



TRAVERSE CITY ST. FRANCIS HIGH SCHOOL

# Student Handbook

Updated September 2018

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## OVERVIEW

### Principal's Letter

Dear Parents and Students,

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

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

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

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

Peace and All Good, Mr. Erick Chittle  
Principal

### Mission Statement

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

### Mantra

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

### Song

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

### Philosophy

St. Francis High School as a Catholic institution is concerned with the complete and harmonious development of the whole person: spiritual, intellectual, social, and physical. The Mystery of the Trinity is the central mystery of the Christian faith and life, the Mystery of God as He reveals Himself to us. Therefore, we believe and teach the unity that exists in the Triune God: the Father who created us and gives us dignity, the Son who redeemed us and is our model, and the Spirit who animates us and

sanctifies us. Inspired by these beliefs, we recognize that an important part of our educational process is to develop students' relation to God, themselves, and humanity. Therefore, our education engages the student as an individual and as a social person.

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

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

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

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

## **OUR MISSION AND PARTNERSHIP WITH YOU**

### **School Advisory Board (SAB)**

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

### **Parent Teacher Council (PTC)**

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

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

- Members of the PTC attend quarterly School Advisory Board meetings in an observational capacity to serve as a liaison back to the PTC.

### **Non-Custodial Parents**

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

### **Confidentiality**

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

### **Volunteer Confidentiality Policy 3350 School Form**

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

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

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

### **Communication**

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

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

### **School Hours**

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

### **Weather Closing/Delays**

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

### **Visitors**

All visitors report directly to the office to state their business and receive authorization from the Principal or Dean of Students to remain on campus. Persons lacking authorization are not permitted on campus and are considered to be trespassing. This includes students who have been expelled from St. Francis High School. Students may bring visitors to school if they obtain permission from the Principal or Dean of Students in advance.

### **Messages and Deliveries**

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

### **Field Trips**

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

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

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

### **Media/Press**

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

### **Senior Class Trip**

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

### **Student Fees**

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

### **Student Publications**

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



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

### **Student Assistance Program**

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

The SAP is not a disciplinary program, but rather, a tool to link students with available help. The SAP Core Team meets weekly. That team consists of the counselor, the principal, the dean of students, and the athletic director. Students, or their parents, can access the program by contacting a core team member or any teacher.

## **ADMISSIONS**

### **Policy**

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

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

### **Registration**

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

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

In addition to the completed registration packet, a transfer student must provide an official or an unofficial transcript before attending class.

### **Change of Address**

It is imperative that we have up-to-date address and phone information for you and the persons you appoint. Please update your information via ParentsWeb whenever changes occur.

### **Enrollment/Transfers**

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

### **Tuition, Savings Plans and Support**

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

### **Tuition Assistance**

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

### **Tuition Schedule**

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

### **Tuition Reduction Incentive Plan (TRIP)**

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

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

To have your order filled and waiting for you on Wednesday for pick-up, TRIP order forms may be sent in your child's folder or dropped off up until 7 p.m. Tuesday. Orders may also be filled while you wait during TRIP hours. For more information about the TRIP program, contact Kate Fly at (231)932-4848 or visit the website: <http://www.gtacs.org/trip.php>

## **STANDARDS**

### **School Attire**

The school uniform reflects the academic nature of our institution. The goal of our uniform policy is that students present themselves in a modest way. The Catechism of the Catholic church has this to offer the following on modesty: *Modesty is decency. It inspires one's choice of clothing. It keeps silence or reserve where there is evident risk of unhealthy curiosity. It is discreet. [2522] Modest inspires a way of life which makes it possible to resist the allurements of fashion and the pressures of prevailing ideologies. [2523] The forms taken by modesty vary from one culture to another. Everywhere, however, modesty exists as an intuition of the spiritual dignity proper to man. It is born with the awakening consciousness of being a subject. Teaching modesty to children and adolescents means awakening in them respect for the human person. [2524]* It is expected that students at school after

hours, or at school activities and events, will be dressed appropriately for the occasion. The school reserves the right to make such changes to the uniform policies as may be necessary. Should changes occur, they will be clearly communicated to parents and students. The Dean of Students and the Principal have the final say on all uniform issues.

### **Uniform Supplier**

Dennis Uniform is the only provider of school uniforms (with the exception of Lands' End for a selection of pants and shorts). When ordering from the Dennis Online store use school code HGT: <https://www.dennisuniform.com/ONLStore/d-store-home.asp?sc=HGT&dis=24316854> Logos are required. All tops purchased from Dennis include logos in the price. The 'GTACS' logo and 'SF' logo are both acceptable logos in the high school, but the SF logo is mostly worn.

### **Modesty**

Modesty requires that people dress in a fashion that does not call inappropriate attention to their bodies. Our faith tells us that our bodies are temples of the Holy Spirit. Apparel decisions must be reflective of this.

- Necklines must be modest.
- There is to be no skin showing at a midsection regardless of whether the person is sitting, standing, or reaching.
- Clothes that are very tight are not acceptable.
- It is the responsibility of teachers and office personnel to judge the appropriateness of student's apparel. The principal and Dean of Students have final say on all uniform decisions and enforcement.

### **Appearance Guidelines**

***The principal and Dean of Student have final say on all appearance specifics.***

- Boys must be clean-shaven to attend school.
- Boys shall not have ponytails of any sort.
- Boys hair must be neat, clean, off the collar, and out of the eyes to attend school.
- Extreme hairstyles or coloring are not allowed for girls or boys. That is, hair color that is not natural is not allowed at school.
- Boys sideburns may not extend below the ear lobe.
- Men's dress shirts must be buttoned and tucked in.
- No skin is to show at a person's midsection regardless of whether the person is sitting, standing, or reaching.
- Pants must be worn at the waist.
- Caps and hats must be removed while in the building.
- Excessive or extreme jewelry or make-up is not allowed.
- No visible body piercing(s) other than earrings for girls. (Boys are not allowed to wear earrings during the school day or as a participant in extra-curricular event).
- No visible tattoos during school or extra-curricular activities.
- Skirts should be modest in length (falling at the knee or below).
- Long sleeve t-shirts may not be worn under short sleeve polo shirts.

*Non-compliance with appearance specifics will be handled according to our uniform and appearance non-compliance policy below.*

### **Jean Day**

Students may wear appropriate jeans (no holes and modest) and appropriate shirts (should have full sleeves) on designated "Jean Days" or may dress in theme for special occasions such as homecoming or

spirit week. While there is greater latitude on such occasions, all clothing is expected to be modest and in good taste. To be clear, only jeans are allowed on jean day. If a student prefers not to wear jeans, he or she should wear uniform approved bottoms.

**Uniform Specifics:**

- All pants and shorts must come from Dennis Uniform or Lands’ End. To be clear, only approved pants or shorts may be worn from these vendors and can be found on school specific pages on these websites. Pants must be solid khaki or solid navy blue.
- Shorts must be of modest length and may be worn only during warm weather dress code, which runs from May 1<sup>st</sup> through October 15<sup>th</sup>.
- All polo and oxford items must come from Dennis and must have the SF logo or be previously approved Lands’ End polos and oxfords (previously approved Lands’ End polos and oxfords may be worn through their useful life, but not beyond June of 2020).
- Athletes that dress in an Oxford and tie on game day shall wear only an approved Dennis Oxford (with logo) and approved uniform pants.
- Skirts and skorts must be knee length and come from Dennis or be previously approved skirts or skorts (previously approved Lands’ End skirts and skorts may be worn through their useful life, but not beyond June of 2020).
- Solid colored tights or leggings are allowed only if worn with a skirt and must be a neutral skin color, black, white, or navy.
- Flip flops (sandals that have material that separate the first and second toe) are not allowed. Sport type “slides” and sandals are not allowed—sandals must have a strap around the back with the exception of Birkenstock type sandals (which are allowed).
- There are five cold weather tops available from Dennis. Students are encouraged to wear those in the classroom during periods of cool weather. They come from Dennis with the appropriate logo.

**At-A-Glance Reference Guide:**

	<b>GIRLS</b>	<b>BOYS</b>
<b>Hair</b>	No extreme hairstyles and no unnatural color.	Clean shaven. Hair is off the collar and out of the eyes. Natural color.
<b>Pants / Shorts</b>	Modest. From Dennis or Lands’ End.	Modest. From Dennis or Lands’ End.
<b>Skirts</b>	From Dennis or Lands’ End. At or below the knee.	NA
<b>Jean Days</b>	Jeans or Uniform Pants Only. No rips or holes. Modest. Shirts with full sleeves and backs.	Jeans or Uniform Pants Only. No rips or holes. Modest. Shirts with full sleeves and backs.
<b>Cold Weather Tops</b>	Dennis only. Polo or Oxfords shall be worn under all ¼ zip tops.	Dennis only. Polo or Oxfords shall be worn under all ¼ zip tops.
<b>OXFORDS</b>	New this year, pinstripe Oxfords are permitted. Available to purchase with a logo from Dennis. A girl’s cut is available.	New this year, pinstripe oxfords are permitted. Available to purchase with a logo from Dennis.
<b>SANDALS</b>	Only sandals that have a strap around the ankle are permitted—with the exception of Birkenstock style sandals which are permitted this year.	Only sandals that have a strap around the ankle are permitted—with the exception of Birkenstock style sandals which are permitted this year.

## **Dress Code Specifics for Young Women**

### **Blouses**

Plain oxford material and may be long sleeve or short sleeve. These will be in either light blue, white, or pinstripe. These must have an SF logo on the chest.

### **Polo Shirts**

Mesh or cotton fabric. Short sleeve or long sleeve is allowed. Only Navy blue, white, or yellow. All must come from Dennis, or be previously approved Lands' End polos (through their useful life or June 2020), and have the SF logo.

### **Sweaters**

All tops must come from Dennis. Girls may wear the Dennis V-neck, cardigan, ¼ zip sweatshirt, ¼ zip sport pullover, or ¼ microfleece (all with SF logos). These tops are all navy and MUST be worn with a collared polo or oxford.

### **Skirts**

Girls may wear the available Dennis offerings (or continue to wear previously approved Lands' End Skirts through their useful life, but no longer than June of 2020). No leggings, hosiery, or tights that partially cover the leg. Full-length tights, leggings or hosiery that cover the feet or come all the way to the ankle are allowed and MUST be of SOLID neutral skin color, black, white, or navy. No print or patterned tights are allowed.

### **Pants or shorts**

All pants and shorts must be purchased from Dennis or Lands' End and should can be found on school specific pages at each website. Navy Blue or Khaki colors are allowed. All school approved pants or shorts from Dennis or Lands' End are acceptable but should be of modest fit. Girls in tight fighting pants will be asked to change.

## **Dress Code Specifics for Young Men**

### **Polo Shirts**

Mesh or cotton fabric. Short sleeve or long sleeve is allowed. Only Navy blue, white, or yellow. All must come from Dennis, or be previously approved Lands' End polos (for their useful life or June 2020), and have the SF logo.

### **Oxford Dress Shirt**

Plain oxford material and may be long sleeve or short sleeve. These will be in either light blue, white, or pinstripe. These will have an accepted SF logo on the chest—this includes oxfords worn on game day by athletes. These must be Dennis brand or be previously approved Lands' End brand (until their useful life or June 2020).

### **Pants or shorts**

All pants and shorts must be purchased from Dennis or Lands' End and should can be found on school specific pages at each website. Navy Blue or Khaki colors are allowed.

### **Sweaters**

All tops must come from Dennis. Boys may wear the Dennis V-neck, cardigan, ¼ zip sweatshirt, ¼ zip

sport pullover, or ¼ microfleece (all with SF logos). These tops are all navy and MUST be worn with a collared polo or oxford. The crew neck sweater is no longer accepted.

### **½ Zip Lands End Boys Sweater**

The ½ zip lands end sweater allowed in previous years will be allowed through its useful life, but no longer than June of 2020.

### **Non-Compliance with Uniform and Appearance Standards**

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

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

Any uncertainties regarding the appropriateness of the uniform will be the responsibility of the parent and student to check in advance of wearing the attire. All final determinations and decisions on uniform issue rest with the Dean of Students and Principal.

### **Attendance**

Parents must contact the school before 8:30 a.m. at 946-8038 if their students will be absent that day. If that call is made before the office opens for the day, leave the student's name and the reason for the absence on the answering machine. If a parental call is not received the school will call the parent at home or place of employment when students are absent. Excessive tardiness and absences may be referred to the Grand Traverse County Truancy Intervention Program and/or result in loss of credit for a class. Absence, for any reason, removes the student from the primary learning environment and thus has a negative effect on student achievement.

**Excused Absences (Authorized):** It is the school's responsibility and right to judge the adequacy of any reason for absence and to investigate the validity of all such communications. In most cases, the right of the parent or guardian to determine the reason is accepted by the school. Every effort should be made to schedule appointments and vacations outside of regular school time as opposed to class time. Students may not excuse themselves from school. Those students who are emancipated must meet with the principal to establish procedures to deal with attendance issues. Seniors are allowed three days for college visits through the end of the third quarter. Juniors are allowed two days during second semester.

**Authorized absence** – If your absence is authorized, your teachers will allow you to make up the work you missed according to the teachers make up policy. Illness, funerals, necessary doctor or dental appointments, and pre-arranged absences other than vacations are example of authorized absences.

**Make-up policy** - Each teacher will distribute their make-up policy at the beginning of each semester.

**Unexcused Absences:** Any absence, which is unauthorized by the school or parent/guardian, or the reason, is determined by the school to be inadequate is called an Unexcused Absence. Examples of unexcused absences are skipping classes, skipping school mass, not returning to a class, failure to contact the school regarding an absence, staying home without parental knowledge, car trouble, and

oversleeping (the final decision on excused vs unexcused is determined by the Dean of Students). When a student is unexcused, there is an academic consequence: The student will receive up to 70% of the earned grade on the missed work. If you have an unexcused absence (meaning that the office has not been notified) you will receive a note from the office the next day. You will have one day to return the note to the office. If it is not returned, you will receive a detention and the absence will remain as unexcused on the attendance record.

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

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

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

**Suspension Absences:** If you are placed on suspension, you are expected to complete all assignments, quizzes, and test during the day, and submit completed assignment upon you return to class. If you receive an Out of School Suspension, all assignments and written work must be completed upon your return to school, and you will receive 70% of the earned grade on the work. Consult you teachers regarding the scheduling of make-up test/quizzes as soon as you return to school.

#### **Excessive Absences**

- Ten (10) or more absences per classes per semester may result in loss of credit for that class. The school will follow this procedure in case of excessive absences:
- After seven (7) absences from a semester class, the Dean of Students will notify the parents or guardians by letter.
- Upon reaching ten (10) absences the administrative team will then review the student's status and the parents will be notified about a decision. Administrators may offer a buy back alternative, so the student may still earn credit.
- Students losing credit in a class due to attendance will remain in the class for the rest of the semester and if the student is doing passing work, the student will receive a "NC" instead of a failing grade of "F."
- Extended illness or absence due to injury will be treated on an individual basis. The parents will be given a chance to provide an explanation that includes proper documentation before the administrative team makes the final decision.

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

#### **Illness**

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

#### **Tardiness**

The school day officially begins at 7:50 a.m. Students who arrive at school after 7:50 a.m. but before 8:05 a.m. are considered tardy. Failure to report to class within the first 15 minutes of any class will

result in a student being considered absent from class, not tardy.

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

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

TARDIES PER CLASS PER QUARTER	PROCEDURE
0-2	Teacher will notify student
3	Teacher will give student a detention
4	Every day student is tardy, teacher will give him/her a detention
5 +	Meeting with student and parent; plan formulated; student may be suspended at this level; teachers will monitor tardiness on a per period basis

**Early Dismissal**

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

- A note, signed by the parent, giving the reason for the early dismissal presented to the Secretary before the school day begins, or an early phone call.
- The student is given an early dismissal slip which will allow him/her to leave class at a specified time.
- At the specified time, the student presents the early dismissal slip to the teacher and signs out to leave school.
- When a student returns to school, either the same day or the following day, he/she must sign in at the Office and receive an admit slip before he/she may attend class. The student may be asked to present a note from the doctor or other official (lawyer, etc.) in order to receive an excused absence.

**Truancy**

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

**Extracurricular Attendance Policy**

Students must be in attendance in order to participate in extracurricular activities. A student may neither attend nor participate in an athletic, co-curricular event, practice, or attend an extra-curricular school activity on a day in which he/she has missed more than one class period. Doctor appointments, special circumstances, and exceptions should be excused in advance by the Dean of Students or Principal. Should a student miss more than one class period on a Friday (or the last day of the week), he/she may neither attend nor participate in such activities over the weekend without the permission of the Dean of Students or Principal.

On the school day following extracurricular activities, students must be in school on time. A student who is habitually tardy or absent the day following an event will be limited in future extracurricular participation and, if necessary, dropped from the activity. When a participant returns from an away event past midnight, the supervisor will notify the attendance office to request an excused absence for the first period only.



## **Bags**

Schools Bags are not permitted in the classrooms. Bags should be stored in lockers throughout the day. IF a teacher must ask a student to leave class to return a bag to a locker, this may result in a tardy being marked for attendance.

## **Parking:**

The lot directly across from the high school on 11<sup>th</sup> St is designated as the “Senior Parking Lot” and is reserved for seniors only. Underclassmen found parking in this lot are subject to disciplinary action. If the “Senior Lot” is full, a senior must park at the Church.

All underclassmen who drive to school must park in the Saint Francis Church parking lot. At the church, students shall leave the front spaces open for those attending daily Mass and Adoration. Students should park closer to the back of the lot (east, toward Cass St.)

Student parking is specifically forbidden in two locations:

- Students shall not park on any city street during school hours. (With the exception being the few spots that run along the south side of 11<sup>th</sup> street from Union St. up until the entrance to the Senior Lot).
- Students shall not park in the staff lot located outside of the Saint Francis gymnasium on the corner of 11<sup>th</sup> St and Cass St.

All student parking violations are subject to disciplinary action by the school.

## **ACADEMICS/CURRICULUM**

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

### **Graduation Requirements**

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

- A minimum of 24 credited hours of high school work.
- Required Credits for the class of 2013 and beyond:
  - Religious Education, 4
  - Language Arts, 4
  - Social Studies, 3
  - Mathematics, 4
  - Science, 3
  - Fine Arts, 0.5 (1/2)
  - Foreign Language, 2
  - Exercise & Health Science. 1\*
- All students will enroll in a minimum of seven classes/credit hours per year. Students may have no more than one study hall in the course of the regular school day.
- Students will carry a course for a full semester or year when they register unless released from the course by the principal.
- If a freshman, sophomore or junior fails to receive at least six credits during the school year, the student will have to attend summer school to fulfill the missing credit.
- Students (Grade 9 – 12) will complete a minimum of twenty hours of Christian Service each year as a part of their religion course as well as attend an annual retreat. Satisfactory completion of religion is required for graduation.
- No diploma will be issued from St. Francis High School to a pupil who has not met class or course

requirements and/or has not met financial obligations to the school.

- For an expanded look at high school courses, go to [www.gtacs.org](http://www.gtacs.org) and click on Curriculum.

\*An alternative for the PE requirement is two full years of band or four sport seasons.

### Grading Policy

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

#### GRADING SCALE

Percentage .....	Grade
100 – 92.5 .....	A
92.4 – 89.5 .....	A-
89.4 – 86.5 .....	B+
86.4 – 82.5 .....	B
82.4 – 79.5 .....	B-
79.4 – 76.5 .....	C+
75.4 – 72.5 .....	C
72.4 – 69.5 .....	C-
69.4 – 66.5 .....	D+
66.4 – 62.5 .....	D
62.4 – 59.5 .....	D-
59.4 – 0 .....	F

#### For purposes of calculating GPAs (Grade Point Averages)

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

### Progress Reports

Parents can monitor progress of students using the Renweb and teachers will send out progress reports to those students with D's or F's in a class. Please review the report with your son or daughter. Sign it and return the report to each teacher for their records. Parents are encouraged to initiate a contact with teachers if they feel that an academic concern is developing regarding their student.

### Report Cards – Parent Teacher Conferences

Report cards will be issued at the end of each marking period. Parent/Teacher conferences will be held after the 1st marking period. Parents are welcomed to make appointments to visit the school or class at any time. Note: Report cards will not be transferred or issued until all school debts are settled and school equipment is returned.

### Incompletes

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

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

An 'Incomplete' will not be given to a student who has merely failed to meet deadlines. All incompletes must be removed during the first two weeks of the end of a semester, unless extenuating circumstances are presented and approved by the principal. Otherwise a failure will be recorded.

### **Honor Roll**

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

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

### **Recognition for Grades at Graduation**

Any students with a 3.8 GPA and higher will be recognized with *Summa Cum Laude* honors. Any student with a GPA between 3.4 and 3.79 will be recognized with *Magna Cum Laude* honors.

For the purpose of selecting Valedictorian and Salutatorian for the graduating class, GPA will be calculated on the following scale:

- a) Ranked in the top 10
- b) Core Requirements (Religion, English, Math, Science, Social Studies, and Foreign Language)
- c) AP Classes taken **only** at St. Francis High School
- d) **ALL** Math and Science classes taken

## **SCHEDULING**

### **Course Selection**

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

### **Course Changes / Drop-Add**

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

### **Criteria for Course Changes**

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

Acceptable reasons for course changes

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

#### Unacceptable reasons for schedule changes

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

#### **Traverse Bay Area ISD Career Tech Center**

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

#### **Guidance Department**

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

The counselor has contact with students through formal interviews, group guidance activities, and many informal contacts through the year. Counselors, in conjunction with the Student Assistance Program Team, also address social and behavioral concerns. The Guidance Department administers standardized tests and interprets results to the student.

Due to the fact that over 90% of our graduates go to college, the Guidance Department provides a College Night in early December. Seniors and juniors are encouraged to schedule individual college advising appointments with the Counselor.

#### **Transcripts**

Transcript requests must be made directly to the guidance counselor.

#### **Gladiator Behavior Expectations**

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

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

The Gladiator Perspective  
 Our Catholic Faith  
 Our Family Life  
 Our Academic Life  
 Our Co/Extracurricular Life

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

## The Gladiator Philosophy

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

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

### **Auditorium / School Facilities and Student Responsibility**

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

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

### **Bookstore**

Students purchase their books on line from ESCO for their iPads.

### **Cafeteria/Food Policy**

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

Serving lines are to be orderly and no student is to break into the line ahead of another student.

Lunch trays and garbage are to be taken to the disposal area.

Drink containers brought from home must be plastic or metal (NO glass containers allowed).

Parents or alumni wishing to eat with students are welcome after signing in at the office.

After eating, approved areas during the lunch hour include the cafeteria, the first floor, gymnasium, or the 11th Street side courtyard. Students are not permitted in the basement, auditorium, or any unsupervised area during the lunch hour.

### **Wellness Policy**

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

### **Library**

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

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

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

Procedures:

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

### **Homework**

Homework is assigned on a regular basis in order to review and reinforce the work done in school. Achievement cannot be attained without study. Parents should help their child to understand that the study and review of assignments are needed for practice, as well as the further development of classroom instruction. St. Francis students are expected to put in the necessary hours of study at home in preparation for each school day. Students who are experiencing academic difficulty are encouraged to seek help early in the course. To arrange for tutoring, a student should contact his teacher or guidance counselor.

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

- To preview material for the next class
- To provide general review or reading
- To reinforce the acquisition of concepts of the course being studied
- To provide the needed drill and application of the skills to be mastered in the subject
- To promote independent study skills and confidence in becoming a self-learner
- To stimulate creative intellectual activity through problem-solving and self-expression in such activities as compositions, journals and other projects.

Parents should note that an explanation of homework policies and expectations will be given in all classes at the beginning of the term.

### **Gym Regulations**

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

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

### **Hallways**

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

## **Lockers**

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

Students will be assigned to a locker at the beginning of the school year.

- This locker is your responsibility. **Do not exchange lockers.** Due care should be taken in keeping your own locker combination to yourself.
- Keep your locker locked and closed while unattended.
- Lockers must be kept orderly and clean, and free of writing inside and out. Students are expected to clean their lockers periodically. Locker décor must be modest, good taste, and non-permanent material.
- Do not leave money or expensive items in your locker. If there are rare occasions when you must bring such items to school, please check them in at the office.
- Please treat them with care and be wise with valuables left unattended.
- Damage to lockers, doors left open while unattended, or inappropriate use may result in a detention or in-school suspension.

## **Lost and Found**

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

## **Closed Campus**

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

## **Off-Campus Privilege**

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

Procedures:

Parents will assume responsibility for their seniors when they are off-campus.

Off-campus is a privilege reserved to the seniors. Seniors will automatically have this privilege unless: parents indicate otherwise, students are failing academically, in detention status, or any other decision made by the school administration.

Under special circumstances underclassman will be allowed to have lunch off-campus with parental permission. Students must have permission from their parents and approval from the Dean of Students or Principal as required. One parent shall accompany students while off campus. Normal attendance procedures remain in place for this occasional type of lunch period.

## **Vehicle Registration**

All students who bring a vehicle to St. Francis must register their vehicles with the office and pay a \$10 fee. A form will be provided from the office and must be kept up-to-date if vehicles change during the course of the year.

## **Dances and Social Functions**

Dances provide social opportunities for St. Francis High School students. There are three dances a year at Saint Francis – Homecoming, Snowcoming, and Prom. To maintain this atmosphere of Christian

sharing, the following procedures should guide behavior at school social functions:

- All school regulations must be observed.
- Students must remain in the cafeteria and other areas designated for the dance until they are ready to leave for the evening.
- Dances sponsored by St. Francis High School officially end at 10:00 p.m. with the exception of Prom.
- Students leaving a school-sponsored dance before the designated end will be required to sign out before leaving.

The following regulations will be observed concerning dances and other student functions:

- To be approved, arrangements must have been made regarding chaperones, advisor in charge, music, and refreshments, and facilities.
- Attire must conform to modesty as defined by the school. Persons in charge have the right to refuse admittance or require persons not properly attired to leave.
- Students have 30 minutes to enter after the dance has begun unless prior arrangements are made in the office.
- Students will not be readmitted after leaving the building.
- Students are not allowed to loiter in the parking lot or sit in parked cars.
- Loitering in the restrooms will not be permitted.
- Chaperones have complete authority. Their directives are to be followed.
- Students must receive permission from the Dean of Students or Principal at least two days in advance of the dance for one non-St. Francis guest to attend. Anyone over 18 will not be allowed to a guest pass.

## **STUDENT ORGANIZATIONS**

### **Student Activities**

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

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

Drama, Marching Band, Weightlifting, Key Club, Peer Tutoring, National Honor Society Support Groups, Yearbook, Pom/Dance Squad, Robotics, Student Leadership Forums, Photography Club, Glad Friends, Knitting Club, Young Men's Discipleship, Young Women's Discipleship, Students for Life Group, Jazz Band, Vocal Music

### **National Honor Society (NHS)**



Students can become eligible for membership in the National Honor Society in the spring of their sophomore year. To be eligible, a student must possess a cumulative 3.75 GPA (effective with the Class of 2018). A few academic classes are weighted for NHS purposes (and academic letters) in determining GPA for juniors and seniors. The purpose is to encourage students to take challenging classes.

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

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

### **Student Council**

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

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

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

### **Class Officers**

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

### **Religion Programs**

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

### **The Eucharist/Liturgy/Chapel**

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

### **Campus Minister/Retreat Coordinator**

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

### **Prayer**

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

### **Retreats**

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

### **Service Projects**

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

### **Christian Service Objectives**

- To stimulate and to cultivate competencies necessary for Christian service; to promote Christian attitudes toward service in a variety of situations, i.e. school community, family, parish life and church community, human services in the greater community.
- To engage students in a well-supervised process which will support the personal and spiritual growth and development of the whole person.
- To integrate Christian service experience with reflection and evaluation in order to appreciate the Gospel mandate to serve one another.

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

### **Program Policy**

The program will involve all students 9, 10 & 12.

The year will require 20 hours per student.  
 The program is a graduation requirement.  
 No money may be received.

**Requirements**

- The student must meet minimal requirements at the end of each quarter. If these are not met the quarter grade will be lowered by one letter grade.
- Each student will be expected to keep a log of hours signed by the person for whom the service was performed or other adult supervisor.
- Each student will meet with his/her religion teacher for purposes of logging hours and meeting deadlines. If these deadlines are not met the quarter grade will be lowered by one grade. By the end of the third quarter, all service requirements must be met. If the requirements are not met, students will receive an Incomplete. If there are some requirements from previous years that have not yet been fulfilled by graduation the diploma will be withheld until all requirements have been met.
- A reflection paper is the fourth quarter requirement due by mid- term of the fourth quarter.

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

- 9th and 10th Grades: Neighborhood/community, school, parish/church
- 11th Grade: Dignity of Life Issues (This involves a trip to D.C for the March for Life; 5 more service hour for dignity of life issues as defined by the Church.)
- 12th Grade: Human services/one-to-one caring relationship or direct Church Ministry

The school makes available to the students a variety of possible projects, which will enable them to become involved. In addition, individualized placements/projects may be negotiated with the religion teacher or director of the program. The choice of activity/project/placement is expected to provide an experience in Christian service with faith reflection under competent supervision.

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

***New Service Requirement***

Beginning with Class of 2018: One out of the area service trip during the student’s four years will be required for the graduating class of 2018 and all subsequent classes. The school offers several state, national, and international trips with the primary mission of serving those in need.

Possible Services:	Preparing meals	Father Fred Foundation
Joining a parish choir	Grocery shopping	Amnesty International
Tutoring an elementary school student	Addressing Christmas cards	Right to Life
Volunteering as a library aide	Helping the poor	Humane Society
Volunteering as an office aide	Helping in a soup kitchen	Nursing Homes
Cleaning school parking lot and grounds	Preparing a complete meal for a needy family	Medical Care Facility
Cleaning parish parking lot and grounds	Helping in the food pantry	Soup Kitchen
Helping in church nursery school	Taking part in:	Goodwill Inc.
Donating time to help elderly or disabled:	Crop Walk	Goodwill Inn
Shoveling snow	Special Olympics	Salvation Army
Washing windows	Right to Life	Department of Natural Resources
Reading to the elderly	Activities for Juniors:	Activities for Seniors:
Raking leaves	Women’s Resource Center	One on one relationship outside family
Doing housework	Food Pantry	Ministry within the parish
Visiting shut-ins	Habitat for Humanity	

## ATHLETICS

### Overview

Students in the athletic programs of the Grand Traverse Area Catholic Schools who participate in interscholastic athletics must keep in mind that they are representing not only themselves, but also their school, their community, their church, their parents and their team. Furthermore, the athlete is to understand that many of their peers, as well as younger GTACS students, look up to and emulate the student athlete. Therefore, the responsibility is there to set good examples in behavior in school, in athletics, and in community.

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

### Eligibility

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

- To be eligible to participate, the student-athlete must maintain a “C” overall grade and a passing grade in each subject. This will be checked every Tuesday on a weekly basis during the season. If a student-athlete falls below these requirements, they will become ineligible for participation until the following Tuesday’s weekly review. If, at this time the criterion is met, the student will become eligible to participate. A grace week will be given the first time the student-athlete does not meet the standards. This is a one-time grace period for the entire year.
- The student must earn a passing grade in each subject at the conclusion of each grading period. If a student-athlete fails any subject, they will be ineligible for the entire nine-week period. In order to become eligible after a nine-week ineligible period, the student-athlete must pass all of their classes that grading period. The student-athlete may request in writing to the Athletic Director, a mid-term review at which time the ineligible students grades will be reviewed and evaluated. If significant improvement has been made, the student may be granted a mid-term waiver and may become eligible to participate beginning the sixth week of the quarter. This written request must be issued to the Athletic Director before the end of the fifth week of the grading period.

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

Grades 9-12: If a student-athlete fails a class the fourth quarter they will have the opportunity to register in summer school in order to earn a passing grade in the class that they failed. If a passing grade is earned, they will be eligible to participate during the 1st quarter of the upcoming school year.

Both the Acknowledgement and Participant/Parent Permission forms must be signed by the appropriate persons and on file with school personnel in order to participate in practice sessions. The Acknowledgement form must be completed yearly while the Participant/Parent Permission form must be completed seasonally.

### Athletic Regulations

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

**Athletic Director:** An athletic director shall be appointed by the Superintendent and be directly responsible to the Superintendent. He/she shall be responsible for the high school and middle school interscholastic athletic program.

**Athletic Council:** The athletic council serves in an advisory and consultative capacity to the Athletic Director to evaluate, review and recommend in areas of finance, long-range plans, facilities, programs, awards, and adherence to the athletic philosophy. They also serve as communication people between the Catholic Community and the athletic programs. People with questions or problems should present them to a representative on the Council. Members include:

- A parent of a St. Francis student
- A parent of a St. Elizabeth Ann Seton student
- A parent of an Immaculate Conception student
- Athletic association representative
- An Advisory Board representative
- A coach representative and two student reps.
- Athletic Director
- Superintendent – Ex-Officio

**Equipment:** Quality athletic equipment is provided in each sport. Students are expected to care for this equipment and return it at the end of each season. It is to be used only at times indicated by the Head Coach. Students must pay for the cost of replacement equipment which is not returned in good condition, with allowances for reasonable use. A student will not be issued an award until all losses have been recovered.

**Insurance:** All athletic injuries which occur during the course of the season must be first submitted to the student-athletes family insurance for payment. When personal insurance has been exhausted, the school's insurance will be utilized to pay the remaining balance. It is imperative that the student-athlete report any injury immediately to the Athletic Trainer so he or she may complete the appropriate Injury Report Form to the school's insurance carrier. If this is not filed within one month of the incident, the insurance company will not make payment.

Physical Examinations: Each student-athlete will be responsible for the cost of a physical examination and must have on file in the Athletic Director's office a copy of the report. The GTACS Athletic Department will provide low cost physical examinations for all senior high and middle school boys and girls in late spring. Participation in practice and games will not be permitted until the forms are on file as stated.

**Transportation:** The school will arrange transportation to away and home games where needed and in some cases to practice sessions. Athletes are expected to ride with the team to all contests. Exceptions may be approved by the Coach upon written authorization from the parent. The general rule remains that if the team goes to the away contest together, they travel back to school together.

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

## Dual Enrollment

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

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

## **HEALTH AND SAFETY**

### **Animals on Premises**

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

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

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

### **Asbestos**

In accordance with the Asbestos Hazard Emergency Response Act that was passed by Congress in 1986, we have inspected all Grand Traverse Area Catholic School buildings and have identified all sources of asbestos in various locations. It is our paramount concern to limit the release of any asbestos fibers. Therefore, we have developed a plan for controlling asbestos containing materials. This plan has been submitted to the State of Michigan and a copy for public inspection is on file with the GTACS Director of Buildings and Grounds as well as at the Diocese of Gaylord. Additionally, if you would like a copy of the management plan for personal review, you may make a request in person to purchase one from either GTACS or directly from the Diocese of Gaylord.

### **Bloodborne Pathogens**

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

### **Contagious Diseases**

#### **HIGH TEMPERATURE OR ILLNESS**

Please do not send your child to school if he/she is running a temperature or has had a temperature recently.

#### **IMMUNIZATIONS**

Parents/guardians will be required to show proof of immunization for their children.

#### **EXCLUSION FROM SCHOOL**

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

other parents in the classroom can be made aware of the condition.

### **Fire/Wind/Tornado/Evacuation Drills**

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

### **Lockdown**

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

### **Medications**

Any medication (prescription or over-the-counter, including Tylenol and throat lozenges) dispensed at the school will require written permission and direction from the parents or guardian. All prescription medication will be sent to school in the container issued by the pharmacy. All medications will be kept in the office and will be dispensed from there by school personnel. No student may keep any medication in his/her possession, or administer his/her own medication. The only exception to this would be for a student to carry his/her own inhaler if there is a written note from the physician on file in the school office.

### **Notification of Injury or Illness**

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

### **Pesticides**

The Grand Traverse Area Catholic Schools utilizes North Shore Services Inc. to facilitate its integrated Pest Management Program (IPM) at all school buildings for the control of unwanted pests and organisms. IPM is a system that utilizes various methods and techniques in a total pest management program with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level.

A few of the techniques include pest exclusion, sanitation and biological controls. However, as with most pest control programs, chemical controls may also be utilized periodically. You have the right to be informed prior to any liquid sprayed or dust application of an insecticide, fungicide or herbicide made to school grounds or buildings during this year.

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

## **CODE OF CONDUCT - GENERAL**

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

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

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

### **Counseling**

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

### **Authority of Administration**

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

The school reserves the right to update the school handbook in line with the needs of the school. The latest version is the handbook can always be found on the school website.

### **Standards Used to Assign Consequences**

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

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

Unacceptable behavior, disobeying rules and regulations of the school, showing disrespect for teachers, or other acts of discourtesy will not be tolerated. Parents will be notified of serious violations. The



administration feels very strongly that parents, teachers, and students should work together to achieve these common goals.

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

### **Guidelines and Procedures**

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

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

#### **MINOR OFFENSES:**

Arguing after receiving a detention  
Disrupting classroom learning  
Disrespectful/argumentative  
Excessive noise in halls  
Littering  
Minor classroom behavior problems  
Misuse of Passes  
Parking lot violation  
Poor attitude  
Public display of affection  
Unprepared for class  
Violation of dress-grooming code  
Food and drink outside of cafeteria or courtyard

#### **MAJOR DISRUPTIVE BEHAVIORS**

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

- **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.
- **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.
- **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.
- **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).

Procedures regarding weapons policy (In compliance of The Michigan School Code and The Diocese of Gaylord Weapons Policy 4112):

- 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.
- 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.
- Depending on the nature of the weapon, the local police department may be notified immediately and the pupil may be detained.
- A pupil found to be in violation of the school's policy is subject to disciplinary action up to and including expulsion.
- Alcoholic beverages, drugs, vaporizers (both nicotine and non-nicotine), and controlled substances: A student shall not possess, use, deliver, conceal, or be under the influence of the aforementioned items.
- 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.
- Stealing: Students shall respect the personal ownership rights of others.
- 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.
- Smoking/chewing tobacco: Students shall not possess or smoke cigarettes, cigars, or other tobacco products. Tobacco of any kind is prohibited.
- Cheating: Students shall not cheat on tests.
- 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.
- 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.
- Social Media: Students deviating from the values of our school through the use social media are subject to discipline by administration. Social media includes Facebook, Twitter, or any other social media site (see next for more information).

### **STUDENT SOCIAL MEDIA POLICY**

Saint Francis High School encourages students to be mindful of the information they post. Online behavior should reflect the same standards of character, commitment, and compassion that you use in face-to-face interactions. Students are responsible for using common sense, moral and ethical standards, and good manners when online or texting. "Online" includes email, instant messaging, texting, social networks, blogs, personal web pages, and other similar sites accessed through the Internet. Do not assume anything sent through these methods is private communications.

Communication unbecoming of a Saint Francis student, that is, communication that is contrary to our mission and philosophy is subject to school discipline. **Further, a student who posts/sends inappropriate material and/or communications (while in school or outside of school) is subject to lunch duty, detention, suspension, or expulsion at the discretion of the Principal**

**and Dean of Students.** Forbidden communication and material includes, but is not limited to:

- Alcohol or drug related pictures and or involvement
- Profane, lewd, obscene, vulgar, rude language
- Cyber bullying
- Sexually provocative pictures Statements to or about another student that may be interpreted as harassment.

Students should report all such incidents of misconduct to a parent, teacher, or administrator immediately.

**Detentions and Suspensions**

After a minor offense, the teacher will serve the student with a detention notice. A copy will be given to the Dean of Students. The students must see the Dean of Students to schedule the detention day – failure to do so will result in further disciplinary action. Students may have the option to serve the detention at lunch or after school. Failure to attend detention will result in one week of lunch clean up. Most detentions will be working detentions allowing the students to better the school or Church facilities. Length of detention times are listed below (may be adjusted at the discretion of the Dean of Student):

<u>Offenses Per Quarter</u>	<u>Detention Duration</u>
1 <sup>st</sup> & 2 <sup>nd</sup> & 3 <sup>rd</sup>	45 minutes or One Week of Lunch Clean Up
4 <sup>th</sup> & 5 <sup>th</sup>	45 minutes AND One week of lunch clean up
6 <sup>th</sup>	Suspension

Students must be engaged in Silent Academic Work or school or church service during the entire detention period. Transportation, jobs, activities, etc. are not acceptable excuses for missing detention.

**IN SCHOOL SUSPENSION**

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

**OUT OF SCHOOL SUSPENSION**

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

- Suspension results after a third major violation.
- When a student’s behavior becomes detrimental to the physical, spiritual or academic welfare and progress of other students, he/she will be suspended from school. This means that the parents are called and the student must return home. Reinstatement takes place only after the Principal or Dean of Students has resolved the problem at a meeting with the parents and student.

Note: Students sent home for disciplinary reasons (suspended) may not participate in any school function until reinstatement has taken place.

The suspension will also carry with it an academic consequence as the student receives no more than 70% of the earned grade for any tests, quizzes, assignments, or class work missed. When it becomes necessary to suspend a student due to a disciplinary problem or a violation of a major school regulation,

the Dean of Students or Principal will notify the student and parents immediately by telephone and in writing within three school days.

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

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

### **Expulsion**

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

A second suspension during a school year or a third suspension during a student's tenure at St. Francis High School may result in that student's expulsion. Expelled students may apply for re-admission after one year has elapsed from the time of their dismissal. If such students are re-admitted, it is with the clear understanding that they enter on disciplinary probation, the terms of which are to be fixed by the Administration. In certain circumstances second semester seniors who reach the point of expulsion may no longer attend classes but may be allowed to take their exams. If they fulfill all graduation requirements, they will receive a diploma privately.

#### *PROCEDURE FOR STUDENT EXPULSION (from Diocese 4114.1)*

1. The Principal shall seek the advice of the Pastor/Pastoral Administrator and Superintendent (if applicable) regarding any contemplated expulsion.
2. Except in situations involving immediate expulsion, the Principal shall exercise the right of expulsion only after a 3-day suspension to investigate and the conference with the student and parent(s)/guardian referred to under the Suspension Policy (4110-School).
3. If a decision to expel the student is made, the parent(s)/guardian shall be notified in writing of the action by the Principal.
4. The student, his/her parent(s)/guardian may, within five (5) school days following commencement of the expulsion, contact the Superintendent of Schools or his/her delegate, in writing, to have the expulsion reviewed. The manner of the review shall be in the sole discretion of the Superintendent of Schools on a case by case basis. In the event that the expulsion is found to be unfair or inappropriate, the Superintendent of Schools or his/her delegate shall so advise the Principal and action to reinstate the student will be undertaken.

In this case, all reference to the expulsion shall be removed from the student's file.

### **Off Campus Discipline**

The philosophy of St. Francis High School is based on the belief that the parents are the primary educators of their children. The administration of St. Francis High School looks toward the parents as

the disciplinarians for events that happen off campus. Even though St. Francis does not want to get involved in unsanctioned off-campus activities, events may occur off campus that have a detrimental effect on St. Francis High School and the ability of the Faculty and the Administration to uphold the Mission and policies of St. Francis High School. Under such circumstances, the Administration reserves the right to take disciplinary action up to and including expulsion.

### **Extraordinary Exclusion**

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

### **Suspension Appeals**

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

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

### **Expulsion Appeals**

If the affected parent or student wishes to appeal to the Superintendent, they should submit a letter stating the grounds for appeal to the Superintendent. The appeal letter must be received within five school days of the Principal's decision to expel the student. The appeal letter should explain the reasons which the parents or student believe constitute grounds for an appeal. The Superintendent will then decide if there are proper grounds for an appeal. Proper grounds for such an appeal are limited to the following:

Questions of procedure, i.e., did school officials apply policy as indicated in the School Handbook or Diocesan Policies Handbook in a manner that was not arbitrary or capricious.

### **Substantial new information.**

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

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

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

## **POLICIES REGARDING SPECIFIC DISCIPLINARY INFRACTIONS**

### **Academic Honesty**

Whether regarding homework, lab work or reports, tests, quizzes, or and other academic assignment,

Saint Francis High School holds to the following cheating and plagiarism policies:

Cheating is defined as any act by which a student uses the work of another for his or her own gain. This includes looking at or attempting to look at the work of another. It also includes providing one's own work to another, except when the teacher has recommended group study. It also includes stealing of tests, looking at stolen tests, and having in ones possession material that gives an unfair advantage, and any other act which the administration deems as cheating. Any act of cheating will result in the following disciplinary actions:

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

### **Harassment**

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

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

Verbal Harassment: Derogatory or demeaning comments, jokes, threatening or intimidating words spoken to or about another person or group.

Physical Harassment: Unwanted physical contact, touch, assault, hazing or any intimidating interference

with normal activity or movement.

Visual Harassment: Derogatory, demeaning, or inflammatory drawing, written words, cartoons posters, gestures, or altered photographs physically produced or posted.

Sexual harassment: Unwelcome sexual advances, insults and other physical conduct of a sexual nature.

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

### **Hazing**

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

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

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

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

### **Gambling**

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

### **Electronics**

All electronic devices including music players/pagers/cellular phones and video games must remain in the student's locker during the school day. These devices, including cell phones, must be off, not visible, and not used between 7:50 and 2:42 on school days. Students may use a cell phone if an emergency arises.

Unauthorized uses of electronic devices will result in the following consequences: First offense, device is confiscated until 2:42p.m., a detention assigned and the parents are notified. A second offense will result in a detention and the device is not returned until the detention is served or a parent retrieves the device; third offense is a detention and the parent retrieves the phone.

### **Student Substance Abuse**

The Catechism of the Catholic Church recognizes that "The use of drugs inflicts very grave damage on human health and life" (2291). The use by students of alcohol, tobacco, vaporizers, and other illicit drugs is harmful and unlawful. It is destructive of the individual and his/her abilities and potential. Use of these substances is also destructive of the relationships between the student and his/her parents, teachers, friends, team members, etc., that are so critical to his/her growth and development. It is the expectation of the Grand Traverse Area Catholics Schools that our students will remain free of these substances.

The use and/or possession of alcohol, drugs, or drug paraphernalia by a St. Francis High School student on school property or at any school event is strictly forbidden. The presence of any student in any state

of intoxication at any school activity, on or off campus, is strictly forbidden. Failure to observe either of these regulations will result in possible expulsion. Furthermore, any student involved in the sale or distribution of alcohol or drugs will result in a possible expulsion. The administration of St. Francis High School reserves the right to search the person, locker or vehicle. In cases where the student is not expelled from St. Francis High School, the student, in order to remain a member of the student body, must strictly adhere to the following:

### **Disciplinary Guidelines**

#### **Administrative Guidelines:**

A student will be subject to disciplinary action if he/she is found to possess, to be under the influence of, to have used, or to possess for sale any:

- Alcoholic beverages
- Illegal Drugs
- Vaporizers
- Steroids, human growth hormones, or other performance enhancing drugs.

Guidelines are in effect beginning in the 7th grade and continuing through 12th grade. Example: If the first offense occurs in the 7th grade and the next offense occurs in the 10th grade, the 10th grade offense would be the second offense as outlined below.

#### **Protocol:**

- Discipline for infractions of rules may be administered as outlined below unless the school in its sole discretion chooses to immediately suspend/expel the student.
- Administration may investigate each incident by questioning students.
- If information is obtained through questioning, parents will be notified as soon as possible.
- The student and his/her parents must make arrangements to have an alcohol and drug assessment. The student and his/her parents will be expected to comply with the recommendations of the substance abuse counselor. These results are to be sent to the Dean of Students.
- A list of professional assessment facilities will be provided by the school and parents must choose one of these approved organizations.
- In order to remain at St. Francis High School, the student must follow the recommendations of the assessment.
- Any person found with a quantity that would suggest selling of any alcohol or other drugs may be subject to immediate expulsion and referral to the police.
- Violations may result in other appropriate disciplinary action including, but not limited to, parent conference, essays, and community service to the school or parish, classes, suspension or expulsion. Any cost for required classes will be the responsibility of the student. These steps generally represent minimal action, with the school reserving the right to exercise discretion bases upon the severity of the offense.
- Allegations regarding a violation will be referred to parents.
- Verified incidents may be referred to the police. The student will be subject to school consequences should such violations be confirmed.

### **Consequences for Students in Extracurricular Activities**

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



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

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

**First offense:**

- An athlete will be suspended 20% of all scheduled contests during the season in which the violation occurs. If the violation occurs out-of- season, the athlete will lose eligibility for 20% of the regularly scheduled events in the athlete’s next sport season. Suspension from games will not include partial games. All suspensions will be complete game suspensions to comprise the 20%. For example, in football (nine games), the suspension will be for two complete games. Should less than 20% of a season remain, a student committing an in-season violation will also be required to complete ten hours of school or parish service before eligibility will be restored. While serving an athletic suspension the student-athlete must attend practices and contests and must maintain academic eligibility as one would if they were not serving a suspension. The student-athlete must be eligible both academically and physically in order to count as part of the game suspension.
- Any member of an extra-curricular student organization will immediately be suspended from the organization for 45 calendar days. Any student officer will lose their title/office for the duration of the school year, but may remain as a member of that organization after the suspension is completed.
- A student in a co-curricular program will be allowed to remain in the associated class but not allowed to participate in activities outside of the normal school day for 45 calendar days. Class grade/credit will not be affected.

**Second offense:**

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

**Third and Subsequent Offenses:**

- The athlete will lose eligibility to participate in any interscholastic athletic competition for one calendar year from the date of the infraction. While serving an athletic suspension the student-athlete must attend practices and contests, and must maintain academic eligibility as one would

if they were not serving a suspension. The student-athlete must be eligible both academically and physically in order to count as part of the game suspension.

- Any member of an extra-curricular activity will be removed from that organization for one calendar year from the date of the infractions.
- A student in a co-curricular program will be allowed to remain in the associated class but not allowed to participate in activities outside of the normal school day for one calendar year from the date of the infraction. Class grade/credit will not be affected.
- Any student who is suspended from school for any reason will be ineligible to participate, either as a participant or spectator, in practices, scrimmages, competitions or activities during the time of suspension.

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

## **Computer Access and Internet Use Policy**

### **Code of Ethics**

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

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

### **Rights**

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

### **Responsibilities**

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

- Users may not damage or mistreat equipment or facilities under any circumstances.
- Users must not leave their workstation unattended for any reason and must properly 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 belonging to students, community members and families, or fellow employees
- Users may not use the network, or the internet for unauthorized game playing, unauthorized "chat" or chain letters
- Users may not use the network for acts of vandalism against persons or resources including the uploading of viruses.
- Users may not use another persons computer file, access accounts, and or files without proper authorization

## **MyTech (iPad) Initiative and iPad Acceptable Use Policy**

### **Introduction and Code of Ethics**

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

The use of technology within the St. Francis High School is a privilege extended to students, faculty, and community members to enhance learning and exchange information. All users must read understand, sign, and abide by the iPad Acceptable Use Policy (iAUP). Inappropriate use of the iPad may result in the revoking of access privileges, disciplinary measures, or – in the event of criminal activity – legal action.

The goal of the Grand Traverse Area Catholic Schools MyTech Initiative, including the issuance of student iPad devices, is to enhance students' overall learning experience. The iPad can provide students with expanded learning opportunities, both in classrooms and at home. It also promotes responsible use of today's technologies. In order to ensure a smooth-running program and a safe and productive learning environment for all students, participants must adhere to the following policies:

- The policy of no electronic devices has been amended with this document to allow the use of all GTACS-issued iPads during the school day within Traverse City St. Francis High School. Each individual teacher (or staff) has the discretion to limit the iPads use during some or all of their class time (or anywhere within the high school).
- The restriction of prohibiting users from loading software on any GTACS computers is amended to exempt the iPad as long as no other ethical, legal or moral boundaries are violated.
- Note: It is reasonable to expect students to make their issued iPad their own and personalize it with their own music and applications (apps) so long as appropriate.
- All iPad's remain property of Grand Traverse Area Catholic Schools until the student has graduated and, as such, the devices are subject to the same acceptable use guidelines as all

other school-issued devices and/or materials.

- Applications (GTACS purchased apps), files, and documents stored on the iPad are the property of GTACS.
- GTACS reserves the right to confiscate and search a student's iPad to ensure compliance with the Acceptable Use Policy. Students in violation of the Acceptable Use Policy may be subject to (but not limited to) disciplinary action, repossession, overnight confiscation, and/or removal of content.
- In the event of repossession or confiscation, completion of all class work remains the responsibility of the student. GTACS is not responsible for the financial loss of any personal files that are deleted.

### **Student Responsibilities: Caring for the iPad**

- Students are required to use the protective covers/cases provided for their iPads. Removal of the standard equipment protective case voids the warranty and insurance; if an iPad without its case is damaged, the student and/or family may be responsible for full replacement costs of the device.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop nor place heavy objects (books, laptops, etc.) on top of the iPad.
- Only a soft cloth and/or approved laptop screen cleaning solution is to be used to clean the iPad's screen. Defacing of the iPad, including the asset ID tag, is prohibited (stickers, markers, etc.)
- Do not subject the iPad to extreme heat or cold (do not store in vehicles).

### **Safeguarding and Maintaining the Device as an Academic Tool**

- The iPad is required to be at school every day, fully charged. Students should not plan to charge the device while at school.
- If an iPad is left at home or is not charged, the student remains responsible for completing all coursework as if they had use of their iPad.
- Repeat offenses may require the iPad be confiscated by the Dean of Students and 'checked out' on a daily basis.
- Malfunctions or technical issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exists.
- Backing up the iPad to iCloud should be done regularly (this will generally be done automatically when plugged into a power supply and connected to Wi-Fi). Items deleted from the iPad cannot be 'undeleted', so backing up your work is very important.
- Preloaded apps may not be deleted and they must be updated periodically through the app store. Memory space is limited. Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal files/apps must be removed at the student's expense.
- Non-educational content is for personal use only and may only be shared with other students if the content is consistent with the school's values and mission – and does not violate any other part of the iAUP or the Student Handbook.
- The volume is to remain on mute unless headphones are attached and/or permission is obtained from the teacher.
- The whereabouts of the iPad should be known at all times. It is the student's responsibility to keep their iPad safe and secure.
- iPads belonging to other students are not to be tampered with.
- If an iPad is found unattended, it should be given to the nearest faculty/staff member.

## Lost/damaged/stolen iPad

- If the iPad is lost, stolen, or damaged, the Principal's Office must be notified immediately. iPads that are believed to be stolen can be tracked through Find my iPhone/iPad (via any computer web browser by logging into icloud.com.) The student is required to leave this option turned on in the iCloud settings on their iPad. Lost or stolen iPads that cannot be recovered are capable of being remotely wiped.
- **Insurance (included in the annual MyTech Fee):** Students/parents are responsible for a \$100 deductible for replacing an iPad that is damaged and in need of repairs for the first two incidents. Deductibles will increase by \$50 for each incident (i.e. 3<sup>rd</sup> incident \$150, 4<sup>th</sup> incident \$200, etc.) A \$250 deductible is required if the iPad is lost, stolen, or damaged beyond repair (and needs to be replaced). All insurance is voided if the iPad is damaged because of use without the provided case, in which case the parent/student is responsible for the full replacement cost.
- The iPad is subject to routine monitoring by teachers, administrators, and staff.
- The Technology Department will periodically monitor iPad wireless activity. If the acceptable use policy is violated, the iPad may be remotely locked down, wiped, and/or confiscated and the student may be subject to disciplinary action.

## Guidelines and/or prohibited uses

- All material on the iPad must adhere to the values and mission of St. Francis High School students.
- Students are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials. It is also prohibited to encourage others to do so.
- Downloading Internet browsers is not permitted. Proxy sites are prohibited.
- Each student will be issued an individual GTACS e-mail account and this is the only e-mail account allowed to be set up on the iPad. If the student has other e-mail accounts, they can choose to have that e-mail account forward all e-mails to their school account if they wish.
- The use of e-mail, chat rooms, instant/text messages, blogs, or any form of student correspondence is prohibited during class times unless specifically authorized by the teacher or staff. ALL student electronic communication/content should adhere to this iAUP, the Student Handbook, and the GTACS mission and values
- Students are allowed to install appropriate personal music and personal apps on their iPads, however the items downloaded and synced to the iPad must be in compliance with federal/state copyright laws.
- The iPad camera will be disabled.
- Students must set a passcode to their iPad to prevent other students from using/misusing their iPad. Any student caught trying to gain access to another student's accounts, files or data will be subject to disciplinary action.
- Any attempt to destroy hardware, software or data will be punishable through legal and disciplinary action.

Strictly prohibited are the following:

- "Jailbreaking," the process that removes any limitations placed on the iPad in order to download additional applications or other inappropriate material;
- Viewing, transmitting or downloading inappropriate materials or materials that encourage others to violate the law;
- Downloading or uploading any programs or files (other than school related documents - i.e., class notes, homework, and other school related material, etc.), such as but not limited to MP3

files, onto St. Francis High School computer lab computers, or the student's GTACS provided H: drive;

- Use of proxy servers;
- Installing additional profiles not approved by the school;
- Beta software;
- VPNs;
- Commercial use: Students may not use the GTACS provided network and Internet to sell, buy or bid on anything over the Internet for any personal financial gain or commercial purposes without the specific consent of St. Francis High School faculty or staff;
- Use of the school's internet/e-mail accounts for any illegal activity is prohibited;
- Social media apps (Facebook, Instagram, Snapchat, Twitter, etc.)
- As stated elsewhere in this Handbook, you may not disclose anyone else's personal information (e.g. phone number, address, or other confidential information);
- Connecting a personal laptop to Grand Traverse Area Catholic Schools network without permission is forbidden;
- Passwords must not be shared with others.

### **iPad Gaming Policy**

Saint Francis High School recognizes that technology properly used is a great good to our students and teachers. It has the ability to accelerate learning and enhance already excellent classroom instruction. However, technology can unfortunately be used in ways that are harmful and become a distraction to our primary goal of having our students reach their full academic and spiritual potential. We have gone to great lengths to protect our students both on and off campus from potential harmful influences that might be accessed with technology.

Still, problems remain. A notable concern is that gaming can and often does distract from learning, and inhibit interpersonal interaction. A second concern is the inappropriate modification of the configuration on the iPad in order to bypass security measures. Understanding our primary mission is to help the academic and spiritual advancement of our student in a community of faith while allowing a degree of personal freedom, the following policies are currently in place:

- Beginning in the fall of 2018, all incoming freshman students will not have an app store at any point during high school. The following guidelines are for those students are in place for students who fall under the previous app store and gaming policy:
- To the best of our ability, we monitor and prevent the use of online games on our network during classroom timeframes. Library, study halls and academic resource times are considered classroom times.
- Parents can opt for a gaming free device at any time. Any parent may simply call the Dean of Students to get gaming turned off.
- Any students with a D or F after the fourth week in any marking period will have games removed for the remaining weeks in that marking period. Any student with a D or F after the 1st or 3rd marking period or semester will have gaming removed for the next marking period. Games will be reinstated at the end of the next successful marking period (success being defined as no D's or F's.)
- Teachers can refer any student caught gaming in their classrooms to the Dean of Student
  - 1st referral – games will be turned off for a month.
  - 2nd referral – games will be turned off for the semester. (If the 2nd referral occurs in the 2nd marking period, games will not be reinstated until the end of the 3rd marking period.)
  - 3rd referral – games will be turned off for the rest of the academic year.

- Any student who modifies or alters the configuration of the iPad will lose gaming for a calendar year.
- Game access is blocked by removing game programs or “apps,” then blocking future access to the “app store.” This means that students will only have those apps that are loaded by the school. In other words, in addition to games, they will not be able to download other apps, even those that may be educational in nature.
- Beginning in the fall of 2018, all incoming freshman students will not have an app store at any point during high school.

### **Computer workstation, network, Internet**

Grand Traverse Area Catholic Schools is pleased to make available to students access to the school network and Internet. In order for us to be able to continue to make computer access available, all students must take responsibility for appropriate and lawful use of this resource. Students must understand that one student’s misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the school’s content filters, teachers, and staff will make reasonable efforts to supervise student use of the network and Internet, they must have student cooperation in exercising and promoting responsible use of this resource.

Listed below are additional provisions of your agreement regarding the continued but likely limited use of computer workstations, network, and Internet. If any user violates this Policy and Agreement, the student’s access will be denied and he may be subject to additional disciplinary action:

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

### **Privacy**

Network and Internet access is provided as a tool for your education. GTACS reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information shall be the property of Grand Traverse Area Catholic Schools and no user shall have any expectation of privacy regarding such materials.

### **Failure to follow policy and breach of agreement**

The student's use of the computer network and Internet is a privilege, not a right. A user who violates this policy and breaches his Agreement, will receive appropriate disciplinary action that may include probation, detention, suspension, and in rare circumstances expulsion and well as legal action.

### **Limitation of liability**

The Diocese of Gaylord and Grand Traverse Area Catholic Schools make 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.

### **Student Access**

A student who submits a properly signed iAUP to the school and follows the policy to which he has agreed will be permitted access to the Grand Traverse Area Catholic Schools network and Internet. Students will be asked to sign a new iAUP Agreement each year during which they are students at Grand Traverse Area Catholic Schools before they are given access.

### **Privileges**

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

### **Administration Professional Code of Ethics**

### **Copyright**

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

Copyright Laws

Fair use guidelines

Specific license or contractual agreements

Other types of permission

### **Policy Enforcement Guidelines**

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



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

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

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

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

**Limitation of liability**

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