St. Elizabeth Ann Seton

Grand Traverse Area Catholic Schools

Middle School Handbook

(updated October 2026)

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Educational Philosophy

St. Elizabeth Ann Seton Tradition

St. Elizabeth Ann Seton Middle School (SEAS) is a parochial school in Traverse City, Michigan, serving students in 6th through 8th grades. It is a ministry of five local parishes - Immaculate Conception, St. Francis, Christ the King, St. Patrick, and St. Joseph - and the Diocese of Gaylord. As a part of Grand Traverse Area Catholic Schools (GTACS), St. Elizabeth Ann Seton Middle School is committed to educating the whole student: spiritually, intellectually, emotionally, socially, and physically. Centered on Christ and modeled after His mission, SEAS fosters academic excellence while nurturing Character, Commitment, and Compassion.

St. Elizabeth Ann Seton Middle School recognizes that parents are the primary educators and role models of their children. Education is a shared responsibility, and teachers and staff serve as partners with - not substitutes for - the family. By working collaboratively with families, SEAS reinforces the faith, values, and skills first nurtured in the home. This partnership creates a unified approach to formation in which academic and moral development go hand in hand, ensuring that students are equipped to live out Gospel values in their families, communities, and the Church.

The Human Body as a Constitutive Aspect of the Human Person

The Church teaches that our differences as male and female are part of God's good design in creation and that our bodies –including our sexuality – are gifts from God. In fact, "'being man' or 'being woman' is a reality which is good and willed by God" (Catechism of the Catholic Church, 369). A person cannot change his or her sex. A person should accept and seek to live in conformity with his or her sexual identity (sometimes called "gender identity") as given by God. The human person is a body-soul union, and the body - created male or female - is a constitutive aspect of the human person. Having a proper understanding of the human body- and more generally, of the moral law - enhances, rather than restricts, man's Freedom.

It is the policy of the Diocese of Gaylord that all schools shall respect the biological sex of the human person as given by God and shall apply all policies and procedures in relation to that person according to that person's God-given biological sex.

Employees and volunteers shall conduct themselves in accord with their God-given biological sex.
Diocesan schools partner with families to educate and form students consistent with the teachings of the Lord Jesus Christ and His Church. Students and parents (or legal guardians) shall conduct themselves in accordance with their God-given biological sex.

Admissions

Policy

Grand Traverse Area Catholic Schools (GTACS) are open to students regardless of race, sex, religion, political belief or national origin whose needs can be reasonably met. GTACS will not deny admission to students because of a demonstrated financial need.

Partnership

Grand Traverse Area Catholic Schools are dedicated to providing a Catholic education ensuring educational quality for all families willing to enter into a partnership to develop each child to his or her fullest spiritual and academic potential. This partnership with parents is highly valued; however, situations can arise where the partnership is significantly damaged. In these situations, administrative discretion may be used to ask a family to leave the school and deny future enrollment.

GTACS Family Agreement

Our mission is to partner with families to enlighten children's minds and ignite their hearts to serve Christ. The Family-School Agreement supports that mission.

Families enrolling children in the Grand Traverse Area Catholic Schools are required to sign the Family-School Agreement. By signing, it is understood that:

- Children from families of a variety of faith backgrounds and traditions are welcome.
- Students and their parents agree to support, rather than contradict, the school's mission – including modeling and teaching the Catholic faith. While the beliefs of individual students or parents may differ from those of the Church – potentially creating conflict – the school is committed to upholding its mission. Questions about Catholic teachings are welcomed, but open hostility or defiance of the Church may lead to denial of admission or dismissal.

Transfers

Enrollment of students is considered incomplete until the receipt of permanent records from a sending school. Transfer students with special needs will be referred to the intermediate school district. St. Elizabeth Ann Seton Middle School has limited provision for special needs students and cannot necessarily accommodate all students.

Official registration at St. Elizabeth Ann Seton is accomplished after a meeting with the principal, placement testing, a completed registration form is signed by a parent/guardian, and a copy of the students' birth certificate is provided.

Immunizations

All students at St. Elizabeth Ann Seton must follow the Michigan Public Health Code (P.A. 368) regarding immunizations. Parents/guardians will be required to show proof of immunization for their children. Parents/guardians who opt not to fully vaccinate their children before they enter school or childcare must request a waiver from the local public health department.

Tuition

Tuition schedules, tuition assistance forms, and loan applications are provided as part of the registration packet. Tuition payment in full or a monthly payment plan must be completed by July 1 prior to the start of the school year. All families must set up a FACTS payment plan during the enrollment process, with a one-time annual payment due in July or a 10 or 12-month payment option.

A tuition assistance program is partially funded by the Grand Traverse Area Catholic Schools Foundation (GTACS Foundation). The school also offers a 10- or 12-month loan available through Traverse Catholic Credit Union. An application is available during the enrollment process or by contacting the admissions office or the Credit Union directly.

The Tuition Reduction Incentive Plan (TRIP) helps families reduce their tuition costs by receiving tuition dollars based upon purchases from participating businesses. Many families save hundreds of dollars each year through this program. For information, visit the GTACS website, https://gtacs.org/parents/trip-program/. The TRIP office is open year-round.

Due to fixed costs, no tuition refund will be made for withdrawal after January 31. If a student is newly enrolled for the second semester, no refund will be made for withdrawal after March 31. Tuition will be prorated based on the student's attendance per academic quarter.

Religious Formation

Mass

Liturgical worship is experienced at SEAS at both school-wide and individual class levels. The Eucharist, the source and summit of Catholic life, is celebrated at all-school Masses weekly. *Mass is considered an essential part of our school identity and attendance is expected.* Students are encouraged to participate in the liturgy by reading, singing, bringing up gifts, or serving as ushers or altar servers.

Holy Days of Obligation and special Feast Days are observed at school. Periodically, a special "All-System Mass" is held in the St. Francis Gym with all GTACS students K-12. GTACS family and friends are welcome to attend.

Prayer

Prayer is the foundation of the St. Elizabeth Ann Seton Middle School community. Students and faculty members lead the school in prayer every day. Other opportunities for prayer are available throughout the school year, including weekly Confession and Eucharistic Adoration in the SEAS chapel.

Christian Service

A Christian service requirement is instituted to prepare students for effective leadership and service in the Church. This is designed to respond to real-life issues in the family, parish and school, the local civic community, and broader global community; to offer the experience of Christian service and discipleship mandated by the Gospels; and to help students come to a deeper understanding of the meaning of service, especially in a Christian context.

The objective of the program is two-fold:

- First, to develop a life-long habit of serving those in need. Students are encouraged to try different activities of service to help them find a way to give back to others which is enjoyable for them.
- Second, to help students live their faith outside of the school environment by encouraging them to pray at home with family members or to attend events at their parish so that they become active participants in parish life.

Every student is expected to record 3-5 hours of Christian service per year. Students will be expected to keep a log of hours signed by an adult supervisor. Students will meet with their religion teacher as a point of contact for recording hours, meeting deadlines, and completing a reflection essay.

Examples of Christian service may include joining a parish choir, tutoring an elementary school student, volunteering as a library or office aide, cleaning school or parish grounds, donating time to help the poor or elderly, helping at a food pantry, or volunteering with a non-profit like Special Olympics or Right to Life. Students may also perform acts of discipleship to fulfill this requirement such as reading Scripture, attending adoration at a local parish, attending a daily Mass, listening to a Catholic Podcast, or attending the Wyldlife youth group.

Academics

Curriculum Overview

Subject	Grade 6	Grade 7	Grade 8
Religion	Old Testament	New Testament Sacraments	Church History Catechetics Theology of the Body
Mathematics	Course 1 or Course 2	Course 2 or Course 3	Algebra Readiness or Algebra 1
Science	Earth Science	Life Science	Physical Science/Intro to Chemistry
Social Studies	U.S., Canada, and Latin America	World History	U.S. History
Language Arts	ELA/Literature/IEW Level B, Year 1	ELA/Literature/IEW Level B, Year 2	ELA/Literature/IEW Level B, Year 3
Elective Options	STEM, Art, Band, Spanish, Math Enrichment, P.E.	STEM, Art, Band, Spanish, Math Enrichment, P.E.	STEM, Art, Band, Spanish, Math Enrichment, P.E.

Grading Scale

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

Students are also given a citizenship grade based on the "3 C's" of Character, Commitment, and Compassion.

Midterm and Final Exams

All students will take midterm exams at the end of the second academic quarter in January, and final exams at the end of the fourth academic quarter in late May or early June. Exam content, format, and policy varies between classes. Teachers will provide adequate review time in class for students to prepare.

Incompletes

A grade of 'Incomplete' will be used only in the event of unusual circumstances including an extended student illness or family emergency, illness at the end of a marking period that makes timely completion of work impossible, or teacher illness or emergency at such a time that it is impossible to complete grading. An 'Incomplete' will not be given to a student who has merely failed to meet deadlines.

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

Promotion Policy

The purpose of this policy is to set guidelines for completion of middle school and to encourage students to demonstrate achievement at a passing level in order to be promoted. Students receiving 2 or more F's as final grades in core classes during one school year may be required to do the following or repeat the entire grade and curriculum:

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

Gradebook

Parents/guardians may check their student's grades online using FACTS/RenWeb. The following gradebook codes are used:

- M - Missing: The assignment needs to be turned in and counts as a zero until received from the student. Partial credit may be applied per the school's late policy (10% deduction per day missing). Typically, students have one week to submit missing work before the grade becomes a zero.
- A - Absent: The student was absent. The student can submit for full credit the next day they are in class.
- E - Excused: The student does not need to complete this assignment and it does not affect the overall grade.
- P - Pending: The student turned the assignment in, and the teacher is in the process of grading.
- 0 - Zero: The assignment may no longer be turned in.

Progress Reports

Progress reports will be sent home to parents/guardians at the midpoint of each quarter. Parents/guardians are encouraged to initiate contact with teachers if an academic concern is developing.

Report Cards

Report cards are issued at the end of each academic quarter. Students must pay in full any outstanding school debts (lunch fees, library fines, etc.) and serve all detentions and suspensions before they receive their report card.

Schedule Changes

Once students have completed registration and their Course Selection Sheets have been approved by both the parents/guardians and the school, schedule changes are not made unless extenuating circumstances are present.

Guidance Services

The primary concern of the Guidance Department is the welfare of the student. Counselors attempt to assist the students in every way possible to achieve the greatest degree of academic, spiritual, emotional, and social growth. Students may elect or may be assigned to visit the counselor on a one-time or regular basis. Counselors also address educational and behavioral concerns.

Homework Guidelines

St. Elizabeth Ann Seton students are expected to put in the necessary hours of homework in preparation for each school day. Homework is essential to review previous class material, preview topics for upcoming classes, reinforce the acquisition of course concepts, and to promote independent study skills and confidence in becoming a self-learner.

Homework may take many forms. As a guideline, students should expect homework (including study time) nightly and frequently on weekends. In general terms, students should not have more minutes of homework than ten times the grade they are currently in (i.e. 6th – 60 minutes, 7th – 70 minutes, etc.) per night. A calendar of tests, quizzes, and important upcoming academic dates will be sent home weekly. Satisfactory completion of homework is essential for students to keep up with the sequential development of the course and ultimate mastery of the material.

Student Conduct

Students at St. Elizabeth Ann Seton Middle School should strive for excellence in the "3 C's" of Character, Commitment, and Compassion.

Character

The student of character:

- Exemplifies kindness, cheerfulness, and friendliness.
- Demonstrates the highest standards of honesty and reliability.

- Shows courtesy, concern, and respect for others.
- Takes criticism willingly and accepts recommendations graciously.
- Observes rules, punctuality, and faithfulness both inside and outside the classroom.
- Does the right thing when no one is watching.

Commitment

The student who exercises commitment:

- Actively helps to build a positive school environment.
- Takes initiative in academic matters.
- Demonstrates leadership in the classroom, at work, and in school or community activities.
- Is thoroughly dependable in any responsibility accepted, and does not complain about work.
- Inspires positive behavior in others.
- Strives to do his or her best.

Compassion

The student who demonstrates compassion:

- Demonstrates empathy and concern for others.
- Creates a welcoming environment where everyone feels supported and cared for.
- Shows courtesy by assisting visitors, teachers, and students.
- Notices when others are struggling and takes action to help.
- Treats others with respect, understanding, and kindness.
- Follows the "Golden Rule."

Discipline

Discipline is often misconstrued as punishment. But in the Christian sense, discipline is to make a *disciple* - learning to follow and become more like Jesus. Christian discipline is the practice of training hearts, minds, and habits to follow Christ faithfully. The discipline policies of St. Elizabeth Ann Seton Middle School foster a safe, orderly environment that promotes the total Christian education of the student. Cooperation is expected and students are responsible for conducting themselves according to the norms set forth by the faculty.

Please Note: The philosophy of St. Elizabeth Ann Seton Middle School is based on the belief that parents are the primary educators of their children. The administration of SEAS views the parents as the disciplinarians for events that happen off campus. Even though SEAS does not typically get involved in unsanctioned off-campus activities, events may occur off campus that have a detrimental effect on the school and the ability of the faculty and administration to uphold the mission and policies of SEAS. Under such circumstances the administration reserves the right to take disciplinary action up to and including expulsion.

The SEAS discipline system is a graduation of disciplinary actions which are based on the accumulation of demerits. Demerits are recorded in FACTS and are always accessible to parents on that platform. Demerits are assigned according to the gravity of the behavior.

Philosophy of Discipline, Accountability, and Restorative Practices

At St. Elizabeth Ann Seton Middle School, our approach to student conduct and discipline is rooted in our Catholic faith and our commitment to helping students grow in Character, Commitment, and Compassion. We believe discipline is not simply about punishment, but about teaching students to make responsible choices, develop virtuous habits, and become more Christ-centered individuals.

We recognize that mistakes are a natural part of learning and growing. When students make mistakes, our goal is to help them understand their choices, take responsibility for their actions, recognize how their behavior affects others, and learn how to make better decisions moving forward. Accountability and grace work together in this process.

Our merit and demerit system is designed to reinforce school expectations, recognize positive choices, and provide consistent accountability when behavior falls short of those expectations. Students may receive a reminder, warning, demerit, or other consequence depending on the nature and severity of the behavior. When inappropriate behavior continues or expectations are repeatedly disregarded, additional consequences may be necessary.

Whenever appropriate, staff will incorporate restorative practices that encourage students to reflect on their actions, repair harm, restore relationships, and identify steps for making more positive choices. Restorative practices complement the school's disciplinary procedures and do not replace appropriate consequences for serious misconduct or repeated violations of school expectations.

Quarterly Fresh Start

At the beginning of each academic quarter, accumulated demerit points used to determine progressive detention thresholds will reset to zero. This reset provides every student with an opportunity for a fresh start and renewed commitment to the expectations of our school community. The reset does not eliminate previously assigned consequences that remain outstanding, erase relevant disciplinary records, or prevent the administration from addressing serious misconduct or ongoing behavioral concerns in accordance with school policy.

Our expectation is that students learn from their mistakes, accept responsibility, make appropriate corrections, and move forward with a renewed commitment to positive behavior. We strive to create a school culture in which students are held accountable while also knowing they are valued, supported, and capable of growth. Through this approach, we seek to model the mercy, forgiveness, responsibility, and love of Christ in our daily interactions with students.

Detention

Any noteworthy failure to observe general school rules and regulations will elicit a demerit. A verbal warning may or may not be given prior to the demerit. Demerits may be assigned by a classroom teacher or administrator. Accumulation of five or more

demerits will result in a lunch detention and will be served in the office or an assigned classroom during lunch the next school day the student is present.

Accumulation of eight or more demerits will result in an after-school detention. Students may also receive an after-school detention for failure to serve a lunch detention. After-school detentions will be served Mondays and Thursdays after school from 2:45-3:30 PM in an assigned classroom. Parents/guardians will be notified in advance of the assigned after-school detention date. Your child will be expected to serve the after-school detention on the given day unless the parent/guardian communicates to the principal about a previously scheduled appointment. In that case, the after-school detention will be rescheduled to the next date. Students may receive an in-school suspension for failure to serve their assigned after-school detention.

Examples of actions or behaviors for which demerits may be given include, but are not limited to:

- Minor classroom behavior problems
- Excessive class disruptions
- Poor attitude
- Swearing or use of profanity or obscenity
- Littering
- Non-compliance with appearance or uniform standards
- Excessive tardies
- Misbehavior at Mass
- Chewing gum
- Failure to follow individual classroom policies

In-School Suspension

Students may also receive an in-school suspension, as opposed to a detention, for more extreme behaviors. Students will serve the in-school suspension in the school office from 7:50 AM until 2:35 PM on an appointed day, and will be required to do all homework sent to them in the office by their teachers. Students must bring a bag lunch and are not allowed social interaction with the school community on that given day. The principal will notify the parent/guardian of their student's in-school suspension by phone or in writing.

Examples of actions or behaviors for which an in-school suspension may be given include, but are not limited to:

- Major classroom behavior problems
- Defacing textbooks
- Damaging property
- Disrespect towards peers, teachers, or school personnel
- Failure to serve an after-school detention
- Forgery
- Gambling
- Hazing
- Bullying

Suspension (Diocesan Policy 4110)

Suspension is a time period in which the administrator of the school does not allow a student to attend school. The student is responsible for making up all class assignments or assessments during the time of suspension, and the student will receive only up to 80% of the earned grade on the missed work. Students with a suspension on their school record may not be eligible to run for student officer positions and may lose the privilege of participating in field trips. A suspension stays on the student record while the student attends St. Elizabeth Ann Seton Middle School. The principal will notify the parent/guardian of their student's suspension by phone or in writing.

A student may receive a suspension after a second in-school suspension. Students may also receive a suspension when their behavior becomes detrimental to the physical, spiritual, or academic welfare and progress of other students. Examples of actions or behaviors for which a suspension may be given include, but are not limited to:

- Possession, use of, or sale of tobacco, drugs or drug paraphernalia, e-cigarettes, or alcohol
- Possession of items that could be mistaken for weapons
- Insubordination
- Public action which brings disrespect to GTACS
- Leaving school without authorization
- Theft
- Bullying
- Fighting

A second suspension during a school year or a third suspension during a student's tenure at SEAS may result in that student's expulsion. Expelled students may apply for re-admission after one year has elapsed from the time of their dismissal. If such students are re-admitted, it is with the clear understanding that they enter on disciplinary probation, the terms of which are to be fixed by the principal.

Expulsion (Diocesan Policy 4114)

Expulsion is defined as the permanent dismissal of a student from the school. It is enacted as a last resort after all other means of motivation and correction have failed, or circumstances of crime, scandal, morality or disruption necessitate this extreme disciplinary action. Examples of actions or behaviors for which a student may be expelled include, but are not limited to:

- Willful destruction of school property
- Possession, use of, or sale of tobacco, drugs or drug paraphernalia, e-cigarettes, or alcohol
- Possession of explosives
- Possession of prohibited weapons
- An arrest or final conviction by civil authorities for criminal action
- Willful assault or battery to any member of the faculty, staff, or student body
- Behavior that affects the status of the school or causes unfavorable publicity or criticism of the school

A student may be expelled when the moral or physical well-being of the student body or staff is endangered, or after prolonged and open disregard for school authority. A student may also be expelled after multiple suspensions, as outlined above. The principal shall exercise the right of expulsion only after a three-day suspension and a conference with the student and parents/guardians.

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

Suspension and Expulsion Appeals

After a suspension, the principal will notify the student and parents/guardians immediately. An appeal of the decision to suspend must be made to the principal within three school days. The principal may meet with the student and their parents/guardians at the principal's discretion, after which the suspension may be appealed.

After an expulsion, if parents/guardians or students believe there is need for further review, they may appeal the principal's decision to the GTACS President using the appeals process described below. The student will be suspended pending a final resolution of the appeal.

To appeal an expulsion, the student or parent/guardian should submit a letter stating the grounds for appeal to the principal. The appeal letter must be received within five school days of the principal's decision to expel. The principal will forward the letter to the GTACS President promptly. Proper grounds for an appeal are limited to the following:

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

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

If the GTACS President determines there are sufficient grounds for an appeal, the parents/guardians will be notified of this decision within five school days after receipt of the appeals letter by the principal. An appeal hearing will then be conducted with the student and parents/guardians, as well as the appropriate school representative(s). Neither side may be represented by legal counsel. The appeal hearing will be held within ten school days of the GTACS President's decision on the existence of proper grounds for an appeal.

Extraordinary Exclusion

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

Diocesan Harassment Policy

It is the policy of the Diocese of Gaylord and GTACS to make every effort to provide an educational environment that is free from all types of harassment. This policy applies to the actions of all faculty, staff, and students at GTACS, as well as others who may be in a working relationship with the school. The Diocese of Gaylord and GTACS are open to and respect any and all complaints brought under this policy. At GTACS, every individual should be treated with dignity and respect. Faculty,

students, staff members, and anyone else who works and/or visits the school are entitled to work/attend school in an environment free from discriminatory practices, including sexual and other forms of harassment. All will be held by standards of conduct that ensure that the school is free from sexual and other forms of harassment. Students are expected to treat all persons with respect and dignity. Thus, inappropriate sexual behavior or comments, which are directed at faculty, students, or other staff members, will not be tolerated. The school will investigate all complaints of harassment in a confidential, professional manner. Appropriate action will be taken when warranted. Individuals involved in any allegations will be given due process. It should be noted, however, that *individuals who are found in violation of this policy will be subject to appropriate disciplinary action, up to and including suspension and/or expulsion*. A complete copy of the Diocese of Gaylord Sexual Harassment Policy is on file at the school office and is available for review.

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, cartoon posters, gestures, or altered photographs physically produced or posted.
- Sexual Harassment: Unwelcome sexual advances, insults, and other physical conduct. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

Hands-Off Policy

All students are to keep their hands and feet to themselves to avoid any misunderstandings and to develop respect for others. Unfortunately, any touches can be interpreted as aggression and can lead to fighting. Students who violate this policy are subject to disciplinary action up to and including suspension.

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

Racially Sensitive Material Policy

As the Catholic Church is a universal and international community, SEAS as a Catholic School cannot allow the wearing or displaying of symbols, graphics or words that promote racial, ethnic or other divisions within the human family. A student found to be in violation of the school's policy is subject to disciplinary action up to and including expulsion.

Weapons (Diocesan Policy 4112)

Grand Traverse Area Catholic Schools will act in compliance with the Federal Gun-Free Act of 1994 and Public Act 328 of 1994, and any subsequent updates of the Michigan School Code as those laws pertain to the definition of weapons. 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, teacher, or any other school personnel. Depending on the nature of the weapon, the local police department may be notified immediately, and the student may be detained. A student found to be in violation of the school's policy is subject to disciplinary action up to and including expulsion.

Student Social Media Policy

St. Elizabeth Ann Seton Middle 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 unbefitting of a St. Elizabeth Ann Seton student or communication that is contrary to SEAS mission and philosophy is subject to school discipline. Further, a student who posts/sends inappropriate material or communications (while in school or outside of school) is subject to detention, suspension, or expulsion at the discretion of the principal. Forbidden communication and material includes, but is not limited to:

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

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

Academic Honesty

Whether regarding homework, lab work, tests, quizzes, or any other academic assignment, St. Elizabeth Ann Seton Middle 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 and utilizing artificial intelligence (AI) programs and claiming AI-produced work as their own. It also includes providing one's own work to another, except when the teacher has recommended group study. In addition, it includes stealing of assessments, looking at stolen assessments, having in one's possession material that gives an unfair advantage, and any other act which the administration deems as cheating.

Plagiarism is defined as the use of language, ideas, or thoughts of another's as if it were one's own original work. Any act of cheating or plagiarism will result in the following disciplinary actions:

- The teacher will record a 0 or F for the assignment.
- The teacher will notify the principal and parents/guardians.
- A following offense may result in a loss of credit, detention, or suspension.

Student Substance Abuse Policy (GTACS Policy 5200)

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

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

The use and/or possession of alcohol, drugs, drug paraphernalia, e-cigarettes or vapes, steroids, performance enhancing drugs, or tobacco products by a SEAS student on school property or at any school event are strictly forbidden. The presence of any student in any state of intoxication at any school activity, on or off campus, is strictly forbidden. Failure to observe either of these regulations will result in possible expulsion. Furthermore, any student involved in the sale or distribution of alcohol or drugs will result in a possible expulsion. The administration of SEAS reserves the right to search the person, locker, or vehicle as well as require a drug/alcohol evaluation of any student suspected of the possession or use of either drugs or alcohol. In cases where the student is NOT expelled from SEAS, the student, in order to remain a member of the student body, must strictly adhere to the following 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
- Steroids, human growth hormones (HGH), or other performance enhancing drugs
- E-cigarettes or vapes
- Tobacco *(in any form)*

Guidelines are in effect beginning in the 7th grade and continuing through 12th grade. For 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.

- 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.
- The administration may investigate each incident by questioning students.
- If information is obtained through questioning, parents/guardians 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 principal.
- A list of professional assessment facilities will be provided by the school and parents/guardians must choose one of these approved organizations.

- In order to remain at GTACS, the student must follow the recommendations of the assessment.
- Any person found with a quantity that would suggest selling of any alcohol or 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/guardian conference, essays, 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 based upon the severity of the offense.
- Allegations regarding a violation will be referred to parents/guardians.
- Verified incidents may be referred to the police. The student will be subject to school consequences should such violations be confirmed.

We believe that participation in extracurricular activities is an integral part of a balanced educational program at the GTACS. 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-round. Students participating in extracurriculars or athletics in violation of the Student Substance Abuse Policy will be subject to the consequences below:

First Offense:

- An athlete will be suspended 20% of all scheduled contests during the season in which the violation occurs. If the violation occurs out-of-season, the athlete will lose eligibility for 20% of the regularly scheduled events in the athlete's next sport season. In either case the athlete will be referred to the Guidance Department. The athlete must comply with the directives of the Guidance Department before eligibility is reinstated. Should less than 50% of a season remain, a student committing an in-season violation will also be required to complete ten school or parish service hours before eligibility will be restored. While serving an athletic suspension the athlete 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 extracurricular student organization will immediately be suspended from the organization for 45 calendar days. He/she must comply with the directives of the Guidance Department before reinstatement of eligibility at the conclusion of the 45 day suspension. Any student officer will lose their title/office for the duration of the school year, but may remain as a member of that organization after the suspension is completed.

Second Offense:

- An athlete will be suspended 50% of all scheduled contests during the season in which the violation occurs. If the violation occurs out-of-season, the athlete will lose eligibility for 50% of the regularly scheduled events in the athlete's next sport season. In either case the athlete will be referred to the Guidance Department. The athlete must comply with the directives of the Guidance Department before eligibility is reinstated. Should less than 50% of a season remain, a student committing an in-season violation will also be required to complete ten hours of school or parish service before eligibility will be restored. While serving an athletic suspension the student-athlete must 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 extracurricular student organization will immediately be suspended from the organization for 90 calendar days. He/she must comply with the directives of the Guidance Department

before reinstatement of eligibility at the conclusion of the 90 day suspension. Any student officer will lose their title/office for the duration of the school year, but may remain as a member of that organization after the suspension is completed.

Third and Subsequent Offense:

- The athlete will lose eligibility to participate in any interscholastic athletic competition for one calendar year from the date of the infraction. He/she must comply with the directives of the Guidance Department before reinstatement of eligibility at the conclusion of the one-year suspension. While serving an athletic suspension the student-athlete 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 extracurricular activity will be removed from that organization for one calendar year from the date of the infractions. He/she must comply with the directives of the Guidance Department before reinstatement of eligibility at the conclusion of the one year suspension.

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

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Should a student and his/her parents/guardians choose not to abide by these directives, that student shall forfeit the privilege of extracurricular participation until the student comes into compliance.

Attendance

Absences

On the day of an absence or late arrival, a parent/guardian must call or email the school office prior to 8:15 AM at (231) 932-4810. If a call is made prior to the office opening, leave a message with the student's name and reason for the absence. 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 has a negative effect on student achievement.

Excused Absences

It is the school's responsibility and right to judge the adequacy of any reason for absence and investigate the validity of all such communications. In most cases, the judgement of the parent/guardian is accepted by the school. Every effort should be made to schedule appointments and vacations outside of regular school time. Excused absences include, but are not limited to, illness, funerals, school-sponsored events and extracurriculars, and doctor or dental appointments. In the case of excused absences, students are allowed to make up missing work in accordance with the school's make-up policy. *It is the student's responsibility to communicate with teachers and complete missing work within a reasonable amount of time.* For each day absent, an equal number of days will be allowed to make up daily work for full credit. Long-term assignments or assessments are an exception, and will be due upon the student's return.

Unexcused Absences

Unexcused absences include, but are not limited to, skipping classes, not returning to a class, suspension, and failure to contact the school regarding an absence. Parents/guardians must contact the school office prior to or within 24 hours of the student's absence for the student to be excused on their attendance record. When a student is unexcused, there is an academic consequence: the student will receive only up to 80% of the earned grade on the missed work.

Vacations

Vacations during regular school days are discouraged. Parents/guardians anticipating a pre-planned vacation or absence due to personal reasons must notify the school at least five school days in advance. Teachers are not required to give assignments in advance for vacations taken during the school year. Any days missed for vacation exceeding five school days will be counted as unexcused absences, unless extenuating circumstances are present.

Early Dismissal

Parents/guardians 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:

- The parent/guardian will contact the school office before the start of the school day with the reason for and time of the early dismissal.
- The student will be called out of class at the given time to report to the office, meet their parent/guardian, and sign out.
- Students must be signed out in the office by a parent/guardian or authorized adult when dismissing before the end of the school day.
- Students may not excuse themselves from school.
- Students returning to school will follow the procedure for late arrivals.

Illness During School

During the school day, students who are too ill to remain in class should inform their teacher and report to the office. The front office will attempt to contact the parents who must personally come sign the student out of school. Transportation home for sick children is the responsibility of the parent/guardian.

Late Arrival

The school day begins at 7:50 AM. Students who arrive after 7:50 AM must first report to the office. Excused late arrivals include, but are not limited to, funerals, school-sponsored events and extracurriculars, and doctor or dental appointments. Students may be excused for these reasons with a parent/guardian message, email, or phone call to the office.

Likewise, students are expected to come to each class on time. Tardiness to class, without a note from another teacher, may result in a demerit.

Excessive Absences

Students are expected to attend school regularly. Based on the Michigan Compulsory Attendance Law and the Michigan School Code, the following guidelines will be used for truancy:

- At ten absences or tardies in a given semester, we notify the parent/guardian.
- At fifteen absences or tardies in a given semester, we again notify the parent/guardian of our concerns and request a conference with the parent.
- At twenty absences or tardies in a given semester, or ten consecutive tardies, we file a report with the Truancy Intervention Coordinator, who may review the file. Parents will be sent a copy of this letter.

Extended illness or absence due to injury will be treated on an individual basis. The parents/guardians will be given a chance to provide an explanation that includes proper documentation before the administrative team makes a final decision.

Safety

School Hours

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

Emergency Closing Procedures

Due to shared transportation, GTACS schools are generally cancelled whenever Traverse City Area Public Schools are cancelled due to weather. Parents/guardians will be notified of a school closure via ParentAlert, Facebook, Instagram, the GTACS website, and local news.

Should it become necessary to close school due to an emergency that arises during the school day, the closure will be broadcast on local TV and radio stations, and the school will be evacuated to a safe site if deemed appropriate.

Visitors

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

Drop Offs and Delivery Services

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. SEAS does not allow Door Dash or other food delivery services to the school.

Fire, Tornado, and Lockdown Emergency Drills

Drills are conducted regularly throughout the school year in compliance with the State School Code. As part of our accreditation with the Michigan Association of Non-Public Schools, we are required to conduct six fire drills, two tornado drills, and three lockdown drills per year. Students are asked to remain completely silent during these drills and to cooperate with the instructions of the drill coordinator.

Medical Conditions

It is important to keep the school administration informed of any special medical conditions. Please communicate detailed information of special conditions with first aid instructions to the school office. An Emergency Medical Form must be updated each year through the online registration process. This form contains emergency contact information for the parents/guardians, as well as any emergency contacts/authorized adults.

Injury During School

A parent/guardian will be notified whenever there appears to be a serious injury to a student. If no parent/guardian or emergency contact can be reached, treatment will be taken care of at the discretion of the principal. No-cost student accident insurance is available to supplement your insurance. If it is determined that the injury requires immediate emergency health care, 911 will be called for emergency vehicle transportation to the hospital or urgent care center identified on the Emergency Medical Form.

Medications

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

Medicine cannot be dispensed without written permission from the parent/guardian. All medications must be provided by the home. Students may not have medication of any kind in their possession during school hours or on school grounds. All medications need to be given to the office by the parent. Students may carry asthma inhalers if it has been pre-approved by the principal, with consent from the parents and physician. Students who need the office to administer prescription medications must have a completed Medical Permission Form signed by the student's parent/guardian and their doctor. Medical Permission Forms are available in the office.

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

Child Abuse and Neglect Mandatory Reporting Policy

School staff members must comply with the Michigan law regarding the reporting of child neglect and abuse. The following is a summary of the law:

Staff are required to report any suspected cases of child abuse or neglect to local law enforcement or social services. This obligation applies if they know or have reason to believe that abuse or neglect is occurring now or has happened within the past three years. A written report must be submitted within 72 hours of making the initial verbal report.

Neglect is defined as the failure to provide essential needs such as food, clothing, shelter, medical care, or exposure to controlled substances before birth. Abuse includes physical or sexual abuse as well as emotional maltreatment.

Diocese of Gaylord Abuse Reporting Policy

To report allegations of sexual abuse of minors or vulnerable adults within the Diocese of Gaylord by priests, deacons, or other employees or volunteers, regardless of when it occurred, individuals should:

- Contact local law enforcement, the Michigan Department of Health and Human Services at (855) 444-3911, or the Michigan Department of Attorney General at (844) 324-3374.
- Contact the Diocesan Victim Assistance Coordinator, Larry LaCross, at (989) 705-9010.

In the State of Michigan many professionals, including clergy, teachers, doctors, counselors, and named others are mandated reporters. This means such individuals are REQUIRED to make an oral or online report IMMEDIATELY to the Michigan Department of Health and Human Services if they suspect a child is being neglected or abused in any way. Individuals may call the State report line at the number above, which is answered twenty-four (24) hours a day or submit a report online. There may be significant penalties for mandated reporters who fail to report suspected child abuse or neglect. Even if individuals are not mandated reporters, the Diocese of Gaylord encourages ANYONE who has reason to suspect a child is being abused or neglected in any way to report the matter to local authorities.

The Michigan Attorney General's office has also set up a special phone line for people to share information that may be of help in their ongoing investigation of sexual misconduct by Catholic clergy. That number, again, is (844) 324-3374.

Transportation

Car Transportation

Students may be dropped off on campus beginning at 7:30 AM. All students must be picked up from school within 30 minutes of dismissal, unless participating in a supervised school activity. The school cannot be held responsible for students during unsupervised times. Those students picked up at dismissal time are to meet their parents/guardians at the front entrance of the school.

Bus Transportation

Students who ride the bus must adhere to St. Elizabeth Ann Seton *and* Traverse City Area Public Schools (TCAPS) rules and procedures to ensure safety and efficiency.

- Students must be on time at the designated bus stop. Buses cannot wait.
- Students should cross *in front of* a bus when crossing a road
- Written permission from the parent/guardian and verification by the principal are necessary in order for a student to leave the bus at any place other than their regular bus stop.
- Keep buses clean. No eating, drinking, or smoking is permitted. Cooperation with the bus driver is expected.
- Students are required to follow TCAPS Bus Rules and Conduct, listed below:

TCAPS Bus Rules and Conduct

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

Bus Stops

Traverse City Area Public Schools' Transportation Department determines the location of bus stops for our District using State guidelines. Some students may need to walk or be driven a short distance to their bus stops. Please plan on students arriving five minutes prior to their scheduled pick-up time. Drivers are not allowed to alter or change bus stop locations and they will not wait for students who are not at their designated stops on time. If no one boards a bus for five consecutive days at a stop, the Transportation Department may discontinue the stop until notified by the parent of the passenger(s).

A temporary change in the bus stop location can be requested for medical reasons. Parents should contact the bus garage at (231) 933-1933 and the Nursing Department at (231) 933-5610 to request the change and provide the necessary medical documentation. The bus stop can be adjusted only if a safe and legal location can be arranged.

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

ALL BUS DISCIPLINE IS HANDLED BY THE TRAVERSE CITY AREA PUBLIC SCHOOLS (TCAPS) BUS GARAGE. SHOULD A PROBLEM ARISE INVOLVING YOUR CHILD WHILE BEING TRANSPORTED, PLEASE CONTACT THEM AT (231) 933-1930. THE TCAPS BUS GARAGE WILL CONTACT THE PRINCIPAL AND SCHOOL DISCIPLINE MAY FOLLOW.

Behavior Expectations

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

- Use the assigned bus stop and proper crossing procedure.
- Be on time and board in an orderly manner.

- Remain seated, face forward, and share seats.
- Use proper volume (no shouting, screaming or whistling).
- Demonstrate proper behavior (no fights, pushing, hitting, and kicking).
- Use appropriate language.
- Keep all body parts and belongings to yourself and inside the bus.
- Keep the aisle clear. All carry on items will be held on your lap. Large instruments and/or sports equipment are not allowed.
- Refrain from eating, drinking and chewing gum on the bus.
- Follow the instructions of the adult on the bus.
- Keep the bus clean (no littering).

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

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

Misconduct

Any student who is engaged in misconduct while riding on a school bus will be promptly addressed by the bus driver and warned that any continuation may result in further disciplinary action. The incident shall be logged by the bus driver. Any minor misconduct could become major misconduct with consistent non-compliance and be subject to consequences under the major misconduct guidelines.

Minor misconduct is defined as behavior that is disruptive, but not necessarily a serious safety violation. Examples include, but are not limited to: excessive noise; touching others; putting gum on seats; profane language; eating or drinking on bus; changing seats; putting head, hands or feet out the window; being uncooperative; tossing things; not staying seated.

The process for addressing minor misconduct will be:

- Verbal warning to student, logged by bus driver
- Possible temporary seat assignment

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

The process for addressing repeated minor misconduct will be:

- Written warning to student, logged by bus driver
- Assigned seat
- Notice to parent/guardian for signature

Continued minor misconduct or major misconduct may result in a temporary or permanent suspension from the bus. Suspension of less than ten (10) days may result in a bus behavior contract at the discretion of the Transportation Department or parental request. Suspension of ten (10) or more days will require a bus behavior contact. Suspension of ninety (90) days or more may be re-evaluated only after half of the suspension has been served. Evaluation will require a parent conference and a transportation behavior contract for the student. After a suspension, the student will remain in an assigned seat pending the return of a signed notice from a parent/guardian.

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

Uniforms

School Attire

The school uniform reflects the academic nature of our institution, and the goal of students presenting themselves in a modest and professional way. It is expected that students at school after hours or at school 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 principal has the final say on all uniform issues.*

Uniform regulations are in effect throughout the school day. No coats, jackets, hats, or snow boots are worn in class. However, it is encouraged for students to wear coats, jackets, hats, and/or snow boots at recess and during drop-off and pick-up during winter months.

Uniform Supplier

Flynn O'Hara is the only provider of school uniforms. Uniforms can be ordered from Flynn O'Hara at: https://flynnohara.com. GTACS logos are required, and all tops purchased from Flynn O'Hara include logos in the price.

Girls' Uniform and Appearance Guidelines

Navy blue or white Flynn O'Hara polos or blouses with the GTACS logo are allowed. Tops may be short sleeve or long sleeve. Girls may also wear a navy Flynn O'Hara V-neck sweater, cardigan, or quarter-zip with the GTACS logo. These *must* be worn with a collared uniform polo or blouse.

Flynn O'Hara skirts, pants, and shorts are allowed. Pants and shorts must be navy blue or khaki. *Skirts should fall at the knee or below.* A girl may be asked to change if her skirt is deemed too short.

Further SEAS Uniform and Appearance Guidelines for girls:

- Extreme hairstyles or coloring are not allowed. Hair colors that are not natural are not allowed.

- 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.
- Hats must be removed while in the building.
- No hoodies are allowed.
- Excessive or extreme jewelry or make-up is not allowed. Make-up may not be applied at school.
- No visible body piercings other than earrings are allowed.
- Any short sleeve t-shirts or camisoles worn underneath tops or blouses must be solid white.
- Long sleeve t-shirts may not be worn under short sleeve polo shirts.
- Shorts must be of modest length and may be worn only during warm weather dress code, which runs from May 1st through October 15th.
- Solid colored tights or leggings are allowed with a skirt and must be a neutral skin color, black, white, or navy.
- Shoes must be worn with socks.
- Flip-flops, slides, and other sandals without a strap around the back are not allowed.

Boys' Uniform and Appearance Guidelines

Navy blue or white Flynn O'Hara polos or navy blue, light blue, or white oxford dress shirts with the GTACS logo are allowed. Shirts may be short sleeve or long sleeve. Boys may also wear a navy Flynn O'Hara V-neck sweater, cardigan, or quarter-zip with the GTACS logo. These *must* be worn with a collared uniform polo or oxford.

Flynn O'Hara pants and shorts are allowed. Pants and shorts must be navy blue or khaki.

Further SEAS Uniform and Appearance Guidelines for boys:

- Boys must be clean-shaven and may be asked to shave at school if not in compliance.
- Boys' hair must be neat, clean, off the collar, and out of the eyes.
- No ponytails of any sort are allowed.
- Extreme hairstyles or coloring are not allowed. Hair colors that are not natural are not allowed.
- 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.
- Hats must be removed while in the building.
- No hoodies are allowed.
- Boys may wear a tie.
- Boys may not paint their nails or wear make-up.
- Boys are not allowed to wear earrings.
- Long sleeve t-shirts may not be worn under short sleeve polo shirts.
- Shorts must be of modest length and may be worn only during warm weather dress code, which runs from May 1st through October 15th.
- Shoes must be worn with socks.
- Flip-flops, slides, and other sandals without a strap around the back are not allowed.

Mass Days

Although particular attire is not mandatory, we do encourage students to wear their uniform best (ties for boys, skirts for girls) as we show our respect for receiving Jesus.

Casual for a Cause Days

In exchange for a $1 donation to a selected charity, students may wear appropriate non-uniform pants *(modest, no holes or rips, no leggings or PJ pants)* and appropriate shirts *(modest, full-length, no tank tops, no shirts with a message contrary to the mission of GTACS)* on designated "Casual for a Cause" days. Casual for a Cause dates will be communicated to students and parents in advance.

Students who do not follow dress code expectations on Casual for a Cause days may lose the right to participate in future dress down days. It is the responsibility of teachers and office personnel to judge the appropriateness of a student's apparel. The principal has final say on all uniform decisions and enforcement.

Non-Compliance with Uniform and Appearance Standards

A uniform violation may result in a demerit and/or loss of student privileges. Repeated uniform violations will result in loss of student privileges and/or additional demerits.

If a student's clothes are deemed immodest or distasteful, a parent/guardians 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. *The principal has the final say on all uniform issues.*

Athletics

Athletics Overview

Students in the athletic programs of the Grand Traverse Area Catholic Schools are representing not only themselves, but their school, community, family, and team. St. Elizabeth Ann Seton Middle School recognizes that it is a privilege, not a right, to participate in athletics. In addition to the general expectations outlined here, all student participants must adhere to the rules, regulations and athletic philosophy set forth by the Athletic Director and administration.

Philosophy of Athletics at GTACS

Athletics is the physical and mental development of our God-given potential. It is a place for students to learn how to properly manage a competitive environment, and an endeavor that exposes our values to the wider community. Athletics is the

continued development of discipline, hard work, unselfishness, compassion to handle victory and defeat, success and failure, with dignity and respect of the opposing team.

The athletic program shall stress the Christian principles of fair play and good sportsmanship. Use of profane language or booing of referees by players, coaches or fans will not be allowed. Coaches at the middle school level and below will place more emphasis on child development and less emphasis on winning. Players who practice regularly and apply themselves diligently will receive greater than token playing time. Respect for coaches, officials, and players are to be practiced by all parties.

Girls' Sports:	**Boys' Sports:**
Volleyball *(fall)*	Football *(fall)*
Cross Country *(fall)*	Cross Country *(fall)*
Basketball *(winter)*	Basketball *(winter)*
Track *(spring)*	Wrestling *(winter)*
	Track *(spring)*

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 occurring during the season must be first submitted to the student-athlete's family medical insurance provider for payment. When your personal health insurance has been exhausted, a claim can be submitted to Student Assurance Services, Inc. The parent/guardian must request a claim form from the Athletic Office. The Student Assurance Services policy may cover out-of-pocket medical costs for injuries occurring during school sessions and school-sponsored activities subject to terms and conditions of the policy. Claims must be submitted on a timely basis, normally within 30 days of injury. 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.

Physical Examinations

The Michigan High School Athletic Association (MHSAA) requires that all student athletes have a physical completed on or after April 15th of the previous school year before participating in a sport. Each student-athlete will be responsible for the cost of a physical examination and must have a copy of the report uploaded to the Arbiter Registration website. Each student-athlete must also have Acknowledgement and Participant/Parent Permission forms signed and returned. Participation in practice and games will not be permitted until all forms are on file.

Transportation

Parent transportation will be the primary mode of transportation for middle school sporting events. The school will attempt to provide transportation to and from sporting events, but it is based on availability of drivers and/or school vehicles or buses. Certified and appropriately licensed bus drivers will be used when applicable. Coaches and/or authorized adult supervisors will be present when transportation is provided by the school.

Eligibility

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

- To be eligible for participation, the student-athlete must maintain a "C" overall grade and a passing grade in each subject. This will be checked every Monday on a weekly basis during the season. If a student-athlete falls below these requirements they will become ineligible for participation until the following Monday's weekly review. Once the grade criterion is met, the student-athlete will again become eligible to participate. A grace week will be given the first time the student-athlete does not meet the standards. There will be one grace period per athletic season.
- The student must earn a passing grade in each subject at the conclusion of each grading period (nine-week academic quarter). If a student-athlete fails any subject, they will be ineligible for the entire nine-week quarter. In order to become eligible after a nine-week ineligible period, the student-athlete must pass all of their classes during that grading period. The student-athlete may request a mid-term review in writing to the Athletic Director, at which time the ineligible student's 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.
- If a 6th or 7th grade student-athlete fails a class during the fourth quarter they will begin the first quarter of the following school year on academic probation and will be ineligible to participate in athletics during the first quarter. Students may participate in practices prior to school starting but may not participate in competitions. A review of grades will be conducted at the end of two weeks into the school year to redetermine eligibility.
- The student-athlete must attend school on the day of each contest or practice. Doctor appointments, etc. must be excused in advance by the principal. Missing an entire class or more for illness or an unexcused reason means ineligibility for that day. *The principal will make the final determination as to eligibility.*
- On the school day following a practice or competition, a student-athlete must be in school on time unless an emergency arises. Since the academic day takes precedence over extracurricular activities, anyone who is habitually tardy or absent the day following a contest will be limited in future extracurricular participation and, if necessary, dropped from the team.

Miscellaneous

Address Change

Parents are required to promptly notify the school office of any change in address, phone number, emergency phone numbers, or other essential information needed for school records. It is imperative that we have up-to-date address and phone information for parents/guardians and emergency contacts. Parents/guardians may also update information via the FACTS Family Portal whenever changes occur.

Animals

St. Elizabeth Ann Seton does not allow pets on the school campus, except for certified service animals. Animals may not be transported on school buses.

Announcements

School announcements are made at the beginning and end of each school day. Students are to listen attentively and respectfully to all announcements.

Backpacks

Backpacks and any other types of book bags may not be brought into the classroom. Backpacks should be kept in the student's lockers. Students are responsible for bringing necessary class materials, binders, books, etc. to class from their lockers.

Bicycles, Skateboards, and Skates

Students may ride bicycles to school; however, any bicycle brought to school must be secured outside the building and is considered the responsibility of the student. Students may not ride bicycles during school hours. We encourage students to wear appropriate helmets when riding their bicycles. No skateboards, shoes with wheels, or in-line skates are allowed on school grounds.

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.

Electronic Devices

During the school day, all use of cell phones, smartwatches, cameras, hand-held games, iPods or MP3 players, laser pointers etc. will not be permitted. Students who bring cell phones or smartwatches to school are expected to store them securely in their 1st period teacher's designated cell phone caddy. *Students are not to have cell phones in lockers.* Students in violation of this policy will be subject to the following consequences:

- After the first violation, a student's phone or smartwatch will be turned in to the office for the remainder of the school day, and a parent/guardian must pick up the phone or smartwatch from the office.
- After the second violation, a student's phone or smartwatch will be turned in to the office for the remainder of the school day, and a parent/guardian must pick up the phone or smartwatch from the office the following school day.

Extracurriculars

The total school program, in keeping with its philosophy and objectives, provides students with co-curricular and extracurricular activities which enable students to develop to their fullest potential as 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. Activities are initiated as need and interest arises. Usually new activities are suggested by members of the student body. All such requests are forwarded to the principal for approval. St. Elizabeth Ann Seton assumes no responsibility for activities not formally approved by the principal.

To be eligible for an extracurricular activity, including choir, robotics, or the school musical, a student may be required to maintain a "C" average and a passing grade in each subject. This will be monitored on a weekly basis. Students must attend school on the day of an after-school practice, performance, or competition.

False Documents

The ability to serve the needs of each student depends upon the authenticity and reliability of the information available. Any effort to submit false documents or otherwise deceive parents, personnel, or SEAS is detrimental to the school's need for accurate information and therefore is a very serious matter. In the case where a student submits false documents concerning his attendance or grades, the penalty is usually suspension. Parental permission does not relieve the student of responsibility with regards to forged or altered documents.

Field Trips

Whenever a student is to leave school for a field trip conducted by a faculty member, or whenever a student travels to represent GTACS, a permission form must be obtained from the school, signed, and returned to the office. The permission form will clearly state:

- The location of the field trip.
- 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.

If a child does not have a signed permission slip they will not be able to attend the field trip. In addition, parent drivers will be required to fill out a Driver Identification Form. Field trips are privileges, not rights. Students can be denied participation if they fail to meet academic, attendance, or behavioral requirements. Students failing two or more classes may be denied participation.

Grand Traverse Area Catholic School Advisory Board

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

Grievances

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

Gum

Gum is not allowed on the St. Elizabeth Ann Seton campus. Students chewing gum will receive a demerit.

Gym Regulations

The gym provides facilities for basketball, volleyball, 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 during P.E.
- 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.

Internet Use Guidelines

The use of SEAS Chromebooks and WiFi is a privilege, not a right, and it is for the purpose of academic support, communication and general information. The following guidelines are in place to ensure the safety of SEAS students and personnel:

- The user agrees to indemnify SEAS for any losses, costs or damages, including reasonable attorneys' fees, arising from any breach of contract.
- Transmission of any material in violation of any federal, state or local law is prohibited. Internet privileges may be revoked by the administration and serious disciplinary action taken for violations.
- Security is a high priority; therefore, users are not allowed to share their accounts or passwords with anyone else.
- Vandalism will result in the cancellation of all privileges and in serious disciplinary action. Vandalism is defined as any malicious attempt to corrupt or damage belongings of another user or the SEAS system. This includes, but is not limited to, physical damage to Chromebooks and the uploading or creation of computer viruses.
- Parents/guardians should understand that internet access is for educational purposes and SEAS has taken available precautions in forewarning and educating all interested parties and limiting access to controversial material accessible on the internet.
- Failure to abide by the appropriate computer and internet use guidelines may result in the loss of internet privileges.

Library

Our school library exists for the use of all students to provide for their personal intellectual growth and to promote an interest in a wide variety of areas. Students will visit the library at least once a week. Students are encouraged to use both the school library and the local public libraries.

Lockers

Students will be assigned to a locker at the beginning of the school year. This locker is your responsibility. Do not exchange lockers or adopt an extra locker. Lockers must be kept orderly and clean, and free of writing inside and out. Students are expected to clean their lockers periodically. Locker decorations must be modest and in good taste. Use of magnets is the only means of fixing decor; no tape should be used.

SEAS does not take responsibility for items missing or damaged in lockers. The administration holds the right to search persons, lockers, and vehicles on school property.

Lost and Found

Please be sure to mark all of your children's clothing with their names. Items most frequently lost include tennis shoes, boots, hats, mittens, gloves, jackets and sweatshirts. Lost and found items will be stored in the cafeteria. Expensive items will be placed in the office. Items that are not claimed by the end of each semester will be given to a charity.

Media

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

Moodle

St. Elizabeth Ann Seton uses Moodle as a Learning Management System. Every teacher will update Moodle daily with lesson plans and homework. If a student is absent, it is their responsibility to check Moodle for missing work before inquiring with their teacher. Students and parents/guardians can access Moodle at moodle.gtacs.org.

Non-Custodial Parents

St. Elizabeth Ann Seton abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents.

- If there is a court order specifying 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.
- In the absence of a court order to the contrary, SEAS will provide the non-custodial parent with access to academic records and other school-related information regarding the student.
- If a legal document is on file for a student and arrangements are made between the custodial and non-custodial parent to pick up or see a child, the custodial parent should call or send a note to the office.

Office Phones

The office phones are business phones used by the students only in emergencies. Office phones are not to be used by students to make after-school social arrangements or to request that forgotten items be brought in. Parents may call the office phones if an important message needs to reach a student, especially regarding transportation.

Parent Activity Committee (PAC)

Grand Traverse Area Catholic Schools has a combined Parent Activity Committee to help address various school needs. The committee provides volunteers, support, and funding for many of the items that the budget is unable to provide. All parents are encouraged to be active participants in this organization. For more information, email PAC.GTACS@gmail.com.

Principal and Acting Principal

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

Snack Time

Students may bring a small snack to their third period class. This is the only time food is allowed outside of the cafeteria, and a student's snack privileges may be revoked if they are habitually irresponsible with their trash. There are no drinks allowed in classrooms all day, except for water.

Student Publications

Freedom of the press, as it is known in the public sector, is not applicable to SEAS student publications. It is the responsibility of the teacher or moderator to ensure that all publications adhere to the moral and substantive teachings of the Catholic Church.

Volunteer Confidentiality Policy

While working with students in classroom settings or school activities, volunteers occasionally may become aware of possible sensitive information regarding students or their families. The volunteer should hold any such 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 principal immediately. Parents wishing to volunteer on a regular basis will be required to sign a confidentiality agreement and comply with possible background checks as part of the Diocesan Policy, effective Oct. 1, 2003.

Wellness Policy

GTACS 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.