

# **ST. MARY CATHEDRAL SCHOOL**

## **2009-10 PARENT/STUDENT HANDBOOK**

### **ACCIDENTS/INJURY**

In the event that your child is involved in an accident or injury at school, or at any school sponsored event, emergency first aid will be administered by the school authorities. An Accident Report will be documented in writing by the teacher, coach, or school agent in charge of the activity. In the event of serious injury, the school will contact the parents. If parents cannot be reached at home or work, the authorized person listed on your Emergency Card will be contacted should it be necessary to send the child home.

### **ACTIVITY ELIGIBILITY**

Any student who wishes to participate in school sponsored activities must adhere to the following requirements:

#### **Tuition requirement:**

Parents who wish to have their student participate in any school sponsored activity or event (athletic, drama, debate, choral, etc.) must keep their tuition account and other charges/fees up-to date.

#### **Attendance requirement:**

It is the policy of St. Mary Cathedral School that any student who wishes to participate in school sponsored activities or events (athletic, dramatic, intramurals, debate, musical, etc.) **must be in school on the day of the event** in order to participate in that event. There may be exceptions to this regulation such as doctor/dental appointments and other reasons, which may require absence. However, any absence from any class must be "pre-arranged" and approved by the principal ("pre-arranged" is when the school office is informed a minimum of one day prior to the absence). If a student misses a class without approval, he/she may not compete in a game or practice the day of that absence. The principal will make final judgments on these eligibility questions.

#### **Academic requirement:**

In order to participate in a co-curricular activity a student shall be passing all classes. Failure to meet this requirement could result in a student being ineligible to participate in any co-curricular activity. Students who do not meet this standard will be dealt with on an individual basis.

## **ADDRESS CHANGE**

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

## **AFTER SCHOOL ACADEMY**

The After School Academy (ASA) is an after school program for student in grades Pre K-6. ASA provides a Christian, safe, and fun after school setting. ASA is an exciting alternative after school program that is committed to helping children continue to grow spiritually, academically, socially, and physically. ASA is offered daily from 2:50 to 6:00 p.m. Monday through Friday. The cost for ASA is \$15.00 per day, per student or \$5 per hour, per student.

We encourage parents to take advantage of this organized program if your child/children have to wait to be picked up after school. Please do not allow your children to loiter after school has been dismissed.

## **ATTENDANCE AND EXCUSES**

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

Regardless of the reasons, students who accumulate more than five (5) days of absence per quarter from any class jeopardize their success in that class and may lose course credit. Students who arrive twenty (20) minutes or more late for a class or convocation will be considered absent from that class and that absence will count toward the five days. All absences from school count towards the basic attendance requirement. Exceptions to this requirement include scheduled school events or business, such as athletic trips, Youth in Government conferences, Student Council meetings, etc. All exceptions will be left to the decision of the principal

### **All Students:**

1. Students who are absent must have the parent/guardian call the school office (732-5801) on the morning of the absence prior to 9:00 a.m. Please inform us as to the reason for the absence. If a call is not received by the specified time, the secretary will contact the parent/guardian to inquire about the absent student.
2. Student absences during the school day are to be avoided. Please attempt to make all plans for doctor/dentist appointments outside of school hours. If it is necessary to have a child excused during the day, please send written permission to the school office.
3. If a student becomes ill during the day, the secretary will notify the parent/guardian. Transportation home for sick children is the responsibility of the parent/guardian.

4. No student will be released to anyone other than a parent/guardian or an individual that has been designated in writing. Verbal permission by telephone will be permitted in emergency situations.
5. Vacations during regular school days are discouraged. Various vacation times are provided throughout the school year. When possible, family vacations should be taken during these times. Teachers are not required to give assignments in advance for vacations taken during school days.
6. When a child has missed 10 days of school without a valid reason(s), a letter will be sent to the parent/guardian.
7. When a child has missed 15 days of school without a valid reason(s), another letter will be sent to the parent/guardian. Verbal contact will be made with the parent/guardian regarding the missed days.
8. When a child has missed 20 days of school without a valid reason(s), a referral will be made to either the Family Independence Agency and/or the Prosecuting Attorney's office for legal action against the parent(s) due to the infraction of the Michigan School Code (MCL 712 A.2 and MCL 380.1561)
9. **Elementary Students:** A Tardy will be treated in the same manner as absences. Student daily attendance shall be marked as follows:

|                          |                  |
|--------------------------|------------------|
| Arrives after 8:10 a.m.  | Tardy            |
| Arrives after 10:30 a.m. | Half-Day Absence |
| Leaves before 1:30 p.m.  | Half Day Absence |
10. **Middle School/High School Students:** Arrival to school after 7:50 a.m. will be considered tardy. Any tardiness not caused by an authorized staff or other legitimate reason will be considered tardy. Students will be allowed two (2) tardies (excused or unexcused) per marking period. After that, each subsequent tardy will result in a corrective.
11. **Funeral** - In the event of a death in the family, parents wishing to have their children attend the funeral services may have them excused by sending a note, prior to the funeral, with their times of departure and return to school.
12. **Make-up Work** - Students are expected to make up all schoolwork missed during absences. Teachers will assist students with excused absences in making up any work. **Students** must initiate this effort immediately upon their return to school. Arrangements for missed tests will be made with the respective teachers. Students who have unexcused absences will not be permitted to make up the missed work. They will receive "no credit" for that time missed.
13. **Middle School/High School Students** - Upon returning to school, the student must check in with the office with a note from home. The office will then sign their planner indicating an excused absence and the student will show it to each teacher whose class he/she missed.

## **AUXILIARY SCHOOL SERVICES**

During the school year, the Intermediate School District provides diagnostic and consultant services for St. Mary Cathedral School. Teachers are to first have a conference with the principal to discuss the need for services. The Principal shall make the request for services. Services provided are: 1) School Psychologist, 2) Occupational Therapist, 3) Speech Therapist, 4) Social Worker, 5) Physical Therapist, 6) Title I. These professionals are provided by the Gaylord Community Schools or by COPESD. They provide a great service to the students of St. Mary Cathedral School because their services are highly specialized. Students are referred for these programs when they are found to be markedly delayed in certain skills at a particular grade level.

Hearing, Vision and Scoliosis screenings are also provided by the Public Health Department.

Additional prevention programs offered when available at St. Mary Cathedral School are: Junior Achievement and D.A.R.E.

## **BEHAVIOR EXPECTATIONS**

The student's interest in receiving a quality, morally based education can be served if students, parents and school officials work together to form a safe and Christian-based environment. It shall be an express condition of enrollment that the student behaves in a manner, both on and off-campus, that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in this Student/Parent Handbook, including the behaviors noted below:

### **A. School-Wide Behaviors**

1. Respect others by listening, using kind words and actions, and respecting others' property and space.
2. Follow directions the first time they are given.
3. Use appropriate language in speaking and writing. Use a quiet voice.
4. Be honest and take responsibility for your work and actions.
5. Move safely in all areas of the school.

### **B. Hallway Behaviors**

1. Use a quiet voice and keep your hands in your own space.
2. Always walk in the hallway, being mindful of others space and staying in a safe, orderly manner.
3. Before classes begin in the morning, stay by your locker and find something quiet to do while waiting.

### **C. Cafeteria Behaviors**

1. Use table manners (do not play with either your food or others' food).
2. Clean up your trash and keep your space clean.
3. Report all spills immediately to the lunchroom supervisor.
4. Use an appropriate voice level.
5. Wait to be dismissed.

#### **D. Playground Behaviors / Outdoor Recess Rules**

1. Play on designated playground areas within sight of supervisors.
2. Respect the rights and feelings of others (NO pushing, fighting, teasing, or foul language.)
3. Obey the supervisors, the first time a direction is given.
4. Games such as Red Rover and Dodge Ball will not be allowed.
5. Use the play equipment properly. (No hanging by legs or jumping from equipment)
6. Flag football is played on the large field away from the building using flags supplied by the school.
7. No food, drinks, candy or gum are allowed on the playground except on special occasions.
8. Play games in the snow but NO throwing of snow, ice, snowballs, or stones.
9. Students are not to re-enter the building until the bell rings.
10. When the bell rings, playtime is OVER. Line up quickly and quietly.
11. Students are expected to participate in outside recess every day. If students are well enough to be in school, they are considered healthy enough to go outside. We do encourage parents to keep sick students home.

#### **BEHAVIOR DISCIPLINE PLAN**

In today's society, discipline is often looked at as punishment. However God's word rejects this line of thinking. "The Lord disciplines him who He loves" (Hebrews 12:6). Discipline is not what you do to someone; Discipline is what you do for someone. Through the message of the Gospels, the examples from our Saints, and the teaching of Jesus Christ, we have been given models to live by.

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

The discipline policies of St. Mary Cathedral School attempt to foster an environment that promotes the total Christian education of the student. If the 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, 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. Mary Cathedral School discipline system is based on a gradation of behaviors, which may result in discussion of behaviors (a record of which is kept in the school office). This system allows corrective time spent with a faculty member, suspension and expulsion.

**Repetitive behaviors which may result in a corrective time:**

1. Disrupting classroom learning
2. Disrespectful/argumentative
3. Excessive noise in halls
4. Littering
5. Minor classroom behavior problems
6. Misuse of passes
7. Parking lot violation
8. Public display of affection
9. Unprepared for class – not bringing necessary materials and/or homework.
10. Violation of dress-grooming code
11. Disruptive behavior at Masses/assemblies
12. Throwing snowballs
13. Chronic tardiness

**Process for receiving a corrective:** The teacher will fill out a “Corrective Notice”. This notice will be signed by the parent and brought back to school and given to the principal. At the discretion of the principal, a corrective may be served in one of the following manners.

**Tuesday Corrective:** The principal may decide to assign a Tuesday corrective which is served from 3:00-3:45 p.m.

**Morning Corrective:** The principal may decide to assign a morning corrective which is served from 7:00-7:45 a.m.

**Lunch Time Corrective:** The principal may decide to assign a lunchtime corrective.

The students must serve the corrective in the manner assigned – failure to show will result in the doubling of the corrective. Students involved in co-curricular activities must serve their corrective on the day and time assigned regardless of interference with any of their co-curricular activities. Transportation, jobs, activities, etc. are not acceptable excuses for missing a corrective.

**Field Trip Note:** Participation in class and school field trips is dependent upon student behavior. Students with excessive correctives will not be allowed to participate.

## A. SUSPENSION

### Behaviors which may result in suspension:

1. Bus Violation (serious misconduct on a bus)
2. Disrespectful to teacher or staff member
3. Gambling
4. In "off-limits" area
5. Major classroom disruption
6. Possession of tobacco/tobacco products
7. Swearing – use of profanity/obscenity
8. Unauthorized attendance at school function
9. Unauthorized accessing of computer programs, data or message capabilities.
10. Cheating/testing irregularity
11. Damaging another person's property (student is responsible for paying for the cost of repairs)
12. Damaging/defacing school property (student is responsible for paying for the cost of repairs)
13. Drug/alcohol violation
14. Failure to report for disciplinary action
15. Fighting - The definition of what constitutes a fight and the duration of the suspension shall be determined by the principal and communicated to the parents.
16. Fireworks
17. Forgery
18. Bullying / Hazing
19. Harassment
20. Insubordination
21. Public action which brings disrespect to St. Mary Cathedral School
22. Theft
23. Truancy – skipping school or leaving school without authorization
24. Any disturbing behavior that clearly falls outside of the mission, perspective, and philosophy of St. Mary Cathedral School.

A student may arrive at suspension if:

1. A student receives a **fifth** behavior corrective.
2. A student's behavior becomes detrimental to the physical, spiritual or academic welfare and progress of other students

**Procedure for Student Suspension:** Parents shall be notified by telephone of the suspension and requested to attend a joint conference with their child, school Principal, and any appropriate faculty member(s). In no instance shall a student be asked to leave the school during regular school hours and proceed home without prior notification to and consent of the parent(s)/guardian. The decision to require a student to proceed home alone or await the arrival of a parent/guardian shall be made jointly by the parent/guardian and the Principal.

Immediately following the suspension, notification with details should be given to the Pastor, who frequently is in a position to be a facilitator and may be able to suggest pastoral remedies. The conference with the parent(s)/guardian and child shall take place within three (3) school days from the suspension, if possible. If the Principal and parent(s)/guardian and child are unable to meet within that time period for any reason, the conference shall be scheduled as quickly as possible. Within that same 3-day period, the principal may continue investigation of the facts and circumstances leading to the suspension, and shall document the reasons for the suspension. Documentation of the suspension shall be placed in the student's file.

The principal shall have discretion to extend the suspension beyond three (3) school days, with notification to the parent(s)/guardian.

## **B. EXPULSION**

A second suspension during a school year or a third suspension during a student's tenure at St. Mary Cathedral 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 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 be allowed to take their exams. If they fulfill all graduation requirements, they will receive a diploma privately.

For serious disciplinary reasons or violations of major regulations may be determined in the sole discretion of the school, a student may be expelled from school immediately. Some of the grounds for immediate expulsion include but are not limited to, the following:

1. Actions gravely detrimental to the moral and spiritual welfare of any school or church personnel, volunteers or students.
2. Assault, battery or any threat of force or violence directed toward any school or church personnel, volunteers or students.
3. Use, sale, possession or control of narcotics or illicit drugs on or about school/church property.
4. Use, sale, possession or control of alcoholic beverages on or about school/church premises.
5. Vandalism of school/church property.
6. Possession or control of any weapon or other dangerous instrument on or about school/church premises.
7. The arrest and/or conviction by civil authorities for a criminal action.
8. Behavior that affects the status of the school and/or causes unfavorable publicity or criticism of the school.

**Please Note:** The philosophy of St. Mary Cathedral School is based on the belief that the parents are the primary educators of children. The administration of St. Mary Cathedral School looks toward the parents as the disciplinarians for events that happen off campus. Even though St. Mary Cathedral School does not want to get involved in unsanctioned off-campus activities, events may occur off campus that have a detrimental effect on the school, students, faculty, administration and church, or the ability of the faculty and the administration to uphold the mission and policies of the school. Under such circumstances the administration reserves the right to take disciplinary action up to and including expulsion.

### **Procedure for Student Expulsion:**

1. The Principal shall seek the advice of the Pastor 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 to conference with the student and parent(s)/guardian referred to under the Suspension Policy (Diocesan School Policy 4110).
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 Diocese of Gaylord, in writing, to have the expulsion reviewed. The manner of the review shall be in the sole discretion of the Diocese of Gaylord on a case-by-case basis. In the event that the expulsion is found to be unfair or inappropriate, the Superintendent of Catholic 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.

### **CELL PHONES**

Cell phones are not permitted in classrooms or the hall during school hours. Cell phones may be used before school and after school. If a student is caught with a phone in a class or in the hallway, the phone will be taken and may be picked up after 24 hours in the school office. The second time, a parent must pick up the phone from the office after 24 hours have passed. The third time, the student will not be allowed to have their phone on campus.

### **CHEATING / PLAGIARISM**

Plagiarism, cheating on tests and copying other student's work carries with it serious penalties. It will absolutely result in a "0" on that assignment/test given to all students involved, and will also entail a corrective. In addition, it will result in loss of membership in the National Honor Society and possible forfeiture of class rank.

### **CLOSED CAMPUS**

To facilitate the use of the educational opportunities available at St. Mary Cathedral School, 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.

## **COMMUNICATIONS**

1. School newsletters and any necessary memos are sent home or with the youngest child, mailed, or emailed to keep the family informed of school activities.
2. Daily announcements are given in the classroom.
3. Weekly announcements are also available on the school website and in the paper holders outside the school office. Students are encouraged to take this home to their families, but if you would like the announcements e-mailed to your home, please let the office know.
4. An open house for grades Pre-K-5 occurs before the school year begins (late August). An open house for Pre-Kindergarten and Kindergarten students takes place in the early Spring.
5. Major disciplinary action is communicated to the parents via a conduct report or a personal telephone call. This is to keep parents informed of any unacceptable behavior or the need for a conference. It is hoped that through communication between home and school we can, together, help our students learn positive ways of dealing with problems.
6. Students' current grades and progress will be reported every 4½ weeks. Parents may check the progress of their child by using their personal pin number and password by going to the St. Mary Cathedral School website and using the PASS program.

## **CONFERENCES/REPORT CARDS**

Parent/Student/Teacher Conferences are held during the school year. A conference is held after the first quarter marking period. A second conference is optional and is usually held after the second quarter marking period. Individual conferences are encouraged and may be called by either parent or teacher whenever necessary. Report cards are issued four times a year for Elementary, Middle School and High School students.

Various forms of reporting progress to parents are used. These include:

1. Periodically a pack of assigned and completed work and tests are sent home for parents to view and return with parent signature.
2. A teacher letter relaying classroom activities.
3. A note/progress report may be sent that requests a response. It will be given to the student for their parent/guardian to sign.
4. Informing parents/guardians of a student's conduct and academic work by phone.
5. Requests for an unscheduled conference should be made with each parent or teacher individually.
6. Middle School and High School progress reports will be sent home every 4 ½ weeks.

## **CONVOCATION**

Convocation will occur once a week. This forum is led by students and the principal, and is intended to promote community spirit, school pride, citizenship, spirituality and communication.

## **CORE CURRICULUM (Elementary Students)**

- |                   |                       |
|-------------------|-----------------------|
| 1. Theology       | 6. Physical Education |
| 2. Mathematics    | 7. Fine Arts/Music    |
| 3. Language Arts  | 8. Technology         |
| 4. Social Studies | 9. Art                |
| 5. Science        | 10. Library           |

## **DANCES**

Middle and High School dances are separate functions and are to be attended only by students of the respective school. The High School Homecoming dance would be an exception to this statement and attendance by a student of another school would need to be pre-approved by the principal.

Certain understandings and regulations must be followed. These include:

1. All dances need the approval of the principal a minimum of two (2) weeks in advance of the event.
2. All dances will have an on-faculty advisor who is responsible for all details of the event.
3. Dances can begin at the discretion of the advisor in charge. All high school dances will end no later than 11:30 p.m., all middle school dances no later than 9:30 p.m.
4. Groups and advisors who put on dances will be responsible for clean up after the dance. If any damage to school property is incurred before/during/after the dance, the group sponsoring the dance will be responsible for restitution, unless information is obtained which identifies the person or persons responsible for damages.
5. Once a student leaves a dance, he/she cannot re-enter. Middle school students may not leave unless with a parent/guardian.
6. There are to be five or more chaperones at the dance, all pre-approved by the advisor in charge and the high school principal. They can be faculty, staff, coaches and/or parents/guardians. A list of the chaperones is to be on file in the school office at least one week before the dance, along with signed chaperone forms. The chaperones are to be stationed in various areas during the dance and should be rotated periodically by the advisor.
7. If a student is observed or suspected of violating the school drug/alcohol policy, the following procedures will be followed:
  - a. If a student is clearly under the influence of drugs/alcohol the principal is to be contacted immediately and the student detained until the parent(s) arrive. We have a zero tolerance policy with regard to drugs and alcohol.

- b. A full written report is to be filed by the advisor in charge to the principal as soon as possible. If this were a weekday event, it would be the following morning. If a weekend event, it should be the morning of the first school day following the event.
- c. If the student refuses to stay at school, or his/her parent/guardian cannot be reached, the Gaylord Police Department shall be contacted.
- d. If a non-St. Mary Cathedral School student is observed or suspected of violating the school drug/alcohol policy, or refuses to leave the dance when asked to do so, the principal should be contacted.

## **DRESS CODE**

### **Intent of dress code:**

The use of a dress code helps set the tone for our school and follows the Gospel message of modesty (See explanation below) and respect for one's self. Students, through their choice of dress, are given some responsibility in preparation for the real world. A dress code removes the social implications of dress, gives identification of students to our school, and promotes an image in the community. The students, through their choice of dress, will foster a sense of community and pride in their appearance.

### **Modesty:**

One of the most overlooked virtues in today's society is modesty. Modesty requires that people dress in a fashion that does not call inappropriate attention to their bodies. There is no perfect way to define what constitutes appropriate apparel. There are too many styles of collars, cuts, and lengths to create a comprehensive list of what's okay and what is not. However, the underlying principle is that our "bodies are temples of the Holy Spirit" (Corinthians 6:19). Apparel decisions must be reflective of this principle.

### **General Dress Code guidelines:**

1. Clothing must be neat, clean, and of reasonable size to fit the child. All shirts must be tucked in, except for tailored blouses. All clothing should be worn in a manner befitting the Christian character of our school.
2. Skirts, skorts, culottes, walking shorts, jumpers, and dresses must have a hemline that is three inches (3") or less from the floor when in a kneeling position. Slits/kickpleats cannot exceed the 3" limitation.
3. Bare midriffs (male or female) are not allowed. This includes if raising your arms to reach. Clothing must depict self-respect and decency.
4. All students must wear collared shirts or blouses that are buttoned at or above the collarbone. All boys' shirts, including polo shirts, must be tucked in at all times. Girl's tailored blouses that are not tucked in must be modest and must not show any skin at any time.
5. Hair must be neat and clean. There should be no extreme hair color (only natural hair coloring) and no extreme hairstyles. Any haircut or hairstyle that draws attention to a student or cause a distraction in the classroom may be considered extreme. The principal reserves the right to judge the appropriateness of a haircut or hairstyle. Boys must be clean-shaven at all times. Sideburns are allowed but they should be above the earlobes.

6. Shoes, with enclosed heels for safety throughout the school, and socks must be worn at all times in grade Pre-K-12. No flip flops or sandals are to be worn.
7. Students must not have visible piercing or tattoos except for pierced ears.
8. There may be days when boys are to wear a dress shirt and tie with dress slacks and girls are to wear either a dress, or a skirt or dress slack with a blouse. **NO SWEATSHIRTS, SHORTS, OR DRESSES WITHOUT STRAPS WILL BE ALLOWED ON THESE DAYS.** All pants/slacks must fit above the hip.
9. No military or combat style clothing is permitted. This includes, but may not be limited to, fatigues, camouflage clothing, combat boots or shoes.
10. No sunglasses may be worn within the school building during school hours.
11. No hats, bandanas, or head scarves are to be worn during school hours.
12. Outerwear (coats, gloves, hats) may not be worn at any time during school hours.
13. Only St. Mary logo sweatshirts without hoods will be permitted. Students may not wear clothing with any other writing on it in grade Pre-K-12.

**K-8 dress code specifics:**

**K-8<sup>th</sup> Girls**

**Polo Shirt**

- White or Navy Blue
- Long or short-sleeved
- Must be tucked in

**Oxford/Peter Pan Blouse**

- White
- Long or short-sleeved

**Turtleneck Shirts**

- Navy Blue or White

**Pants/Skirts/Skort/Jumpers/Capris/Shorts**

- Navy Blue or Khaki (not brown)
- Skirts/Skort/Jumpers must be knee length
- Bermuda or Walking Shorts (shorts must be knee length)

**Cardigan Sweaters/Vest (knit or fleece)/Crewneck sweatshirts**

- Navy Blue or White

1)

**Stockings (tights, knee highs, socks)**

- Navy Blue or White

**Shoes**

- No open toe or back; no flip flops

**K-8<sup>th</sup> Boys**

**Polo Shirt**

- White or Navy Blue
- Long or short-sleeved
- Must be tucked in

**Oxford Shirt**

- White
- Long or short-sleeved
- Must be tucked in

**Turtleneck Shirts**

- Navy Blue or White

**Pants/Shorts**

- Navy Blue or Khaki (not brown)
- Bermuda or Walking Shorts (shorts must be knee length)

**Cardigan Sweaters/Vest (knit or fleece)/Crewneck sweatshirts**

- Navy Blue or White

**Socks**

- Navy Blue, White or Khaki

**Shoes**

- No open toe or back; no flip flops

Additional Notes:

- We will continue to honor the jean day on Mondays.
- School logo on shirts:
  - KSD Embroidery has designed a logo that is appropriate for our K-12 students. Again, this is a good step in unifying our K-12 school system.
  - 2009-2010 school year – we highly encourage that all shirts have a school logo
  - 2010-2011 school year – it will be mandatory that all shirts contain a school logo
  - By 2010-2011, the outer most garment must have a school logo
  - Existing shirts can have a logo added

Hooded sweatshirts allowed only on Mondays.

Logo wear may be purchased at:

|                |                |                                 |
|----------------|----------------|---------------------------------|
| KSD Embroidery | 989-731-4702   | (220 Michigan Ave., Gaylord)    |
| French Toast   | 1-800-373-6248 | Source Code: QS455D8            |
| Lands End      | 1-800-469-2222 | Preferred School #: 9000-7013-7 |

School approved clothing may be purchased at other retail stores and can be embroidered at KSD Embroidery.

**High School dress code specifics (Non-Mass Days):** Any color/pattern of pant, skirt, or jumper of a cotton or cotton blend material (no denim). Shirts/blouses, sweaters, or sweatshirts may be any color/pattern. Shirts/blouses must have a collar. A collared shirt, including turtlenecks and mock-turtlenecks, must be worn under the sweater or sweatshirt at all times.

**High School Dress Code (Mass Day)**

**High School Girls**

**Polo Shirt with school logo**

- Navy Blue or White
- Long or short-sleeved
- Must be tucked in
- Worn for Mass Day

**Oxford/Peter Pan Blouse with school logo**

- White
- Long or short-sleeved
- Worn for Mass Day

**Pants/Skirts/Skorts**

- Navy Blue or Khaki (not brown)
- Skirts/Skorts - must be knee length

**Shoes**

- No open toe or back; no flip flops

**High School Boys**

**Polo Shirt with school logo**

- Navy Blue or White
- Long or short-sleeved
- Must be tucked in
- Worn for Mass Day

**Oxford Shirt with school logo**

- White
- Long or short-sleeved
- Must be tucked in
- Worn for Mass Day
- Tie optional

**Pants**

- Navy Blue or Khaki (not brown)

**Shoes**

- No open toe or back; no flip flops

Additional Notes:

- We will continue to honor the jean days on Mondays.
- School logo shirts:
  - KSD Embroidery has designed a logo that is appropriate for our K-12 students. Again, this is a good step in unifying our K-12 school system.
  - All shirts worn for Mass must have a school logo.
- Hooded sweatshirts allowed only on Mondays.

**FIGHT SONG**

Hail! To our Snowbirds.  
We sing, Hail! To our victors!  
We sing, Hail! Hail!  
Valiant fighters all through the game.  
Cheer for our Team,  
We have no fear for our team,  
For they will Fight! Fight!  
As we go onward to VICTORY!  
Blue and White Fight!

**FIRE, TORNADO AND LOCK-DOWN DRILLS**

By law, all schools are required to hold eight (8) fire drills, (2) tornado drills and (2) lock-down drills during the school year.

**Fire Drill:**

When the alarm sounds, all students should exit the building in an orderly manner. Walking quickly and quietly, they should proceed to the nearest designated exit and continue walking to the assigned class meeting area or space.

**Tornado Drill:**

The intermittent signal will identify the alarm for a tornado drill. All students should exit their rooms to the designated area and sit quietly on the floor next to an inside wall. Students should cover their heads and remain seated until the all clear is sounded.

**Lock-Down Drill:**

The announcement will be made over the school P.A. system. All students are to go to the safe area in their classroom. If not in a classroom, students will need to find a safe area. Students are to remain quiet until a police officer unlocks the classroom door. An announcement over the P.A. system will give the all clear before anyone is allowed to leave their classroom.

All teachers are expected to discuss and practice these procedures with their students at the beginning of the school year.

## **FOOD & DRINK**

Food and drinks are not permitted in the halls or classrooms during the school day. There should be no open or empty drink containers left in lockers at any time. Students eating lunch are to eat in the school cafeteria. No food should be taken from any classroom into the hallway. Students are not allowed to order food by phone to be brought in to the school.

## **FUND RAISING**

Every high school class (9-12) is entitled to conduct one community wide fundraiser each year to augment the class treasuries. Each class (7-12) and student organization can conduct other fundraisers, which appeal to a smaller patronage. Authorization of all students fund raising is the responsibility of the school administration.

Authorization of all fund raising by adult support groups rests with the rector and parish Finance Council. Concerns about fund raising activities for St. Mary Cathedral High School should be directed to the principal.

## **GRADING SYSTEM**

### **Elementary School:**

An un-graded marking system is used in grades K-2 as follows:

#### **Kindergarten:**

- S Means your child maintained a steady acceptable rate of growth
- T Means your child tries; and has some success
- N Means your child needs more time and assistance to be successful

#### **Grades 1 and 2:**

- S+ Means your child demonstrated strength in this area.
- S Means your child maintained a steady acceptable rate of growth during the quarter
- S- Means your child needs assistance to grow in this area during the coming quarter.
- N Not progressing satisfactorily.
- N/A Not Applicable

The following grading scale has been adopted in **3<sup>rd</sup> – 12<sup>th</sup> grade:**

|           |                |           |                    |
|-----------|----------------|-----------|--------------------|
| <b>A</b>  | <b>100-95%</b> | <b>C</b>  | <b>80-76%</b>      |
| <b>A-</b> | <b>94-93%</b>  | <b>C-</b> | <b>75-72%</b>      |
| <b>B+</b> | <b>92-91%</b>  | <b>D+</b> | <b>71-68</b>       |
| <b>B</b>  | <b>90-87%</b>  | <b>D</b>  | <b>67-62%</b>      |
| <b>B-</b> | <b>86-85%</b>  | <b>D-</b> | <b>61-60%</b>      |
| <b>C+</b> | <b>84-81%</b>  | <b>F</b>  | <b>59% or less</b> |

## **Middle School/Senior High School:**

### **Grade Point Average (GPA)**

A grade point average (GPA) is an average of all semester grades earned to date in school.

For purposes of calculating GPA.

|    |         |    |         |    |         |                     |
|----|---------|----|---------|----|---------|---------------------|
| A  | = 4.000 | B- | = 2.667 | D+ | = 1.333 |                     |
| A- | = 3.667 | C+ | = 2.333 | D  | = 1.000 | Cr = Not Calculated |
| B+ | = 3.333 | C  | = 2.000 | D- | = 0.667 | I = Not Calculated  |
| B  | = 3.000 | C- | = 1.667 | F  | = 0     |                     |

### **Incomplete**

If a student receives an incomplete for a marking period, two weeks are allotted to make up the work. After two weeks the incomplete converts to an F or the grade earned including the unfinished work. Exceptions to this policy must be made with the respective teacher. Students are encouraged to discuss their progress with their teachers on a regular basis. Parents are urged to contact their student's counselor or teacher(s) any time they have a question or concern regarding their student's progress in school.

## **GRADUATION REQUIREMENTS FROM ST. MARY CATHEDRAL SCHOOL**

### **Class of 2010 and beyond**

|                                     |                  |
|-------------------------------------|------------------|
| Religion                            | 4 credits        |
| English                             | 4 credits        |
| Mathematics                         | 4 credits        |
| Science                             | 4 credits        |
| Social Studies                      | 3 credits        |
| Spanish I & II                      | 2 credits        |
| Phys Ed/Health                      | 1 credit         |
| Visual, Performing,<br>Applied Arts | 1 credit         |
| Electives                           | <u>3 credits</u> |
|                                     | 26 credits       |

All scheduled courses must be passed in order to graduate. Deficiencies in these requirements must be made up.

### **Class Load:**

Students should take a minimum of six (6) courses each grading period. Any exception to the required class load must be approved by the principal.

### **Retaking a Class:**

1. Students may retake a class.
2. Student's "retake grade" will replace the old grade only if a higher grade is received. However, the original grade would be used in the case of the valedictorian or salutatorian.
3. Students must receive permission from the counselor, principal, teacher and parent to retake a class. Examples of acceptable reasons for retaking a class are:
  - documented medical conditions for unsatisfactory grade;
  - grades below a "C" level;
  - meeting a prerequisite requirement.

## **GUIDANCE DEPARTMENT**

St. Mary Cathedral School maintains a skilled and professional department, which seeks to accomplish the following goals:

- 1) The operating of the school's testing program which includes initial placement testing, regular norm-referenced achievement testing, career and vocational testing, the MAP, PLAN, PSAT/NMSQT, ACT, SAT, and MEAP programs.
- 2) The monitoring of college and vocational school selection, application and financial aid advising.
- 3) The presenting of college selection and financial aid procedures to parents.
- 4) The arranging of visitations by college representatives to St. Mary High School.
- 5) The maintaining of student academic files and records including attendance, grade point averages, class rank and other pertinent data.
- 6) Transcript request procedure for current and past students:
  - a. Request must be made by the student
  - b. Only requests made using the transcript request form will be processed
  - c. Please allow 40 hours for transcript request

## **HOMEWORK**

In grades 3-5, The Late Work Policy procedure is as follows:

1. The student will receive a pink slip for any unfinished assignment(s).
2. Ten (10) percentage points will be deducted for each day an assignment is late.
3. The pink slip needs to be signed by a parent and returned the next day with the completed assignment.
4. If the pink slip and completed assignment are not handed in the next day, the parents will be called.
5. If a student receives three (3) pink slips in a ten (10) day period, a conference will be held with the student, teacher, both parents and the principal.

In grades 6-8, the Late Work Policy procedure is as follows:

1. 20% off for each day late.
2. Assignments are due at the beginning bell unless otherwise noted.
3. It is acceptable for a teacher to designate "no late work accepted" on assignments or to students who have made late homework a habit.

## **HONOR ROLL**

### **Elementary Procedure:**

We have an Honor Roll Program to recognize students in grades 3-5, who achieve high academic results and conduct themselves in an appropriate manner for our Catholic school. Students who have earned a "B" or better grade average for the quarter, are on the honor roll. Students earning all "A's" are designated with an asterisk (\*).

**Middle School/Senior High Procedure:**

Students in grades 6-12, who have earned a 3.5 or better grade point average for the quarter, are on the honor roll. Honorable mention is given to students who have earned at least a 3.25 grade point average, but are below 3.5. Students earning all "A's" are designated with an asterisk (\*).

**HOT LUNCH PROGRAM**

St. Mary Cathedral School participates in the federally subsidized Hot Lunch Program. Families who qualify for free or reduced meals are encouraged to fill out an application. All information remains confidential. Applications are sent home to every family with the beginning of year packet of information. Applications remain available throughout the school year in the school office. Return applications in sealed envelope marked "Meal Application".

Lunch payment information:

- See monthly lunch menu for prices.
- Pre-pay for lunches.
- Send all loose money in an envelope (recycled envelopes work great) with each student's name and student lunch ID#
- Send one envelope per family.
- Send one envelope per week. Paying for more than one week is acceptable.
- Statements of a family's lunch account are sent home on a monthly basis through the mail.
- If a family's lunch account becomes in arrears by a certain amount, then no additional charges will be allowed on the account. You will be notified should your account reach this status.

**ILLNESS/COMMUNICABLE DISEASE**

To ensure the safety and well being of the students of St. Mary Cathedral School, we request that you keep your child home when he/she has a contagious illness/communicable disease. Students must be 'fever-free' for 24 hours before their return to school. Please notify the school office if your child has been diagnosed with a contagious/communicable disease. Students who become ill during school time activities should immediately report that illness to the teacher, coach or school agent in charge. The student will then be advised as to what action to take. Under no circumstances should a sick student leave the school or school activity without first consulting with the school authority in charge.

Personal hygiene is encouraged with consistent hand washing, covering mouth and using a tissue when sneezing and coughing, etc.

**Lice:** Should you discover your child has head lice, please contact the school office. The school follows the guidelines of the Health Department's recommendation to keep your child home from school until he/she is nit free. Upon his/her return to school, personnel in the school office will check to make sure that he/she is nit free.

**INTERSCHOLASTIC COMPETITION** (see Activity Eligibility which covers all activities)

St. Mary Cathedral Middle School/Senior High School is a member of the Michigan High School Athletic Association and sponsors the following sports:

**Females:** Basketball, Cheerleading, Cross-Country, Softball, Track, and Volleyball

**Males:** Baseball, Basketball, Cross-Country, Football, and Track

St. Mary Cathedral Middle School/Senior High School students are subject to all the rules and regulations created and enforced by the Michigan High School Athletic Association including those of academic eligibility, as stated in the MHSAA Handbook.

The Athletic program at St. Mary High School is a part of the total educational program. The purpose of the athletic program is to develop each student physically, spiritually, socially and emotionally through athletic competition.

In order to participate in interscholastic competition a student shall maintain a 2.0 GPA and be passing all classes. In addition, students must abide by the guidelines stated in the Co-Curricular Code on Attendance, Substance Abuse and Conduct. Failure to meet these requirements and guidelines could result in an athlete being ineligible to participate in interscholastic sports. Students who cannot meet the school's standards will be dealt with on an individual basis. Students must fulfill the plan set up by the school counselor and the principal in order to participate in inter-scholastic competition.

**Conduct Violations**

Conduct violations will be addressed throughout the student's athletic career including summer vacation periods. All conduct violations will be addressed in a timely fashion. Student athletic violations will be dealt with in the following manner:

**Substance Abuse:** The use of alcohol, tobacco products or illicit drugs by a minor is illegal. It can also harm an athlete's spiritual, physical and mental health, as well as athletic and academic performance, and personal reputation. A St. Mary athlete shall not use, consume, possess, buy or sell alcohol, tobacco products or illicit drugs without consequence.

**Consequences:**

**First Offense:** Suspension from 50% of the student's most immediate athletic season. If in-season and less than 50% of the season remains, the remaining % of the suspension will be served in the next athletic season in which that athlete participates. All awards for that season are forfeited.

**Second Offense:** Suspension from all St. Mary athletic programs for one calendar year.

**Third Offense:** Athlete loses all privileges of participation in athletics for the remainder of his or her high school career.

## **LIBRARY/MEDIA CENTER**

The St. Mary Cathedral School Library/Media Center serves all students in grades K-12. Middle School and Senior High students may use the Media Center and its computers during scheduled or free periods. Each elementary class is given the opportunity to have a weekly thirty-minute library period with the Librarian. These thirty minutes include library skills/use instruction and/or story time, silent reading, and the opportunity to check out reading material. Classroom teachers may schedule additional library time for research purposes. Teachers may also request time for individual students or small groups of students to use the library, when it is determined that time and library/media center personnel will be available.

Books, periodicals, and vertical file materials are on loan for one to two weeks for elementary and Middle School/Senior High students; most of which may be renewed. Some reference materials may be checked out for one night only. Encyclopedias are used in the library, and may not be checked out.

Unless materials are needed for a "special" class project, students with overdue materials will not be able to check out more material, until the overdue material is returned and/or replaced.

Fines will be charged on overdue materials for students in grades 2-5 as follows: \$.02 per school day on all circulated materials; \$.05 per day on all circulated materials for grades 6-12. The fine for lost or damaged materials is the replacement cost of that item plus \$1.00 for processing. Students may not check out materials when they have overdue library materials. At each academic quarter, students who have overdue materials or fines will not receive report cards until these responsibilities are paid.

## **LOCKERS**

Students are not permitted to exchange assigned lockers with other students. Lockers are the property of St. Mary Cathedral School and are to be respectfully maintained by the assigned student. Locker decorations must be in good taste and are subject to approval by school officials. All decorations are to be secured by magnets only. All locker signs must be approved by the main office. Tape may be used on the number plate only. A student may not occupy more than one locker. The assigned locker must be washed clean and be free of decoration and adhesive residue at the end of each school year.

## **LOST AND FOUND**

Students should only bring items required for classes. You are responsible for your own property. The school will not be responsible for stolen or lost items. Check the Lost and Found as soon as you lose an item. Those items not claimed are given to a charitable organization throughout the year.

## **LUNCHTIME ACTIVITIES**

High School students are allowed in the main hallway near their lockers after leaving the cafeteria and before class begins after lunch. The gym will be closed at lunch time other than on designated supervised days. Students found in other areas will be subject to correctives.

## **MASSES/LITURGIES**

Eucharist is celebrated in the School Chapel with the exceptions of All School Masses, which are at the Cathedral. Elementary students attend weekly celebrations. High school and middle school students attend Masses on a rotating basis. This is an expectation for all students (Catholic and non-Catholics) alike.

## **MEDICATIONS**

Any student(s) requiring medication during the school day must keep all medicines in the school office and the medication must be administered by school personnel. All medication is kept locked in the school office and includes over-the-counter, as well as, prescription medication. An Authorization Form filled out by the Parent/Guardian must accompany each medication that will be administered. These forms are available in the school office.

## **NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is to create enthusiasm for scholarship and to stimulate a desire to render service, to promote leadership, and to develop character. Students of sophomore status or higher with a minimum grade point average of 3.5 may be invited to become members in the Carmelite Chapter. Acceptance is determined by a selection committee that evaluates each prospective member on leadership, service and character. Members must maintain a 3.5 GPA and complete 15 hours of service to the community each year. Any student cheating on coursework will lose membership in the National Honor Society.

## **OFFICE HOURS**

The school office is open for business Monday through Friday from 7:30 a.m. to 4:00 p.m. The principal practices an "Open Door Policy", and you are always welcome. Please call the school office to set up a mutually convenient appointment time.

## **ORGANIZATIONS FOR STUDENTS**

In order to help students develop hobbies or additional interests that will be of use to them both in and out of school, the following organizations exist at St. Mary Cathedral School:

### **Elementary organizations:**

\*Elementary Choir (2-5)                      \*4-H                                      \*Scouts of America

\*Call the school office for questions on what these activities entail.

### **Middle School/Senior High organizations:**

|                                |                                  |
|--------------------------------|----------------------------------|
| Cathedral Players              | Middle School Yearbook (6-8)     |
| National Honor Society (10-12) | Youth in Government (9-12)       |
| Student Council (6-12)         | Interscholastic Athletics (6-12) |
| Quiz Bowl                      | Mathcounts                       |

A new organization may be formed if 1) sufficient student interest is apparent; 2) a parent or faculty advisor is obtained; and 3) administrative approval is secured.

## **PARENT TEACHER ORGANIZATION (P.T.O.)**

All parents of children in St. Mary Cathedral School are active members of the Parent teacher Organization. All parents are invited to the monthly meetings. The main purpose of the Parent Teacher Organization is to:

1. Strengthen religious ties between home and school
2. Increase communications between parents and school.
3. Provide family oriented activities throughout the school year.

Some of the significant events/programs sponsored by the P.T.O. are:

1. Speaker/Lecture Programs for Parents
2. Field Day/Picnic Day (elementary students)
3. Campbell Soup Label Collection
4. Spartan U.P.C. Labels
5. General Mills Box Tops for Education
6. Gordon Food Service Fun FUNDS
7. SCRIP Program

## **PARKING**

For the safety of our students, please adhere to the Parking requirements below.

- 1) Designated student parking will be in the lot across from the school on N. Otsego Avenue in rows 2, 3 and 4. Row 1 will be available for visitor parking.
- 2) NO PARKING on road near school/gym entrance or on Mitchell or Petoskey St. The elderly and various parents join us during Mass and throughout the school day so please be courteous and refrain from parking on the road near the school/gym entrance.
- 3) Petoskey St. 'NO PARKING' area has been designated as a drive-through pick-up area before school until 8:15 a.m. and after school until 3:10 p.m. Cars will proceed east on Petoskey St., curve into this area, and students will be dismissed to parents when in sight.
- 4) Parking across from school on Petoskey St. and on Mitchell St. is for teachers.
- 5) Drivers must yield the right-of-way to pedestrians.
- 6) Please **do not block** residential driveways.
- 7) Middle School/Senior High School siblings are allowed to pick up younger siblings in the elementary school at **2:50 p.m.** and can walk them to the high school exit if desired.
- 8) There are designated 15-minute parking spots in front of the main entrance. These can be used for preschool drop off/pick up or parents picking up students for midday appointments. This area is used for bus drop off/pick up only in the morning and afternoon.

← - - - - Formatted: Bullets and Numbering

\*\*All walkers or students being picked up are asked to use the Petoskey St. exit until all the buses are loaded and leave the school premises.

## **PARKING PERMITS - STUDENTS**

- 1) St. Mary Cathedral School Student parking permits (\$10.00) and spaces issued by the office must be hung on the vehicle's rear view mirror so that it can be clearly seen through the windshield.
- 2) Students who park in the Gaylord High School parking lot must obtain a parking permit from the Gaylord High School office. Gaylord High charges a fee for the parking permit.
- 3) Students should make every effort to park in the student parking lot. For the safety of **all**, students should not park on the street unless all parking spots in the high school parking lot are occupied.

Violators of these regulations will be subject to administrative inquiry and disciplinary action.

## **PERSONAL PROPERTY**

Students are advised to keep all money, jewelry and other valuables on their person at all times. Students are advised against bringing large sums of money to school. Students should not bring radios, tape or CD players, electronic games or other such equipment to school. These are high-risk items for loss or theft. No I-pod use during school hours.

If a student has a special need for such equipment and must bring that to school, he/she should take it to the school office for safekeeping. If a theft of personal or school property occurs, it should be reported to the school office immediately.

The school cannot assume any responsibility for any items that are lost or stolen.

## **PLANNERS**

All 1-12 grade students will need to purchase a planner from the school office each year.

Grades 6-12 students will be required to use this as their hall pass. When signing out for appointments during the school day, the planner will be left in the school office and returned to you when you sign back in and are so noted by the office staff.

## **SCHEDULE CHANGES**

Schedule changes (adds and drops) will **ONLY** take place within the first two weeks of a course. The change must be shared between the student, parent, instructor of the course and the principal. It should be noted that the school also reserves the right to adjust student schedules dependent upon course availability and the need to balance the number of students in a particular course.

## **SERVICE LEARNING PROGRAM**

St. Mary Cathedral School's service learning program is based on the tenet that learning and service are connected to the intellectual and moral development of each student. All high school students will participate in the Service Learning Program at their grade level. This could include working at parish festivals, participating in a parish ministry, volunteering for the parish soup suppers during Lent, or volunteering within the community. If a student is not Catholic, the student is encouraged to donate time to their own congregation; however, all students must complete the required hours for each year.

Documentation for completion of Service Learning Program hours must be on file with the principal in order to receive credit for their time, whether spent with a parish, social or economic organization. In addition to the documentation, each year a reflective minimum one page essay is required after completion of the service hours.

All students will need to complete their required hours of service prior to graduation as seen below.

Freshman=20      Sophomores=20      Juniors=30      Seniors=30

## **SIX PILLARS OF CATHOLIC CHARACTER**

St. Mary Cathedral School is committed to promoting and living the Six Pillars of Catholic Character. The pillars help everyone to be a good person, someone to look up to and admire, think right and do right, know the difference between right and wrong, set a good example for everyone and make the world a better place.

- **Trustworthiness**- A person of character is trustworthy, lives with integrity, is honest reliable and loyal.
- **Respect**- A person of Character values all persons, lives by the Golden Rule, respects the dignity, privacy, and freedom of others, is courteous and polite to all, and is tolerant and accepting of differences.
- **Responsibility**- A person of character meets the demands of duty, is accountable, pursues excellence, and exercises self-control.
- **Fairness**- A person of character is fair and just, is impartial, listens and is open to differing viewpoints.
- **Caring**- A person of character is caring, compassionate, kind, loving, considerate, and charitable.
- **Citizenship**- A person of character is a good citizen, does his or her share, helps the community, plays by the rules, and respects authority and law.

## **TECHNOLOGY**

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

St. Mary Cathedral School encourages the use of electronic technologies in the educational process. Access to information is available in different formats. By providing electronic technologies and information, St. Mary Cathedral School encourages students and staff to embrace technology and become responsible, self-directed life long learners.

The use of technology within the St. Mary Cathedral School is a privilege extended to students and faculty to enhance and exchange information. As users of technology at St. Mary Cathedral School, each must realize that he/she represents the Catholic community, and must uphold Christian, ethical, and legal requirements. The privilege of using available technology is conditioned upon the student and staffs compliance with the Acceptable Use Policy Agreement. Failure to abide by the Acceptable Use Policy Agreement can result in privileges being revoked, school disciplinary actions taken, and/or appropriate legal action for violations that may constitute a criminal offense.

### **Rights:**

St. Mary Cathedral School staff and students are allowed to use school-installed programs to access, modify or delete her/his own data. Students and staff will be held accountable (financially and within the discipline system) for acts which access, modify, damage or delete software and other data and programs other than their own.

### **Responsibilities:**

St. Mary Cathedral School granting use to electronic technology is a privilege and requires users to embrace ethical and Christian responsibility when exercising their use of electronic technology. The following is 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 may not have food or drink in the computer lab
- 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 technology director
- 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 St. Mary Cathedral School equipment unless permission is explicitly granted by an authorized party (e.g., the Technology Director)
- 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

**Administration Professional Code of Ethics Copyright:**

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

1. Copyright Laws
2. Fair Use Guidelines
3. Specific license or contractual agreements
4. Other type of permission

**Policy Enforcement Guidelines:**

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

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

Demonstrated intent to violate the Acceptable Use 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 result in 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 St. Mary Cathedral School makes no guarantee that the functions or the services provided by or through the school will be error-free or without defect. The school will not be responsible for the accuracy or quality of the information obtained through or stored on the local system. The school 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.

**TRANSPORTATION**

**Bus Rules:**

1. Follow directions of the driver.
2. Stay in seat and face forward.
3. Keep all parts of the body inside the bus.
4. No objects will be thrown on the bus.
5. Students will not use profanity.
6. No food or beverages on the bus.

If a student chooses to break a rule:

- 1<sup>st</sup> Incident: Parents will be notified by the bus driver.
- 2<sup>nd</sup> Incident: Five school days suspension of bus transportation privileges.
- 3<sup>rd</sup> Incident: Thirty school days suspension of bus transportation privileges.
- 4<sup>th</sup> Incident: Indefinite suspension of bus transportation privileges.

**Severe Disruption:** The following inappropriate behavior will result in automatic suspension of bus transportation privilege:

1. Physical harm to a student.
2. Physical harm or threat of physical harm to the driver.
3. Failure to give correct name.
4. Refusal to obey driver’s direct request
5. Bringing a weapon or any controlled substances on the bus.

**Property Damage:** The student or students involved will lose bus transportation privileges until total cost of damage is paid.

**Permanent Assignment:** Bus drivers have been encouraged to assign seats. This should help isolate problems and make it easier to identify property damage.

Bus drivers do not have the discretion to allow children to ride their bus unless permanently assigned. Children may be transported to a baby-sitter as long as it is a regularly scheduled event. This means that parents of children going to Cub Scouts and other special events will need to find transportation other than school bus transportation.

| <b>TRANSPORTATION SCHEDULE</b>   |                        |                         |
|--|------------------------|-------------------------|
| <b><u>SCHOOL</u></b>   | <b><u>DROP-OFF</u></b> | <b><u>DISMISSAL</u></b> |
| <b>St. Mary K-12</b>   | <b>8:00-8:10 a.m.</b>  | <b>2:50 p.m.</b>        |
| <i>(Times may be subject to change depending on Gaylord Community School schedule)</i> |                        |                         |

**Non-bus students:** School doors remain locked until 7:30 a.m. Elementary (K-5) school begins at **8:00 a.m.**, Middle and High School classes begin promptly at **7:50 a.m.**

All elementary students riding in cars should be dropped off or picked up on Petoskey Street. Middle School and High School students riding with parents should be dropped off or picked up on Mitchell Street.

For the safety of walking students, they are requested to stay on the sidewalks, not the road. Students should always cross at intersections. When it is necessary to be on the road (where there are no sidewalks or when they are snow covered), they should walk facing oncoming traffic and as close to the edge of the road as possible.

In the middle of the school day for emergencies or appointments, parents should pick up students from the main office entrance.

**Bus students:** School busses drop off and pick up the students on N Otsego Avenue.

### **TUTORING**

Faculty members are available for individual assistance immediately after school, Monday – Thursday from 3:00 - 3:30 p.m. Students are encouraged to utilize this service.

### **VANDALISM**

Any behavior by a student which results in damage to school property is the financial responsibility of the student causing the damage. All student management procedures apply.

### **VOLUNTEERS**

In order to strengthen the home – school partnership, we are encouraging each family to donate at least five hours per school year in volunteer time. This expectation may become a mandatory program in the future.

Room parents will distribute information and schedule volunteers throughout the year.

### **WORK PERMITS**

Work permits can be obtained in the high school office. Work permits cannot be given to anyone younger than 14 years of age.