Diocesan regulations, standardized tests will be administered yearly and results will be shared with parents/guardians. The Grand Traverse Area Catholic Schools has contracted with the Northwest Evaluation Association (NWEA) to administer our school standardized testing program. The NWEA has developed a testing program called Measures of Academic Progress (MAP), a computerized adaptive assessment program that will provide our teachers with information that they can use to improve teaching and learning. More than 1,200 school districts and educational partners use MAP to help all students learn. The assessment itself is unique in that it adapts to the student's ability, accurately measuring what a child knows and needs to learn. In addition, MAP will measure academic growth over time, independent of grade level or age. Most importantly, the results educators receive have practical application to teaching and learning. MAP test results provide educators with timely access to information they can use for instructional planning and school improvement.

AimsWeb Because reading and reading growth are so important, our school administers "Well Checks" for reading on a regular basis. We do this with a screening and progress monitoring tool called AimsWeb. This literacy testing tool is designed to provide information about where students are in comprehension and fluency relative to national grade level norms. All students are benchmarked three times a year (fall, winter, and spring). The reading probes are simple and accurate. We have your child read three stories from passages comparable to their grade level, and we count the words they read correctly, as well as how well they read the stories. Additionally, comprehension is also assessed through a MAZE Comprehension tool. We like to think of it as taking your child's reading temperature. Your child's data is tracked and recorded in web based software from AimsWeb. From there we can produce many reports that give us a clear picture of your child's progress. As you can imagine, AimsWeb is quite a powerful and informative tool that allows us to focus on individual student growth. In line with our mission statement, we seek to ensure that each child is able to reach their academic potential. With the screening and progress monitoring that AimsWeb provides, we are able to better serve the literacy needs of each of our students.

ACRE The Assessment of Catechesis and Religious Education (ACRE) is given to students in grades 5, 8 and 11. This test helps schools assess the faith knowledge and attitudes of students in an effort to improve curriculum and instruction. Results are not used to evaluate or grade students in any way.

MAP Testing, Aims Web, the Acre, and various other assessments provide highly accurate results that can be used to:

1. *Identify the skills and concepts individual students have learned*
2. *Diagnose instructional needs*
3. *Monitor academic growth over time*
4. *Make data-driven decisions at the classroom, school, and district levels*
5. *Place new students into appropriate instructional programs*

STUDENT ASSISTANCE PROGRAM Our Student Assistance Program (S.A.P.) is available to help students who are having difficulty succeeding in the everyday classroom/school environment. Working together, a team of teachers, including the school counselor, social worker, and principal, designs an intervention plan aimed at promoting success in school. Reasons for referral include, but are not limited to: the need for academic individualization (student frustration because the classroom pace is either too demanding, or not demanding enough), difficulty interacting with other students or adults, problems with appropriate conduct, medical reasons, or a suspected learning disability. Students may be referred to S.A.P. by either staff or parents, and extreme care is taken to ensure the privacy of the individuals involved.

FUNDRAISING

BAKE SALES/RAFFLE Each grade sponsors a bake sale during the school year. These typically fall on the third Friday of the month. The money is deposited into a specific grade's account.

The PTC coordinator will contact the parents or guardians of that grade asking for donations of items for the sale. Typically, two classes bring individually wrapped baked goods, and two classrooms bring raffle prizes. Raffle prizes should be small (books, jump ropes, legos, Beanie Babies). Please keep in mind the mission of our school when purchasing raffle items. No toy guns or weapon-related toys are allowed. Snacks are sold to students for 25 cents per item. Raffle tickets can be purchased 3 for 25 cents. All monies earned are given to the teachers, who use it for benefit of their individual classrooms. Although students may attend the bake sale in the morning periods, items will not be eaten until after lunch or may be saved for an after school snack.

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.

Teachers must assume primary responsibility for the humane treatment of any animal in the classroom. Animals must be appropriately housed, humanely cared for, and properly handled. If animals are to be kept in the classroom on days when classes are not in session, the teacher must arrange for their care and safety. Animals should not be placed in the care of students without proper direction on their care and handling.

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

1. 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. Children should be fever/vomit free for 24 hours prior to returning to school.

2. 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.

3. EXCLUSION FROM SCHOOL

Students contracting head lice, impetigo, pink eye or ringworm, and other such highly contagious diseases will be excluded from school attendance. For the protection of all students, families, and staff, GTACS holds a "no nit" head lice policy. Students may return ONLY after written approval from a physician or other health care professional is obtained.

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 six fire drills, two tornado drills, and two lock-down drills per 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 or Willow Hill Elementary. Notification to the local media would be made so parents are aware of the evacuation site.

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 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 contact the emergency number listed on the Emergency Medical Form. If the parent/guardian or emergency number 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 Buildings and Grounds.

GRAND TRAVERSE AREA CATHOLIC SCHOOLS WELLNESS POLICY



INTRODUCTION In the Child Nutrition and WIC Reauthorization Act of 2004, the U.S. Congress established a requirement that all school districts with a federally funded school meal program form a Wellness Committee to draft a Wellness Policy by the start of the 2006-2007 school year.

The law requires that these policies must, at a minimum:

1. *Include goals for nutrition education, physical activity, and other school-based activities that promote student wellness.*
2. *Establish nutrition guidelines for all foods available on campus during the school day with the objectives of promoting student health and reducing childhood obesity.*
3. *Provide assurance that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture.*
4. *Establish a plan for measuring the impact and implementation of the local wellness policy.*
5. *Involve parents, students, and representatives of the school authority, school board, school administrators, and the public, in development of the local Wellness Policy.*

There are several basic principles that served as a guide for this Wellness Policy:

- *Healthy children are the foundation of a healthy society;*
- *Healthy, well-nourished children are better able to learn;*
- *All children deserve nutritious, safe, and deliciously prepared food;*
- *Eating habits developed in childhood will affect health throughout life;*
- *Knowledge of food—how it is grown, who grows it, how it is prepared, its connection to tradition, and its influence in shaping the future of society—is integral to a healthy education;*

There are several general goals for this Wellness Policy:

- *Integrate core curriculum with learning experiences in cafeterias;*
- *Build skills linked to meal preparation;*
- *Emphasize fresh, local, seasonal, and whole foods;*
- *Model recycling, reduction, and composting of waste;*
- *Develop positive social interactions, good manners, and enjoyment of meals through positive dining experiences;*
- *Lead to a basic understanding of the principles of sustainability;*
- *Enhance respect for cultural and agricultural values;*
- *Include families and the community as a resource in the learning process.*

MISSION The Advisory Board of the Grand Traverse Area Catholic Schools recognizes that there is a link between nutrition education, the food served in schools, physical activity, and environmental education, and that wellness is affected by all of these. The Advisory Board also recognizes the important connection between a healthy diet and a student's ability to learn effectively and achieve high standards in school. The most important connection is our spirituality. "Grace, the church teaches, builds on nature." If we want our children to have a healthy spiritual life, we need to start with a healthy temple of the spirit of our bodies.

The Advisory Board recognizes that it is the role of GTACS, as part of the larger community, to model and actively practice, through policies and procedures: the promotion of family health, physical activity, good nutrition, sustainable agriculture, and environmental restoration. Christ teaches his message on every page of the Gospel, through the use of the communal or family meal. It is at the table where we learn to love our neighbor, and ourselves starting with our bodies. We cannot love our neighbor well if we do not first love ourselves correctly.

The Advisory Board further recognizes that the sharing and enjoyment of food, and participation in physical activities, are fundamental experiences for all people and are a primary way to nurture and celebrate our cultural diversity. These fundamental human experiences are vital bridges for building friendships, forming inter-generational bonds, strengthening communities, and learning about the spiritual life. It is no coincidence that Christ gives himself to us in the form of a sacred banquet. The banquet is where we learn to love him and each other.

WELLNESS POLICY REQUIREMENT 1 Set goals for nutrition education, physical activity, and other school-based activities that promote student wellness.

Nutrition Education

To help ensure the health and well being of each student attending Grand Traverse Area Catholic Schools, and to provide guidance to school personnel in the areas of nutrition, health, physical activity and food service, the Advisory Board encourages teachers, principals, and nutrition services employees to recognize the lunch period as an integral part of the educational program of the district, and work to implement the goals of this policy. The following are the goals:

- *No student goes hungry during school;*
- *An economically sustainable meal program makes available a healthy and nutritious lunch to every student at every school so that students are prepared to learn to their fullest potential;*
- *Sampling and tasting shall be encouraged as part of nutrition education;*
- *Staff is encouraged to utilize food from local farms based upon availability and acceptability;*
- *Schools shall use food as an integrator and central focus of education about human events, history, and celebrations, and shall encourage classes to use food and cooking as part of a learning experience that sheds light on the customs, history, traditions, and cuisine of various countries and cultures;*
- *Eating experiences, cooking experiences, and nutrition education are integrated into the core academic curriculum at all grade levels;*
- *Schools shall promote food-centered activities that are healthful, enjoyable, developmentally appropriate, culturally relevant, and participatory, such as contests, promotions, taste testing, farm visits, school gardens, and kitchen classrooms;*
- *Lunch periods shall be scheduled so that students do not have to eat lunch unusually early or late, and ideally, so that they come after periods of exercise;*
- *All school eating areas shall contain free, safe, drinking water sources and facilities for washing hands;*
- *At each school site, students shall play a role in a recycling program that begins with the purchase of recycled products and maximizes the reduction of waste by recycling, reusing, composting and purchasing, recycled products;*
- *Meals will be attractively presented and served in a pleasant environment with sufficient time for eating, while fostering good eating habits, enjoyment of meals, good manners, and Christian respect for others;*
- *The Maintenance Department shall include kitchen facilities, food preparation and storage of equipment as a high priority in its comprehensive maintenance policy;*
- *Food Services shall work to modernize computer equipment and programs, and institute an automated accounting system and payment system to protect student privacy.*

Physical Activity

The Advisory Board recognizes the positive benefits of physical activity for student health and academic achievement. Recognizing that physical education is a crucial and integral part of a child's education, the district will provide opportunities to ensure that students engage in healthful levels of vigorous physical activity to promote and develop the student's physical, mental, emotional, and social well-being. Besides promoting high levels of personal achievement and a positive self-image, physical education activities should teach students how to cooperate in the achievement of common goals.

The components of the district's physical education program shall include a variety of kinesthetic activities, including team, individual, and cooperative sports and physical activities, as well as aesthetic movement forms, such as dance. Students shall be given opportunities for physical activity through a range of before-school and/or after-school programs including, but not limited to, intramurals, inter-scholastic athletics, and physical activity clubs. The Superintendent or designee may grant temporary exemption from physical education if a student is ill or injured and a modified program to meet his/her needs cannot be provided. The following goals apply:

- *Physical education teachers shall develop and implement a curriculum that connects and demonstrates the interrelationship between physical activity, good nutrition, and health;*

- *An appropriate alternative activity shall be provided for students with a physical disability that may restrict excessive physical exertion;*
- *Physical education staff shall appropriately limit the amount or type of physical exercise required of students during excessively hot weather, or other inclement conditions.*

School-Based Learning Experiences

The Advisory Board recognizes that experiential learning activities that assist students to make connections between diet, health, and environment are critical to formation of student understanding of personal wellness within a larger context of environmental health. Schools play a crucial role in educating students on environmental issues and preparing them to be the stewards of their natural resources. The quality of life in future generations will depend upon our students' willingness and ability to solve today's environmental problems and prevent new ones from developing. The following goals apply:

- *Staff is encouraged to integrate garden, nutrition education, cooking and eating experiences, and energy and renewable energy experiences into the curriculum for math, science, social studies and language arts at all grade levels;*
- *Staff is encouraged to establish relationships with local farms so that farmers and farm workers will visit school classrooms and students will visit farms;*
- *Students are encouraged to recycle, conserve materials, water, and energy, use biodegradable materials when possible, and dispose of wastes in an environmentally sound way at school, in the cafeteria, and in all classroom-based activities;*
- *Food service and teaching staff shall work cooperatively to integrate experiences in cafeterias and farm field trips with the formal learning experience of all students.*

Professional Development

The Advisory Board recognizes that using the local food system as a context for learning, and embedding nutrition education in a school's curriculum, generates new content for students to learn. It also requires teachers to learn new content and new strategies for teaching it. For food service personnel, new menus require new ways of purchasing, preparing, and presenting foods. The transition to an educational model that makes food and health central parts of the academic curriculum requires professional development. The following goals apply:

- *Regular professional development will be provided to enable the Food Service Staff to become full partners in providing excellent school meals;*
- *Regular professional development will be provided to teachers and the Food Service Staff on basic nutrition, nutrition education, and benefits of sustainable agriculture;*
- *The Food Service Staff will have access to USDA-approved computer software, training, and support to implement nutrient-based menu planning when flexibility is desirable.*

Waste Reduction

The Advisory Board recognizes that school meal programs that utilize pre-packaged, processed foods consistently generate more solid waste than those that cook from whole ingredients. A shift to cooking meals from fresh, whole ingredients usually leads to a reduction in solid waste, and in the expense associated with waste disposal. The following goals apply:

- *Meals prepared at school utilize fresh, whole, unpackaged, unprocessed or minimally processed ingredients, to the maximum extent possible, in order to preserve nutritional content and reduce packaging waste;*
- *Cafeterias model environmentally sound practices, educate and involve students and staff in reducing waste, composting, recycling and purchasing recycled material;*
- *Packaging containing school meals is made of recycled content and should be recycled.*

WELLNESS POLICY REQUIREMENT 2 Establish nutrition guidelines for all foods available on campus during the school day. Part of the educational mission of the Grand Traverse Area Catholic Schools is to improve the health of the entire community by teaching students and families ways to establish and maintain life-long healthy eating habits. The mission shall be accomplished through nutrition education, physical education, environmental restoration, core academic content in the classroom, and the food served in schools. The following goals apply:

- *All qualified children will become eligible for free meals*
- *Maximum participation in the school meal program will be achieved by developing a coordinated, comprehensive outreach and promotion plan.*
- *A shift from food-based planning to nutrient-based planning (as set forth in USDA guidelines) will be considered when it allows for more flexible food selection;*
- *The nutritional value of the food served will significantly improve upon USDA Dietary Guidelines through provision of nutritious, fresh, tasty, locally grown food whenever possible.*
- *Schools will provide students with at least 30 minutes to eat after sitting down for lunch;*
- *The Food Services Staff will coordinate its menus with seasonal production of local farms, so that school meals will reflect seasonality and local agriculture;*
- *Schools shall develop a “Healthy Snacks” policy, and provide parents and teachers with a list of healthy, affordable food choices for snacks and parties;*
- *Foods offered to students and employees of the district during the day as a snack, an incentive, or in school offices, whether provided by parents or staff, shall be consistent with the goals of the policy;*
- *Schools shall limit celebrations that involve food during the school day to shared monthly birthday celebrations, and should discourage serving foods and beverages that do not meet nutrition standards for foods and beverages sold individually;*
- *The foods used during classes as part of the learning process, for fundraisers that take place at school, for at-school parties, or school-sponsored events, should follow the nutrition guidelines for snacks at school, and should be healthy, safe, and delicious;*
- *Parents and staff are encouraged to provide party snacks that are consistent with the goals of the policy, and to see to it that such items are served after the lunch hour whenever possible.*
- *Foods served at school will carry sufficient nutrition information to allow parents and students to make informed dietary choices.*
- *Schools shall offer a variety of fresh fruits and vegetables, at least two non-fried vegetables and two fruit choices each day, and five different fruits and five different vegetables over the course of a week;*
- *HA and IC schools shall not have vending machines or school stores accessible by students;*
- *Vending machines and school stores shall only offer approved items.*

WELLNESS POLICY REQUIREMENT 3 Assure that guidelines for school meals are not less restrictive than those set at the federal level by the Secretary of Agriculture. The Food Services Director will review this policy and ensure that the policies are not less restrictive than those set by the Secretary of Agriculture or state law.

WELLNESS POLICY REQUIREMENT 4 Establish a plan for measuring the impact and implementation of the local wellness policy. In conjunction with adoption of a Wellness Policy, the district shall establish a standing Wellness Committee to remain actively engaged with food service in monitoring the implementation of the Wellness Policy and in presenting recommendations to the

Advisory Board. The Wellness Committee and Food Service should work cooperatively in evaluating success. The Wellness Committee shall present to the Advisory Board an Annual Report each year, with the following content:

- *Review and comment on the profit and loss statement, marketing plan and business plan;*
- *Recommendations for improving the delivery and cost effectiveness of food services;*
- *Recommendations to increase the amount of fresh, local produce offered through the School Meal Program;*
- *Solicit student preferences through taste tests, surveys, and interviews, and through student participation on the Wellness Committee;*
- *Describe the level of service for each site and level of participation for each site;*
- *Report on the progress in meeting the Wellness Policy goals;*
- *Nutritional quality of the food being served;*
- *Inventory of equipment;*
- *Budget for maintenance and replacement equipment;*
- *Annual review of school food sales to determine:*
 - *Percentage of food purchased from local sources and the total dollar amount spent on local food;*
 - *Income benefit or loss due to increases in local purchasing;*
 - *Opportunities to increase purchase of local and seasonal items;*
 - *Impacts on participation, and on fruit and vegetable consumption;*
 - *Degree of nutrition education students are receiving and how it is administered.*

WELLNESS POLICY REQUIREMENT 5 Involve parents, students, and representatives of the school authority, the school board, school administrators, and the public, in development of the local Wellness Policy. The Wellness Committee is a working group of the Grand Traverse Area Catholic Schools Advisory Board, instrumental in reviewing and modifying the Wellness Policy. The Wellness Committee is responsible for addressing food-related topics of concern to the school community and making Wellness Policy recommendations to the Advisory Board. The Wellness Committee shall be a diverse and inclusive working group, representative of the demographics of the school district as a whole. The membership of the Wellness Committee shall be as follows:

- *Superintendent*
- *Director of Food Services*
- *A minimum of 2 administrative employees*
- *A minimum of 2 teachers*
- *A minimum of 1 principal*
- *A minimum of 2 students*
- *A minimum of 3 community/parent representatives*

The Wellness Committee shall meet at least two times a year at hours convenient for public participation, and for sufficient time to conduct the group's business.

RESOURCES Center for Ecoliteracy • www.rethinkingschoollunch.org • www.ecoliteracy.org
Chez Panisse Foundation • www.chezpanissefoundation.org
The Edible Schoolyard • www.edibleschoolyard.org
The School Lunch Initiative • www.schoollunchinitiative.org
Slow Food USA • www.slowfoodusa.org

CODE OF CONDUCT - GENERAL

Our schools are committed to providing a safe and orderly learning environment. The school has 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. 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 an expectation we place on our students. Helping students 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 both parental knowledge and consent.

GENERAL CONDUCT AND EXPECTATIONS The following activities are not permissible anywhere on school or Parish property:

1. *Cursing or obscenity (words, pictures, or gestures).*
2. *Fighting.*
3. *Killing statements, put-downs, and threatening statements.*
4. *Throwing of any object not meant to be thrown, taking hats or belongings of others, etc.*
5. *Disregard of safety rules.*
6. *Disrespect of others (children or adults).*
7. *Aggressive behavior/putting your hands or feet on another student or "play fighting".*
8. *Gum is not permitted anywhere on parish or school grounds.*

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 DISRUPTIVE BEHAVIORS Disciplinary action to include, but not limited to detention, parent conference, loss of privileges, and behavioral contract.

1. *General: Disruptions in the class, hall, restrooms, locker room, lunchroom, play ground, etc., which are: unsafe, disrupt school routines, or interfere with students' ability to learn.*

2. *Violation of classroom rules: Students shall abide by the classroom rules as determined by the teachers at the beginning of the year.*
3. *Leaving the classroom without permission: Students shall not leave the classroom or their assigned area without permission from the supervising teacher.*
4. *Tardiness: Students shall arrive at school and for each of their assigned classes at the scheduled time.*
5. *Chronic failure to complete assignments.*

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, controlled substances: A student shall not possess, use, deliver, conceal, or be under the influence of the aforementioned items while on school grounds or at any school-sponsored activities.*
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.*

CONSEQUENCES: GRADES 2-5

- 1st offense:** Child is sent to the principal and may be required to notify their parent/guardian. Up to three days of recess may be lost. (Noon, a.m./p.m.)
- 2nd offense:** Child is sent to the principal. Parent/guardian is contacted by the child. Child misses up to five days of recess.
- 3rd offense:** Child is sent to the principal. Parent/guardian is contacted by the child. Child has a two-day in-school suspension. Mandatory meeting occurs between parents, principal, teacher, and counselor to provide for student assistance and control behavior.

CONSEQUENCES: GRADES K-1

- 1st offense:** Child is required to apologize directly to the injured or offended party or class.
- 2nd offense:** Child is sent to the principal. Parent is contacted by the child. Child misses one day of recess.
- 3rd offense:** Child is sent to the principal and the child notifies the parent. Three days of recess are lost.
- 4th offense:** Child is sent to the principal and the child notifies the parent. Child is suspended in school for the rest of the school day. A mandatory meeting between parents, principal, teacher, and possibly counselor and/or social worker is arranged.

Students may be asked to write apology letters, review more appropriate choices, or attend practice academies where the student practices more appropriate alternatives to the undesired behavior.

DETENTION A detention may be given for an academic or behavioral misconduct. A detention may be assigned before school, after school, or during noon recess. Parents will be notified in advance of this decision. Three detentions for any one student will result in an automatic “Parent-Teacher-Administrator” conference.

IN SCHOOL SUSPENSION The pupil 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.

SUSPENSION (OUT OF SCHOOL) 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.

EXPULSION The following is taken from 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:

1. *When the moral or physical well-being of the student body or staff is endangered.*
2. *When there is prolonged and open disregard for school authority.*

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

CELL PHONES/ELECTRONIC DEVICES All electronic devices, including but not limited to music players, cell phones and video games, must remain in the student’s locker during the school day. Students should not have electronic devices in their possession during school hours; however, their use is acceptable once school dismisses. During the day, these devices must be turned off and not visible. If an emergency arises and the student must make a phone call, they are welcome to use the school or office telephone. Unauthorized uses of electronic devices will result in the following consequences: First offense, device is confiscated by the teacher until 2:35p.m. and the parents are notified. A second offense will result in confiscation and the parent needing to retrieve the device; third offense results in confiscation, parent retrieval, and the student being banned from having a cell phone at school.

Special arrangements must be made with the supervising adult outside these hours if amendments are to be made to this policy. **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.**

CODE OF CONDUCT - PLAYGROUND

During recreation and play, it is expected that students show respect to each other and adults by:

1. *Giving all students the opportunity to participate in games;*
 2. *Taking time to apologize and make amends if someone is hurt; and*
 3. *Taking the corrections of adults positively and with a cooperative attitude.*
- At our schools, we don’t say, “You can’t play.”

OUTDOOR RECESS CONDUCT

1. *Play on designated playground areas within sight of supervisors.*
2. *Respect the rights and feelings of others (No pushing, fighting, teasing, or foul language.)*
3. *Obey the supervisors, the first time a direction is given.*
4. *Rough play of any kind is not permitted, i.e. “chicken”, red rover, tackle football, wrestling, martial arts fighting, etc.*
5. *Use the play equipment properly.*
6. *NO food, drinks, candy, or gum are allowed on the playground except on special occasions.*
7. *Snow pants and boots are required attire in order to play in the snow.*
8. *In the winter, students may only climb on the snow hill when properly supervised by a team of teachers/playground helpers. There will be times when the snow hill will be closed due to icy conditions. Sliding on ice is also not permitted.*
9. *Students are not to re-enter the building until the bell rings, unless permitted by a playground supervisor. When the bell rings, playtime is over. Students should line up quickly and quietly.*

CODE OF CONDUCT – ANTI-HARASSMENT

DIOCESAN POLICY 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 complaints 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 will be subject to appropriate disciplinary action, up to and including suspension and/or expulsion. A complete copy of the Diocese of Gaylord Sexual Harassment Policy is on file at the school office and is available for review.

CODE OF CONDUCT – TECHNOLOGY USE

Grand Traverse Area Catholic Schools Computer, Network, and Internet Student and Staff Acceptable Use Policy. All students and staff at GTACS are required to abide by the following code of ethics:

INTRODUCTION AND 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 circumstance.*
- *Users must not leave their work station unattended for any reason and must properly logout 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 be long 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 with out 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:

1. *Copyright laws*
2. *Fair use guidelines*
3. *Specific license or contractual agreements*
4. *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:

1. *Verbal or written warning*
2. *Temporary access denial*
3. *Permanent access denial*
4. *Suspension*
5. *Expulsion*
6. *Legal action*

HOLY ANGELS / IMMACULATE CONCEPTION ELEMENTARY STAFF LIST '11-12

Reverend Donald Geyman,
President

Michael R. Buell,
Superintendent

Administrative Offices

Kathy Roush,
Administrative Assistant
Debra Quinlan,
Business Manager
Helen Zakrzewski,
Accounting Assistant
Cindy Weber,
Director of Admissions
Cathy Nelson,
Special Projects
and Communications
Coordinator

School Chaplain

Fr. Bill Lipscomb

Development Office

Wayne Mueller, Executive
Director of Development
Linda Schell,
Development Assistant
Kathleen Britten,
Gladhander Coordinator

Technology Department

Cindy Mason, Director of
Information Technology
Kyle Anderson,
Technology Assistant

Athletic Department

Tom Hardy, Director
of Athletics & Facilities
MaryLou Middleton,
Athletic Secretary

Holy Angels

Elementary School

Janet Troppman, Principal
Nikki Kleinrichert, Secretary
Missy Muzljakovich,
Kindergarten
Teresa Passinault,
Kindergarten
Patricia Talbott, Kindergarten
Karen Alpers, 1st Grade
Tammy Knudsen, 1st Grade

Sheila LaPan, 1st Grade
Jean Maslowski, 1st Grade
Stacey Alpers, 2nd Grade
Allison Carpenter, 2nd Grade
Nicole DeVol, 2nd Grade
Maureen DeYoung,
2nd Grade
Shannon Robertson and
Donna Grayson, Librarians
Donna Brakel, Art *
Nancy Nelson,
School Counselor
Kathleen Allard, St. Thomas
Aquinas Program
Annette Plamondon,
Reading Club
Patty Leibenguth, P.E.*
Ann Kavanaugh, Aide
Holly Olszewski,
General Music *

Preschool

Kathy Hiatt, Teacher
Brenda Lau, Teacher
Jennifer Avery, Teacher Aide
Annette Kendziorski,
Teacher Aide
Geri Maxbauer,
Teacher Aide
Amy Pax, Teacher Aide

Trip Office

Kate Fly
Lynn Montroy

Immaculate Conception Elementary School

Matthew Bauman, Principal
Colleen Sweeney, Secretary
Heidi Stoudt, 3rd Grade
Janine Winkler, 3rd Grade
Erin Wolff, 3rd Grade
Lea Ann Anderson, 4th Grade
Jan Cleland, 4th Grade
Kim Meachum, 4th Grade
Lori Meddaugh, 4th Grade
Ben Beckwith, 5th Grade
Maria Elshaw, 5th Grade
Jessica Kerfoot, 5th Grade
Colleen Peters, 5th Grade
Kathleen Allard,
St. Thomas Math
Kelly Daciuk, Math Support
Donna Brakel, Art *

Julie Forlenza, P.E. **
Carol Johnson, Computers**
Jennifer Newman,
St. Bridget Reading
Laura Seward, St. Thomas
Language Arts
Cress Smith, Band **
Michael Nunn, Band Assistant
Susan Stendel,
School Counselor
Margaret Wilson, Librarian
Todd Vipond,
General Music *
Craig Swatt, IC Choir

Maintenance Department

Don Thornton, Buildings/
Grounds Director
Mark Anderson – SEAS
Don Curran – HA/SF
Tom Dowling – HA/SF
Jim Gauthier – SF
Patrick Glazier – IC
Richard Halstead – SF
Don Sheldon – HA

Dining Services Program

Michael Bauer –
Dining Services Director
Dewayne Litwiller, Jr. – HA/SF
Patricia Caraccio – HA/SF
Cheri Julien – HA/SF
Dana Lee – HA/SF
Jason Maday – HA/SF
Stacie McClellan – HA/SF
Karen Spencer – HA/SF
Lisa Hansen – SEAS
Theresa Corcoran – SEAS
Tracy Gallagher – IC
Paula Donaldson – IC

* TCAPS Shared Time –
100%

** TCAPS Shared Time
& GTACS Employee

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.

BY-LAWS

GRAND TRAVERSE AREA CATHOLIC SCHOOLS (GTACS) PARENT-TEACHER COUNCIL (PTC)

I. Mission and Values-

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; fundraising; educational enrichment; sense of belonging; and school spirit.

II. Duties and Responsibilities-

- A. To provide a platform for open communication between families, staff, administration, and the community.
- B. To provide financial support for school related activities.
- C. To support the school's curriculum through sponsorship of educational enrichment activities.
- D. To promote a school-centered GTACS family where all connected to the school feel welcome.
- E. To promote school spirit and pride in GTACS.

III. Structure and Organization-

- A. 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 GTACS PTC.
- B. BOARD OF DIRECTORS-
1. 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.
 2. A quorum shall consist of five Board members.
 3. Voting carries by majority rule.
 4. 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 term.
- C. ATTENDANCE-
1. All PTC members are encouraged to attend all meetings.
 2. Board members will attend all meetings in conjunction with an administrator and a teacher representative.
 3. One Room Parent or liaison per grade will attend all meetings.
- D. MEETINGS-
1. 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.
 2. The Board may call additional meetings as needed.
 3. The Board will hold executive meetings twice per year – at the beginning and end of the school year.

OFFICERS-

4. President-
 - a) Presides over all meetings.
 - b) Prepares a written agenda for each meeting.
 - c) Serves as a liaison between PTC and Administration.
 - d) Regularly advises the Development Office of the fundraising activities of the PTC.
 - e) Supports the School Advisory Board Liaisons in representing the PTC to the Advisory Board when necessary.
 - f) Coordinates time table of activities with appropriate school personnel.
 - g) Has authority to write checks and withdraw from bank accounts to pay for expenses incurred for and on behalf of the PTC.
5. Vice-President-
 - a) Assists President.
 - b) Presides over meetings in absence of President
 - c) Appoints Chairpersons for fundraisers and activities.
 - d) Responsible for PTC public relations.
6. Secretary-
 - a) Records PTC meeting minutes.
 - b) Notifies Weekly Newsletter and Monthly Calendar representatives of dates and times for PTC meetings, fundraising and other activities.
 - c) Handles all correspondence, ie. Sympathy and thank you cards, etc.
 - d) Works with Vice-President on public relations.

7. Treasurer-

- a) Handles checking and savings account responsibilities at East Traverse Catholic Federal Credit Union.
 - b) Reports to the Board on financial status from all fundraisers.
 - c) Responsible for obtaining financial reports from all fundraisers.
 - d) Sends annual financial report to Board at final Executive meeting of the year and to Development Office at end of school year.
 - e) Keeps individual files on all projects and fundraising activities for future reference.
8. School Advisory Board Liaisons-
- a) HA, IC and SEAS shall each have one representative which shall act as liaison with the School Advisory Board.
 - b) The Liaisons shall represent the PTC at School Advisory Board meetings.
 - c) The Liaison shall report to the PTC on School Advisory Board matters as necessary.
9. Committee Chairpersons-
- a) Report to Vice-President on status of individual projects.
 - b) With respect to any fundraising activities:
 1. Provide publicity for fundraisers
 2. Provide written financial report to Treasurer of projects including monies spent with receipts and income.
 3. Submit reports of income and monies spent with profit to Board and members at the meeting following the particular project.
 4. Provide detailed summary of project development to Treasurer.
 5. Submit all monies obtained to Treasurer for deposit.

IV. Amendments and Additions-

These By-Laws may be amended or added to by the majority action of the GTACS Elementary PTC at any duly called meeting.

V. Dissolution-

In the event the PTC should dissolve, the total assets shall be liquidated and allotted to an organization of like purpose to be determined by the PTC's Board of Directors and the HA, IC and SEAS Administrators and in compliance with applicable governmental regulations.

