



# **Father Gabriel Richard High School 2016-2017**

**Father Gabriel Richard  
High School  
4333 Whitehall Drive  
Ann Arbor, MI 48105**

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**Cover Art:  
Sarah Bindon**

## **OUR MISSION AND VISION**

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Father Gabriel Richard High School is a comprehensive, co-educational Catholic high school offering a value-centered education based upon Catholic principles and traditions. We are committed to providing the highest quality education to young men and women in a positive learning environment. We work cooperatively with parents in addressing individual needs and differences, fostering the student's spiritual, academic, and physical development as they mature into faith-filled persons, lifelong learners and productive citizens.

## **SCHOOL HISTORY**

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With a history that began in 1868 as a parish school known as St. Thomas the Apostle High School, we have grown and developed into Father Gabriel Richard Catholic High School, located in Ann Arbor, Michigan. Our school serves the greater Washtenaw, Livingston, and Wayne counties as an institution of the Catholic Diocese of Lansing, Michigan. Our students are from various feeder schools and parishes and several international countries. Located downtown on Elizabeth Street from 1868 until 2003, Father Gabriel Richard Catholic High School is now located on Whitehall Drive in the northeast corner of Ann Arbor in its newly constructed 96,000 square foot, state-of-the-art facility.

## **STATEMENT OF BELIEFS**

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- We believe in living the Gospel.
- We believe in the dignity of each individual.
- We believe care fosters learning.
- We believe learning is an interactive process.
- We believe everyone can learn and experience success.
- We believe a safe physical environment is essential for growth and learning.
- We believe there are logical consequences to choices.
- We believe quality education, with goals and expectations, challenges students to learn and to achieve.
- We believe co-curricular and extra-curricular activities foster leadership and academic achievement.
- We believe optimal growth flows from cooperation between home and school.

School Colors ~ Green and White  
Athletic Nickname ~ Fighting Irish

## **GENERAL INFORMATION**

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### **APPOINTMENTS WITH STAFF**

Parents desiring to meet with any member of the Faculty or Administration are asked to use teacher voice mail or e-mail directly to schedule an appointment.

### **BUILDING HOURS**

On full days of school, the building is normally open from 6:45am until 4:20pm. At 7:30, students will be allowed into the academic areas. Any student or group of students in the building after 4:30pm must be under the supervision of an adult staff member or coach. The Media Center will be open for students until 4:20 pm, and the MPR is available from 3:30 pm until 6:30 pm. Father Gabriel Richard High School assumes no responsibility for any student who re-enters the building after building hours. Students not enrolled at FGRHS are not allowed in the building with the exception of visiting sports teams or students enrolled in driver's education classes.

### **CAMPUS**

The Father Gabriel Richard High School campus includes all grounds, immediate and extended, around the building, the parking lot, and the athletic fields.

### **DELIVERY OF ITEMS AND/OR MESSAGES**

School is not the place to have personal items or messages delivered to students during instructional time, as they are disruptive to the education process. If a message must be delivered, a note will be placed on the student's locker asking them to come to the office for the message or delivery. We will not interrupt class.

### **ELASTIC CLAUSE**

The Administration of the school reserves the right to act on matters not specifically addressed in this handbook.

### **FIRE DRILLS AND EMERGENCY EVACUATIONS**

To ensure the safety of students and staff and to comply with state law, Father Gabriel Richard High School holds regular fire drills and other safety-related evacuations. During these drills, students must remain silent and be alert for directions that may be given while the drill is in progress. As students evacuate to a predetermined location, they are to report to the teacher of the class they were attending. Should the drill take place during a passing time or at lunch, students are to report to the teacher of their previous class, at a predetermined location outdoors. The drills are taken very seriously and any student whose conduct during a drill is considered inappropriate will be subject to disciplinary measures.

### **LOST AND FOUND**

Father Gabriel Richard High School is not responsible for lost articles. Books and other items found are kept in the main office. All inquiries about missing items should be directed there. If you have lost items, and once you have made every effort to find it, please fill out a Lost Article Report in the front office. Please fill out this form within 24 hours of having lost and looked for your item. On the last day of each month, all unclaimed items will be donated to charity.

### **PARENT REPORTING A STUDENT'S ABSENCE**

Parents must notify the school of a student's absence either by calling 662-0496 ext. 201 before 8:00 am giving the student's name and reason for the absence or send a written and signed note prior to the absence, indicating the dates and reason for the absence.

### **PARENT TEACHER GUILD (PTG)**

The purpose of this organization is to promote better communication and a closer relationship between the home and school and to provide opportunities for parents and teachers to cooperate in developing the best spiritual, intellectual and physical education for all. Every parent or guardian is welcome to attend the monthly meetings and become involved in the many events PTG sponsors and/or supports.

### **VISITORS**

All visitors to the school building must register in the main office. Students will not ordinarily be granted permission to bring guests to school.

### **WEATHER CLOSING**

Severe inclement weather and/or poor driving conditions may make it necessary to close the school or delay the opening of school. While every effort is made to get this information to the local broadcast media by 6:30am, we cannot guarantee that every TV station or local radio station will have the information immediately. Parents and students are encouraged to **check for notification messages via phone, text or email, or visit our website**. In the event that deteriorating weather makes it necessary to close school early, every effort will be made to contact parents.

# ACADEMIC LIFE

## ACADEMIC ASSISTANCE

Teachers are generally available to students each day before and after school for extra help. Students are strongly encouraged to take advantage of this assistance. Students with great difficulty in a given subject area who require an exceptional amount of help should seek the assistance of a tutor.

## ACADEMIC INTEGRITY

**OVERVIEW** The faculty is committed to promote an environment that fosters integrity and honorable conduct. Administrators, faculty, students, and parents share the responsibility for maintaining an atmosphere in which personal accountability is valued. Honest evaluation of students' progress demands honest work by each learner. We strive to instill within our students a sense of self-policing in regards to academic integrity.

**EXPECTATIONS OF THE FACULTY** Teachers will provide students with a course description containing procedures and practices relating to examinations, homework, and class work. Parameters for each assignment will be given as the year progresses.

**EXPECTATIONS OF THE STUDENT** Academic dishonesty occurs when students portray another's work as their own or assisting another in being dishonest. Students shall follow rules prohibiting dishonest academic behavior and must resist peer pressure to violate our academic standards.

**COLLABORATION** Homework collaboration/copying is considered academic dishonesty unless explicitly permitted by the teacher for each assignment. The teacher shall guide students in understanding when collaborative efforts are appropriate.

**DEFINITION OF ACADEMIC DISHONESTY** Academic dishonesty is an action intended to obtain or assist in obtaining credit for work which is not one's own.

**DEFINITION OF PLAGIARISM** Plagiarism is the act of taking, and using as one's own work, another's published or unpublished thoughts, ideas and/or writings. Types of plagiarism include word for word, mosaic (rearrangement or rewording), and indirect (paraphrasing of a passage without documentation).

## VIOLATION – ACADEMIC DISHONESTY

**ONCE AN OFFENSE HAS OCCURRED**, the classroom teacher:

- speaks to the student or students involved
- records a zero for the specific assignment
- contacts the parent or guardian
- completes a referral form and forwards it to the Assistant Principal's office.

For a repeated offense, in addition to the above actions a record of the offense will be kept and shared with the student's prospective colleges.

**ONCE THE VIOLATION HAS BEEN RECORDED**, the Assistant Principal will refer the case to the Academic

Conduct Review Board.

**ACADEMIC CONDUCT REVIEW BOARD** This is a board consisting of one administrator/counselor, two teachers and students [confidentiality agreement signed]. When a student violation occurs, the student will meet with the board. The student will explain his/her action. The board will review the case and make a recommendation to administration using the violation chart [below]:

- The offending student may be given a one to three day in-school suspension and/or
- The offending student may receive additional restrictions or limitations in regards to other school activities.
- The student will be placed on Academic Integrity Probation for a period of time, which draws to the student's attention, that any further breach of academic integrity will result in more severe consequences – up to and including expulsion.

Any student involved in the theft of testing materials, the distribution of same, or the possession of stolen testing materials is subject to immediate expulsion.

## ACADEMIC STANDING / PROBATION

To remain in good academic standing, students are expected to maintain a semester grade point average (GPA) of 2.0 and satisfactorily complete all courses. Students who jeopardize academic standing will be placed on academic probation and monitored for improvement. Father Gabriel Richard High School reserves the right to withdraw the privilege of enrollment at any time from any student who fails to maintain good academic standing (GPA of 2.0).

## ATHLETIC ACADEMIC ELIGIBILITY

The general eligibility requirements of the MHSAA and the CHSL (passing 66% of your classes) shall be followed in addition to certain specific requirements unique to Father Gabriel Richard High School.

- Eligibility will be done at mid-quarter and at the end of each quarter/semester.
- The athletic department will receive a report from the Guidance department of any athlete with grade(s) below a 70%.
- Any athlete with a grade(s) below 70% will be closely monitored by the athletic department and coaches.
- Any athlete with 2 or more failing grades will be unable to participate in sports until at least one grade is brought up to passing level (60% or higher).
- Once an athlete is placed on the ineligibility list, he/she will be ineligible for one week.
- Ineligibility notifications will be sent out on Friday and go into effect the following Monday with an update after one week.
- If a student and/or parent feel that the suspension is due to an inaccurate reporting of a current grade, it is the athlete and/or parent's

responsibility to contact the teacher directly. The teacher must notify the athletic department if/when there is a change in eligibility status.

- If the dispute cannot be resolved by parent/teacher communication, the parent may then appeal the decision by contacting the athletic director.
- Grade disputes and appeals must be received by Monday. Failure to do so results in ineligibility status remaining until the one-week review is completed that Friday.
- Any athlete with **two or more INCOMPLETES** will be unable to participate in sports until at least one grade is received.
- During **any school suspension**, the athlete may not attend ANY school-sponsored activity.
- During **any academic suspension**, the athlete may not attend practice, athletic events and/or anything team related *as a team member*.

**TURNITIN**

We subscribe to TURNITIN, an online service that encourages students to improve writing skills.

**ADVANCED PLACEMENT COURSES**

In cooperation with the College Board Admissions and Testing program, Father Gabriel Richard High School offers a number of Advanced Placement (AP) courses. These classes follow a curriculum established by the College Board and is recognized by hundreds of colleges and universities throughout the nation. Students who enroll in AP courses may earn college credit based on successful performance on the national exams given each May. Should an AP student opt not to take the national exam, parental acknowledgement must be received.

**EXAMINATIONS**

At the end of each semester, a cumulative examination will be given. The main office will provide a schedule of examination times. Students are to be present in their class during the assigned exam time. Failure to take a final exam will compute as an "F" when determining final grades.

**HONOR ROLL AND TOP SCHOLAR RECOGNITION**

- Summa Cum Laude:** Above 4.0
- Magna Cum Laude:** 3.8 – 4.0
- Cum Laude:** 3.5 – 3.7

Those students recognized in the category of Summa (highest honors) will be considered our TOP SCHOLARS. At the beginning of second semester of senior year, these students will be notified of this distinction. At this point, they may request to give a speech at graduation and presented with the rubric upon with their speech will be evaluated by the Instructional Leadership Team. Once speeches are received by the Instructional Leaders, they will be evaluated to be delivered at graduation. Two will be randomly selected from those meeting the high standards the rubric will represent.

**SEMESTER GRADES**

Each semester grade is determined by the following calculation: quarter 40% + quarter 40% + exam 20% = final semester grade.

**GRADING SYSTEM**

% SCORE	LETTER GRADE	GRADE POINT
97 – 100	A+	4.00
93 – 96	A	4.00
90 – 92	A-	3.66
87 – 89	B+	3.33
83 – 86	B	3.00
80 – 82	B-	2.66
77- 79	C+	2.33
73 - 76	C	2.00
70 - 72	C-	1.66
67 – 69	D+	1.33
63 – 66	D	1.00
60 - 62	D-	0.66
Below 60 (Failing)	F	0

**WEIGHTED GRADING SCALE – AP COURSES ONLY**

% SCORE	LETTER GRADE	GRADE POINT
97 – 100	A+	4.33
93 – 96	A	4.33
90 – 92	A-	4.00
87 – 89	B+	3.66
83 – 86	B	3.33
80 – 82	B-	3.00
77- 79	C+	2.66
73 - 76	C	2.33
70 - 72	C-	2.00
67 – 69	D+	1.66
63 – 66	D	1.33
60 - 62	D-	1.00
Below 60 (Failing)	F	0

**GRADUATION EXERCISES**

Graduation exercises signal the completion of the course of studies required to earn a diploma at Father Gabriel Richard High School. Participation in the graduation ceremony is open to all those who have completed graduation requirements (including Christian service hours and Kairos attendance), are in good standing with regard to behavior, student attendance, and have satisfied all financial obligations to the school. Normally, any student who fails to meet these criteria requirements will not be allowed to participate in the graduation ceremonies and related activities.

## **GRADUATION REQUIREMENTS**

All students at Father Gabriel Richard High School are expected to satisfactorily complete a strong academic program of 26 credits, including requirements in each of the academic departments.

The minimum requirements for graduation are as follows:

Theology	4 credits
English	4 credits
Mathematics	3 credits
Science	3 credits
(1 credit Physical Science/1 credit Life Science)	
Social Studies	3 credits
Foreign Language	2 credits
Electives	5 credits
Fine Arts	1 credit
Physical Ed	1 credit
Kairos Retreat	1 attendance
Christian Service	48 hours

Please consult the *Course Selection Catalog* for specific information regarding these requirements.

## **HOMEWORK AND MAKE-UP WORK**

Ordinarily, teachers keep an active list of homework and class work activities on their class website. This allows parents and students to remain current with assignments and projects.

If a student is absent from school for 1-2 days, homework should be sought from a classmate. If the absence is for 3 or more days, homework can be obtained by calling the guidance department, who will collect the work within 24 hours.

Students who miss school must take responsibility to obtain and to make up all academic work. These arrangements are to be made within a day of returning to school.

## **NAVIANCE**

### ***A College Readiness Program***

Naviance is a comprehensive web-based program that allows students and parents unlimited access to tools created to assist them throughout the student's high school career. Upon completion of their junior year, students will be prepared for a stress-free application process as their applications, transcripts and letters of recommendation are submitted electronically through Naviance.

Another of the many benefits of Naviance is the opportunity it gives for students, parents, counselors and administrators to collaborate in preparation for their graduation from high school. Whether students are enrolling in university, college, or service years immediately following high school, Naviance will serve as a major component in the collaboration and distribution of their academic information to assist them in achieving success.

## **NORMAL COURSE LOAD**

The normal course load for a Father Gabriel Richard High School student is 7 credits per year. Students

may not schedule fewer credits in any semester unless specifically permitted by the Guidance Office and approved by the Principal for convincing academic reasons.

## **PROGRESS REPORTS**

In the middle of each 9-week quarter, teachers have an opportunity to send or post deficiency or proficiency notices to inform parents of student progress. Teachers may also send these notices informally at other times in the grading period. Parents are urged to contact individual teachers to discuss academic issues whenever they feel it is necessary.

## **REPORT CARDS**

Report cards are **emailed** at the end of each quarter. The final semester grades are the only grades posted on a student's permanent record. Parents wishing to meet with a teacher may contact them directly at any time. There is a scheduled Teacher/Parent & Student Conference Night after the 1st quarter to discuss grades/student standing.

## **DROP/ADD**

Students who elect to withdraw from a class after the beginning of the course must have the written permission of their parents, the teacher, and the Guidance Department. If approved, a student may drop/add a class through the second week of the course without academic penalty. For yearlong courses, a drop/add may take place only in the first two weeks of the first semester; requests to drop year-long courses will not be considered in the second semester. Registration for the following year's courses takes place in the winter/spring.

## **TESTING PROGRAMS**

- ASPIRE (Preliminary to the ACT) – required for freshman & sophomore year, in the fall
- PSAT/NMSQT (Preliminary Scholastic Aptitude Test and qualifying test for National Merit Scholarship Program) – highly recommended for junior year, in the fall
- ACT (American College Testing) – recommended for juniors (spring) and seniors (fall)
- SAT (Scholastic Aptitude Test) – recommended for juniors (spring) and seniors (fall)
- SAT II Subject Tests – recommended at junior and senior levels at the conclusion of appropriate subject classes (June testing)
- Advanced Placement National Examinations

## **TEXTBOOKS**

Each fall, students must have textbooks in their possession for the academic year. A book list is available at the end of the school year and posted on the school's website. You may use **any online source or bookstore** to purchase books.

- A select number of textbooks are part of the book rental program. These books will be listed as such on the comprehensive textbook list, as well as, individualized lists. All rental books must be returned at the start of the final exam otherwise

the student will be unable to take the exam.

## **ATTENDANCE**

The laws of the State of Michigan provide for compulsory attendance at school by all children of specified ages. The school keeps an accurate record of tardiness and absences every class period of the day.

### **PARENT REPORTING A STUDENT'S ABSENCE**

Parents must notify the school of a student's absence either by calling 662-0496 ext. 201 before 8:00 am giving the student's name and reason for the absence or send a written and signed note prior to the absence, indicating the dates and reason for the absence.

### **ABSENCE CATEGORIES**

**Excused Absence:** (make up work is allowed) A parent phone call or a note from parent, guardian, doctor, or court. Absence must be acceptable and unavoidable (e.g. illness).

**Unexcused Absence:** (make up work is not allowed and credit denied) A parent phone call or note from parent, guardian, doctor, or court note is missing.

### **LEAVING SCHOOL DURING THE DAY**

Any time a student must leave school, he/she must sign out in the main office. We must also have a written note or verbal authorization, via telephone, from a parent or guardian that the student may leave school. If a student will be driving him/herself to an appointment, the main office must first have verbal authorization from the parent before signing out. Students who leave school during the school day without following this procedure will be subject to disciplinary action determined by the Dean of Student Formation.

### **REQUESTS FOR EXTENDED ABSENCES**

The school discourages vacation request beyond our official scheduled days off. Please refer to our attendance policy in regards to excessive absences and losing academic credit due to excessive absences. Administration will support the teacher's discretion regarding make up work. If, for some reason, you are taking extended time off you must inform the front office, as well as, individual teachers.

### **SCHOOL ATHLETIC ATTENDANCE POLICY**

Students may participate in practice and/or games even if not in school all day. **However, students must be present at least by 4th hour.** If a student is not present in class or there are attendance issues, then it is the responsibility of the teacher to address these issues with the student and/or parents.

### **TARDY TO SCHOOL**

Students who arrive to school tardy (after 7:55am)

are to report directly to their Period 1 class if less than 10 minutes tardy. If over 10 minutes tardy, the student is to sign in at the Receptionist's desk in the main office. Teachers will record the tardy. The only tardy recognized as excused is one that is because of 1) a written note from a doctor's office – appointment (turned in at the time and on the day of the tardy) or 2) impassable roads because of weather or traffic accident. Any tardy, excused or unexcused, is a disruption to the educational process. Please note students are expected in the classroom no later than 7:55 am.

### **TARDY TO CLASS**

A student's class attendance is a key factor in his/her academic success. Students must be in class BEFORE the bell sounds. Passing time between classes is five minutes. It is highly recommended that students manage their time wisely to avoid being late to class. Students arriving late to class are recorded as tardy.

### **Consequences**

**Tardy to School** – Students will serve a Procedural Detention for **every 3** unexcused 1<sup>st</sup> period tardies.

**All Other Tardies** – Students will serve a Procedural Detention for **all other unexcused tardies**.

### **UNEXCUSED TARDIES**

A student who is late to class without a written excused pass from a teacher or staff member.

All unexcused tardies will result in a Procedural Detention.

### **TARDINESS TO ABSENCE**

A student who is more than 10 minutes late to a class will be considered absent from that class.

### **EXCESSIVE ABSENCES**

Parents will be notified in writing of cumulative absences during each semester once absences reach a specific point. Students may not be granted credit in a scheduled course after his/her cumulative absence (excused and unexcused added together) exceeds ten (10) days in a semester course. There is an appeals process for exception to loss of credit due to excessive absences. The parent will have the opportunity to appeal the loss of credit with pertinent documentation/extenuating circumstances, which may help to explain the reason for the high absences. Catastrophic reasons, such as personal long-term illness, death in the family, etc., are normally considered valid reasons for appeal. Reasons such as traffic, construction, weather, etc., are not considered justified grounds for an appeal.

# CHRISTIAN CONDUCT

## INTRODUCTION

At Father Gabriel Richard High School, the Code of Christian Conduct is a set of expectations presented to our students with the purpose of fostering solid Christian virtue. Foundational to our disciplinary process is a love for our students, which is shown through patience and justice, mercy and compassion.

## PHILOSOPHY

Our approach is first and foremost relational, based on responding to the individual needs of each student in a Christ-like manner. Essential to our approach is a prayerful, compassionate and consistent response.

We are committed to instilling within our students a strong sense of individual worth and dignity as children of God, and encouraging their growth in becoming the young men and women God has called them to be.

The underlying rationale for our disciplinary philosophy is not one of legalism or discipline for discipline's sake. Rather, it is founded on a sincere desire to aid our students' growth as confident, respectful, and charitable disciples of Jesus. The purpose of discipline, then, is to maintain an environment where each student can freely and joyfully achieve their goals and become the best version of themselves.

When a family enrolls their child at Father Gabriel Richard High School, it is expected that they are committed to and supportive of this philosophy. Only with the support and cooperation of both the student and their parents will a student fully benefit from their experience at our school. With collaboration and successful communication, parents, administrators, and teachers can work together to prevent most discipline problems and promote student success.

## CODE OF CHRISTIAN CONDUCT

*"I urge you therefore...by the mercies of God, to offer your bodies as a living sacrifice, holy and pleasing to God, your spiritual worship. Do not conform yourselves to this age but be transformed by the renewal of your mind, that you may discern what is the will of God, what is good and pleasing and perfect." Romans 12:1-2*

A Student at Father Gabriel Richard High School:

- Gives honor to God above all things.
- Honors the dignity of all other persons in thought, speech, and action.
- Works hard, arrives on time, prepared, and with a positive attitude.
- Does not lie, cheat, or steal, and does not condone or tolerate this behavior in others.
- Strives to develop a personal relationship with God through Jesus Christ, as a top priority.
- Conducts themselves with integrity at school, on the bus, at school events, and in the classroom

- Is committed to the welfare of their fellow students and the school community.

## DISCIPLINARY MEASURES

No list of rules or norms can cover every conceivable situation; therefore, the implicit standard of conduct to which we call our students represents the exercise of common sense, mature judgment, and the acceptance of responsibility for one's actions.

The handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) that violates the spirit of the Code of Christian Conduct, even those not specified in the handbook.

Violations of our expectations for our students and their consequences will be handled on an individual basis, taking into account the nature and severity of the infraction. Teachers and administrators will document all infractions and maintain records in student files. In all disciplinary policies, procedures and actions, the Principal is the final arbiter.

Some of the approved disciplinary measures include:

- Detention
- Denial of privileges
- Conference with the student and family
- Behavioral contract
- Assignment of special tasks
- Suspension
- Denial of re-enrollment
- Expulsion

## DETENTION POLICY

The detention system is used to encourage a student's improved behavior. When a student receives a detention, it is entered and communicated to student and parents electronically. A list of those designated to serve a detention will also be posted at the school. **The student must serve their detention on the day after it was assigned.** It is a student's responsibility to check his school email regularly. Students will be held accountable for all information communicated in this manner.

There are three types of detentions:

### **Procedural Detentions – 30 minutes\***

Minor infractions will result in a procedural detention. These include but are not limited to infractions such as unexcused tardies and uniform violations.

### **Behavioral Detentions – 1 hour\***

More serious infractions will result in a behavioral detention. These include but are not limited to infractions such as violations of the cell phone policy, use of profanity, disruptive/disrespectful behavior, etc.

\*Both procedural and behavioral detentions will take place each afternoon at 3:15 (or 15 minutes after the end of the school day).



### **Saturday Detentions – 2 hours**

Major infractions or the accumulation of procedural/behavioral detentions will result in a Saturday detention. These will take place once a month from 8-10am.

All detentions will be monitored by an administrator or teacher. **Failure to appear or arriving late to a scheduled detention will result in an additional Behavioral Detention.**

**Students are not exempt from detention because of games, practices, jobs, or other matters.** If a student is unable to make a detention because of an important previously scheduled medical appointment, they must provide written documentation from their doctor and will have to serve their detention the following day.

### **ESCALATION OF CONSEQUENCES**

Father Gabriel Richard High School's discipline system is based on a gradation of consequences. The amount of time a student has spent in detention provides an indication of their level of maturity and self-control, as well as their willingness to be a positive member of our school community.

The amount of time a student has spent in detention will **accumulate over the course of a semester.**

<b>Hours in Detention</b>	<b>Consequence</b>		
<b>2.5</b>	Additional 1 hour detention		
<b>5</b>	Saturday Detention		
<b>7.5</b>	Parent Conference	Option for Contract	
<b>10</b>	Parent Conference	Contract	In-School Suspension or Saturday Detention

### **PROBATION AND CONTRACTS POLICY**

A student is put on probation for serious offences, continued misconduct, or attendance related matters. The student will be asked to help create and sign a contract of behavior. The probation period provides a student time to demonstrate their desire to remain a member of the community and their ability to follow school policies. If the student is not able to meet the criteria of the contract, a conference with the parent, student, and Administrator will be called in order to enforce the previously understood agreement. Consequences for the failure to abide by the agreement may range from voluntary withdrawal, expulsion, or denial of credit or re-enrollment. A favorable review of the probation period by the Administration may lead to removal from probation. Probationary contract periods are considered a serious last effort to encourage a student toward success.

### **SUSPENSION POLICY**

**In-School Suspension** – Repeatedly violating school regulations, or for a more serious infraction than a detention warrants, may require an in-school suspension. During the time of a suspension, the student is not permitted to attend/participate in class or any school related activities. While on in-school suspension the student reports to the main office to see an Administrator or his designee at the start of the day. The student is given assignments by his or her teachers, which are turned in at the end of the day. The student must bring lunch to eat in the office. The student may or may not receive credit for work done or work missed during the suspension time. Credit and make up time for any schoolwork missed is determined at the discretion of the Administration.

**Out of School Suspension** – is recognized as a severe disciplinary measure. This type of suspension is received for flagrant disregard of school regulations. The duration of the suspension, which is determined by an Administrator, depends upon the seriousness of the offense, the number and type of offenses committed, and the circumstances involved. Minimum suspension duration is one full school day. During the time of suspension, the student is not permitted to attend/participate in classes or after school co-curricular or athletic events and will not be permitted to return to school until a parent conference has been held with the Administration. Additionally, the student will be assigned a reflective paper and a possible service project. Credit and make up time for any schoolwork missed is allowed.

### **DENIAL OF RE-ENROLLMENT**

Under appropriate circumstances, within the discretion of the Administration, a student may be denied re-enrollment for a subsequent school term or year.

### **EXPULSION POLICY**

If a student's conduct is judged detrimental to the school community for a period of time, and he/she has failed to cooperate with the school authority, or in the case of a grave single incident, the Principal may affect an expulsion.

### **ATHLETICS AND FINE ARTS**

Due to the nature of students who participate in such school-sponsored activities, these students will be subject to further disciplinary actions as outlined, published and approved by the Administration.

These actions will be in addition to and in keeping with the parameters and philosophy of approach in matters of discipline. Specifically, when warranted, this will include suspension from activity for two weeks or two games, whichever is greater.

### **BULLYING**

Father Gabriel Richard High School seeks to be a place where students, parents, teachers, non-instructional staff, administrators, and others live ever more fully in the presence of Jesus, whom they encounter in the Sacraments, in the Word, and in each other. Bullying is

thus fundamentally and wholly incompatible with the Gospel values that are the foundation of the school.

Therefore bullying in our school, on our property, or in our programs and activities will not be tolerated.

Bullying involves one or more students intentionally subjecting another student to degrading actions, words, or social interactions. Bullying goes further, with actions or speech that are deliberate and sustained, and are intended to isolate, hurt or humiliate. Ordinarily, bullying would not involve silence or inaction, or mere physical presence, but it is possible that those non-actions could intentionally exacerbate a bullying situation. Bullying speech could occur in the victim's hearing or elsewhere, and could be spoken, written, or electronic.

Any student, parent, teacher, or other person who is aware of a bullying situation should immediately notify the administration. Upon such a report, the principal will determine the facts and take appropriate action including, a conversation with the student(s) and parents involved, written warning, behavioral probation, restrictions, suspension, expulsion or even referral to legal authorities.

Every member of our community shares, in the manner appropriate to age and role, responsibility for the well-being of this Catholic Christian educational community. As appropriate to age and role, each of us should model good behavior, shelter the vulnerable, and treat with respect and kindness other members of our school community.

### **CONTROLLED SUBSTANCES POLICY**

Father Gabriel Richard High School is dedicated to providing a healthy, comfortable, and productive environment of faith and learning for all members of the school community. The possession, use, or sale of tobacco, alcohol, or other drugs interfere with a healthy environment and is prohibited on school property and at school activities/events.

Drug and alcohol testing may be required if school authorities have reasonable individualized suspicion to believe that a student is under the influence.

### **PARENT/STUDENT GRIEVANCE PROCEDURE**

**Definition:** A grievance is defined as a complaint of a wrong or an injustice allegedly suffered by a student or parent.

Procedure for a complaint against a catechist, teacher, staff member, or volunteer at a Diocesan School:

A sincere attempt shall be made to resolve any complaints by means of a conference between the concerned parties.

In the event that the complaint cannot be resolved by such conference, the following procedures govern grievances and the practice that must be adhered to in resolving the same:

1. If a grievance is made by a parent or student against a teacher or administrator other than the principal, such grievance must be referred to the principal of the school. That person has full

authority to deal with the complaint without other consultation.

2. Decisions of the principal may be appealed to the President of the school

3. Appeal to the Diocese

- a. In the event that the aggrieved party is not satisfied within the decision rendered at the local level, an appeal may be made to the Superintendent of Schools for the Diocese of Lansing.

- b. Within fifteen (15) days of the receipt of the grievance, the Superintendent of Schools shall fix a time and a place for a hearing on the appeal.

- c. The Superintendent of Schools must render a decision and inform all parties, in writing, within ten (10) days after the close of the hearing.

### **Procedure for a complaint against a school principal or school president:**

A sincere attempt shall be made to resolve any complaints by means of a conference between the concerned parties.

In the event that the complaint cannot be resolved by such conference, the following procedures govern grievances and the practice that must be adhered to in resolving the same:

1. If a grievance is made by a student or parent against a school principal, appeal should be made to the President of the school.

2. Appeal to the Diocese:

- a. In the event that the aggrieved party is not satisfied within the decision rendered at the local level, an appeal may be made to the Superintendent of Schools for the Diocese of Lansing.

- b. Within fifteen (15) days of the receipt of the grievance, the Superintendent of Schools shall fix a time and a place for a hearing on the appeal.

- c. The Superintendent of Schools must render a decision and inform all parties, in writing, within ten (10) days after the close of the hearing.

Students, as well as parents, must keep in mind that a student's behavior and appearance in school, at school functions, and in the general public, are a direct reflection of the school community as a whole.

### **SEARCH AND SEIZURE POLICY- CONFISCATION**

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. The individual's right, however, is balanced by the school's responsibility to protect the health, safety, and welfare of the whole school community. It should be made clear to all that lockers are the property of the school. A student's locker and/or its contents, and/or personal effects (purse, backpack, athletic bag, electronic devices including cell phones and computers) may be searched by the Administration and/or its designee(s) without prior permission in order to uphold the safety and security

of students and personnel in accordance with State Law. The school will periodically conduct unannounced searches. At the discretion of the Administration, the student may or may not be invited to be present during the locker search. This also includes any vehicle a student brings on school property. All vehicles on school property are subject to searches, including canine searches.

The Administration and/or designee shall not be obligated, except where limited by law, but may request the assistance of a law enforcement officer in the course of conducting a locker search. The person engaged in such a search shall respect the privacy rights of the student regarding any items discovered that are not illegal or against school policy or rules.

### **WEAPONS AND THREATS**

**Weapons:** A dangerous weapon shall include a firearm, or any device which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive, any destructive device, or any explosive, incendiary, or poison gas; a dagger, dirk, stiletto, knife with a blade over three inches in length, or pocket knife opened by a mechanical device, an iron bar or brass knuckles; or, any other weapon as set forth in 18 USC 921. Also, any electronic device that inflicts or causes pain or suffering is likewise considered a weapon. Other weapons, though not dangerous by definition, may include but not be limited to: any object or instrument, including a replica, facsimile, or look-alike of such object or instrument, the principal use of which is to inflict injury, physical pain, or physical harm. It shall also include an object or instrument which is not in and of itself a weapon but where the possession or use of it is coupled with intent by a student to inflict injury or harm upon another person.

**Threat of violence:** Words or actions that reasonably threaten to do injury to other person/persons.

**Pranks and Vandalism:** Any person responsible for pranks and vandalism on/to the building/school will result in not being allowed back on campus including any school related event. It is standard procedure to make contact with colleges and universities and to follow through with prosecution.

### **ATHLETIC CODE OF CONDUCT AND EXPECTATIONS**

**You can view the full Athletic Code of Conduct and Expectations at [www.FGRathletics.com](http://www.FGRathletics.com) under FORMS/INFORMATION tab at the top of the main page.**

Before a student-athlete is able to try-out or practice for an athletic team, he or she will need to read the Athletic Code of Conduct and Expectations available online. The athlete and at least ONE parent/guardian will then certify that they understand the athletic eligibility rules and policies by signing the Informed Consent Agreement. This signed document must be turned in during the required athletic registration day and will be kept on file in the athletic office before the athlete can participate.

# STUDENT LIFE

## INTRODUCTION

Student life is a vital dimension of the high school experience at Father Gabriel Richard High School.

We want to form all students as intentional Disciples of Christ anchored in their faith. Christ is the foundation of Catholic education;<sup>1</sup> He is the Master who journeys with students through school and life as genuine Teacher and perfect Man.<sup>2</sup>

## AGE OF MAJORITY

With regard to Michigan's Majority Law, local school policy is that all students attending Father Gabriel Richard High School must be living with a parent or legal guardian. All school contact will be with that parent or legal guardian.

## BACKPACKS, GYM BAGS, SPORTING EQUIPMENT

Students are not to store or place backpacks, gym bags, or other personal belongings in front of their lockers. Backpacks should be carried with students at all times. The corridors are to remain free of personal belongings.

## CELL PHONES

Cell phone use is not permitted during the school day (7:50 AM-3 PM), including lunchtime. **Emergency messages** will be handled through the front office (734-662-0496 ext.200) and delivered to students. A phone is available in the school office for students to use during school hours.

## CHEWING GUM

Chewing gum is forbidden in the school building and areas immediately surrounding the building.

## CLOSED CAMPUS LUNCH PERIOD POLICY

Father Gabriel Richard High School observes a "closed campus" during lunch; the students must be inside the building, in the Multi-Purpose Room, or seniors may use the picnic tables in the immediate patio area. **Students may not order lunch nor go to their cars during the lunch period unless they have permission from a staff or faculty member.**

Students may bring their lunch or purchase lunch from the vending machines. Students are responsible for clearing their table and for placing their trash in the wastebasket. Administration may grant permission for students to eat in other designated areas on campus.

## CLUBS

Information will be given at the beginning of the school year regarding a variety of Student Clubs.

## DANCES

As a Catholic High School entrusted with forming all of

our students as Disciples of Christ, and recognizing that school dances are held for the enjoyment of our students, it is important to maintain a safe environment, particularly related to etiquette and modesty.

All clothing worn to our dances must reflect the stated values and mission of the school. As a backdrop, we used the Catechism sections 2521-2524:

**2521** "Purity requires modesty, an integral part of temperance. Modesty protects the intimate center of the person. It means refusing to unveil what should remain hidden. It is ordered to chastity to whose sensitivity it bears witness. It guides how one looks at others and behaves toward them in conformity with the dignity of persons and their solidarity."

**2522** "Modesty protects the mystery of persons and their love. It encourages patience and moderation in loving relationships; it requires that the conditions for the definitive giving and commitment of man and woman to one another be fulfilled. Modesty is decency. It inspires one's choice of clothing. It keeps silence or reserve where there is evident risk of unhealthy curiosity. It is discreet."

**2523** "Modesty inspires a way of life which makes it possible to resist the allurements of fashion and the pressures of prevailing ideologies."

**2524** "The forms taken by modesty vary from one culture to another. Everywhere, however, modesty exists as an intuition of the spiritual dignity proper to man. It is born with the awakening consciousness of being a subject. Teaching modesty to children and adolescents means awakening in them respect for the human person."

## **GUEST PASS PROCEDURE FOR DANCES/PROM**

Any student requesting to bring a friend to a dance who is not a Father Gabriel Richard High School student must have a guest pass form completed and approved two weeks in advance of the event before purchasing a ticket to the dance. **Late guest passes will not be accepted.** Instructions for guest passes will be posted on our website.

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## ***DIGNITY OF THE HUMAN PERSON***

***-Cardinal Newman Society***

### **Definition of Terms<sup>3</sup>**

"Sex" means the biological condition of being male or female as based upon physical differences at birth.<sup>4</sup> "Gender" is a person's identity as male or female,

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<sup>3</sup> The language under the Dignity of the human person is taken from the document *Human Sexuality Policies for Catholic Schools* written by the Cardinal Newman Society, March 2016.

<sup>4</sup> Physical differences at birth include chromosomal levels. In the unlikely event that a biological sex determination made at birth is uncertain or inaccurate (a situation affecting less than .1% of the human population) chromosomal levels may need be taken into consideration.

<sup>1</sup> Sacred Congregation for Catholic Education, *The Catholic School*, 1977, #34.

<sup>2</sup> Congregation for Catholic Education, *The Religious Dimension of Education in a Catholic School*, 1988, #25.

harmonious with one's biological sex upon birth.<sup>5</sup> "Chastity" is the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being.<sup>6</sup> "Marriage" is the Sacrament of Holy Matrimony, by which one man and one woman unite in a lifelong partnership for the good of the spouses and the procreation and education of children.<sup>7</sup>

### **CHASTITY**

All members of this Catholic school community are called to a life of chastity appropriate to their vocation as single, married, or consecrated religious. This requires modesty in language, appearance, and behavior.

### **DANCE POLICY**

In keeping with the Christian mission and moral standards of our school, student dress and behavior is to conform to those characteristics of a virtuous and Christ-centered person at all times, including dances and social activities. Consistent with these expectations, students are to refrain from any sexually suggestive behavior both on and off the dance floor. Because the Church teaches that same-sex attractions are disordered,<sup>8</sup> advocating for or expressing same-sex attractions, including same-sex couples at dances, is not permitted.

### **FACILITIES USE POLICY**

Chaste behavior and modesty in dress and behavior is expected at all times on school property and at school events. All students, staff, faculty, and visitors are to observe modesty when using changing facilities, locker rooms, showers, and restrooms and may only use facilities that conform to the individual's biological sex. The latter policy applies in any state of undress in front of others. School facilities are dedicated to the mission of Catholic education and may not be used by any member of the school community or any external organization or individual for any purpose or cause that is contrary to Catholic teaching or otherwise opposed to the Catholic Church.

### **GENDER IDENTITY**

The school will interact with students according to their biological sex as based upon physical differences at birth. A member of the school community who wishes to express a gender other than his or her biological sex is understood as operating outside of the "reality deeply inscribed"<sup>9</sup> within. Assisting the person in his or her disconnect with this reality, however sincerely experienced, by agreeing to participate in any efforts to change natural gender expression is contrary to the pursuit of the truth. Authentic love, a gift of the self for the good of the other, requires that we compassionately

dwell in the truth and assist those we love to do the same.

The school recognizes that occasionally there may be instances where young people experience dissonance between their biological sex and the roles and norms advocated by society.<sup>10</sup> Some young people might feel drawn to dress, act, and even manipulate their physical bodies in ways contrary to God's plan. The school advocates that young people, working with their parents, bring these types of issues to their pastor as well as to other trained professionals who might best assist them in clarifying and defining issues of self (and sexual) identity in accord with Catholic teaching and God's natural plan. The school's pastoral and counseling services are available to all members of the school community.

### **MISSION INTEGRITY**

The school joyfully exercises its responsibility to teach Catholic faith and morals in all fullness and especially as expressed in the *Catechism of the Catholic Church*. Parents or guardians and non-Catholics whose religious practices and beliefs run counter to Church teaching might experience possible conflicts as we maintain mission integrity. Sincere questioning of the practices of the Catholic faith in order to more deeply understand them are welcome, but openly hostile, public defiance and challenge of Catholic truths or morality, are signs that a student, parent, staff or faculty member may not be a fit for our school's primary evangelical mission and, thus, may be denied admission or may be asked to leave the school.

### **PUBLIC DISPLAYS OF AFFECTION**

In order to maintain a professional atmosphere of learning, romantic displays of affection, such as romantic hugging, kissing, sitting on laps, etc., are not permitted at school or at school-sponsored events.

### **SAME-SEX ATTRACTION**

Because the Catholic Church teaches that same-sex attraction is inherently disordered<sup>11</sup> and that sexual activity is only appropriate for the purposes of love and life within Holy Matrimony<sup>12</sup>, individuals experiencing this disordered inclination may not advocate, celebrate, or express it in the context of our Catholic school classes, activities, or events. The use of the term "same-sex attraction" in discussing homosexual inclinations is preferred, since there is only one proper sexual orientation: that which orients a man to a woman in the bonds of matrimony. Because labels can falsely promote a lasting identification or enduring notion of self, the school avoids labeling individuals with such terms as "gay," "lesbian," "bisexual," or "queer," even when the individual might desire such identification.

The Church encourages individuals experiencing same-sex attraction to pursue the virtues of chastity,

<sup>5</sup> *Catechism of the Catholic Church*, #2333.

<sup>6</sup> *Catechism of the Catholic Church*, #2337.

<sup>7</sup> *Catechism of the Catholic Church*, #1601.

<sup>8</sup> *Catechism of the Catholic Church*, #2357.

<sup>9</sup> *Letter to Bishops of the Catholic Church on the Collaboration of Men and Woman in the Church and the World*, #8.

<sup>10</sup> Pontifical Council for the Family, *Family, Marriage and 'De Facto' Unions*, 2000, #8.

<sup>11</sup> *Catechism of the Catholic Church*, #2357.

<sup>12</sup> *Catechism of the Catholic Church*, #2360.

self-mastery, and friendship instead of acting upon those inclinations romantically or sexually.<sup>13</sup> The school offers its pastoral and counseling services as sources of comfort and direction for any member of the school community.

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### **ELECTRONIC EQUIPMENT**

Because of their expense and potential for distraction, students are not allowed to have (including, but not limited to) IPODs, hand held game systems and personal DVD players during school hours. If confiscated parents will be asked to pick them up from Administration. Laptops are allowed but at the teacher's discretion and the owner's risk. Laptop usage is subject to all provisions of the Acceptable Use Contract. Laptops may not be connected to any of the school's devices or network equipment.

### **FIELD TRIPS**

Students may participate in a field trip only with a written Field Trip Permission Form signed by a parent or guardian.

### **HALL PASSES**

Students are generally not allowed in the hallways during class time. If necessary, students passing in the halls while classes are in session are required to have a pass written by a teacher or staff member.

### **ILLNESS OR INJURY**

The health and safety of students at Father Gabriel Richard High School is of paramount importance. Any student who becomes ill during the course of the school day should report to the office with a pass from their teacher. As Father Gabriel Richard High School has no health professional on staff, parents will be called when a student reports illness. Any student who experiences an injury during the school day must report to the main office. Parents will be notified of all but the most insignificant injuries. The school reserves the right to contact emergency medical personnel in case of any injury, which in the opinion of school authorities warrants such action. Parents, of course, will be contacted immediately.

### **LOCKERS AND SCHOOL ISSUED LOCKS**

Lockers are assigned at the beginning of the school year; changes must be authorized by the Administration. Only school issued locks are permitted and LOCKERS MUST BE LOCKED AT ALL TIMES. The school assumes no responsibility for lost or stolen items. Students are urged not to place valuable items in unlocked lockers. Lockers are the property of the school; they should be neat and clean at all times. Defacing the outside or inside of lockers with stickers, scratching, denting, writing, or hanging inappropriate material is forbidden (this includes immodestly dressed men or women, or signs or symbols which offend Christian beliefs, etc.). There will be a fee

assessed for any excessive damage to a student's locker. The Administration reserves the right to inspect the lockers at any time. Broken lockers or lost locks should be reported to the school office immediately. Replacement locks are \$5.00.

### **MEDICATION POLICY**

"Medication" includes prescriptions or over the counter drugs taken by mouth, injection, drops to eyes, ears, nose, or medications applied to the skin. The school should be made aware, by way of the Emergency Sheet, of the medication needs of any student. Should a student require daily medication during school hours, arrangements must be made with the office to have such medication stored and administered in the school office. Due to the potential danger to other students, students should NOT keep prescription medications in their lockers or on their person during the day with the exception of Epi pens and inhalers.

### **PARKING**

The policy committee of the FGR Advisory Board, school staff and administration have worked closely to improve our parking situation. We recognize that it is our responsibility, as a regional Catholic high school, to provide sufficient parking for our current students of driving age. We will have parking available in our school lot and at the Christ the King Catholic Church parking lot. We will provide transportation from CTK to FGR before and after school. We must continue to encourage carpooling as much as possible, while doing our best to provide parking to all who qualify realizing that our ultimate goal is a parking space at the school for all qualified applicants. Please note: we are in a transition period as we add parking with our "Enriching the Mission" Campaign.

Students who are issued parking permits are expected to observe all parking regulations and traffic rules of Ann Arbor Township and the State of Michigan. Students who fail to demonstrate caution and care risk having their parking lot privileges revoked. Parking is awarded via an application system, including a charge for the parking tag. The application and instructions for completion can be found on our website.

By the use of our parking lot, the person in charge of the vehicle consents to search of the entire vehicle and its contents with reasonable cause by school officials or police officers. Students may park only in the areas assigned to them, and are not to let others use their parking tags. Students who park in the parking lot without a tag, or park in spots not assigned for student parking, risk disciplinary action. Students are not to loiter in the parking lot before, during or after school, nor at any school related and/or sporting event.

Permits will be awarded based upon the following ranking criteria:

1. Seniors who carpool or drive FGR siblings
2. Senior single drivers
3. Juniors who carpool or drive FGR siblings
4. Junior single drivers

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<sup>13</sup> Sacred Congregation for the Doctrine of the Faith, *Persona Humana*, 1975, #8; Synod of Bishops, *The Pastoral Challenges of the Family in the Context of Evangelization: Instrumentum Laboris*, 2014, #110-112.

## 5. Sophomore drivers

To apply for a parking pass, students need to submit the following:

- Student Parking Application – located on the school’s website, submitted prior to the deadline.
- Proof of license (copy of license or permit – not just the number)
- Payment – please attach to the above to avoid misplacement.

Without the above items, the application will not be accepted. Applications will be accepted throughout the school year, as students get their driver’s license or gain access to a vehicle. Carpool situations may be confirmed by a phone call to both the applicant and the rider’s parent(s).

### **PHOTOGRAPH AND VIDEO RECORDING OF STUDENTS**

Parents and guardians should take note that FGRHS designates photographs and video recordings of students engaged in school activities as a category of “directory information.” Therefore, these photographs

and video recordings may be disclosed without written consent under the Family Educational Rights and Privacy Act, 20 USC 1232g. Further, please note that parents and guardians may opt out or deny consent to the release of such information. If you wish to opt out or deny consent, please give a written note to the office or e-mail the principal.

### **STUDENT COUNCIL ELECTIONS**

Students who intend to run for any school government office must be approved by the faculty representatives and an Administrator, and follow proper student government procedures outlined by the moderator(s). Students who have a GPA below 2.5 or on any probationary (contract) status are not eligible to run for or hold office.

### **WITHDRAWAL AND TRANSFER**

All students withdrawing or transferring from Father Gabriel Richard High School must meet with the Guidance Counselor first for an exit interview. All school property must be returned, all financial obligations settled, and a withdrawal form must be completed before credits are transferred.

## SCHOOL UNIFORM

### OVERVIEW

Part of the “package” at Father Gabriel Richard Catholic High School is the school uniform. When parents enroll their children in the school, it is with the understanding that the uniform code, along with other school expectations, regulations, and policies, will be followed.

atmosphere that is conducive to learning, give students a feeling of equality, provide a visible sense of school unity and identity, and to cut clothing costs.

Decisions relating to the adherence to the Uniform Code, the appropriateness of clothing, makeup, hair, or accessories, is ultimately at the discretion of the school administration.

The purpose of the school uniform is to cultivate an

**Any items not listed below cannot be worn.**

### BOYS

	ITEM	COLOR	VENDOR	EXPECTATIONS
<b>TOP</b>	FGR Polo*	Green, White or Black	FO	Tucked in at all times Only top button open
	Long-Sleeve Oxford*	White	FO	Tucked in at all times Only top button open
	Sweater (Optional)	Black	FO	Must be worn over Oxford
	Under Armour ¼ Zip (Optional)	Black	SS	Must be worn over Polo or Oxford

	ITEM	COLOR	VENDOR	EXPECTATIONS
<b>BOTTOM</b>	Pants/Shorts (in season)**	Khaki or Black	FO/Any	Must have belt loops
	Dress or Athletic Shoes	Neutral	Any	Laces must be tied

### GIRLS

	ITEM	COLOR	VENDOR	EXPECTATIONS
<b>TOP</b>	FGR Polo*	Green, White or Black	FO	Tucked in at all times unless banded Only top button open
	Long or ¾ Sleeve Blouse*	White	FO	Tucked in at all times Only top button open
	Sweater (Optional)	Black	FO	Must be worn over White Oxford
	Under Armour ¼ Zip (Optional)	Black	SS	Must be worn over Polo or Blouse

	ITEM	COLOR	VENDOR	EXPECTATIONS
<b>BOTTOM</b>	Kilt/Skirt	Plaid	FO	Hem must be at the knee
	Tights or Leggings (Optional)	Solid Black or Navy	Any	No pattern
	Pants**	Khaki or Black	FO/Any	Not overly tight
	Dress or Athletic Shoes	Neutral	Any	Closed toe and heel No moccasins/slippers

\*Students must wear an FGR polo or button up at all times. If a student chooses to wear a uniform sweater or ¼ zip, they must wear an FGR polo/button up underneath.

\*\*Pants not purchased through Flynn O’Hara must be substantially similar to those shown on the Flynn O’Hara site.



**Vendor Key:**

- **FO** – Flynn O’Hara ([www.flynnohara.com/school/mi002](http://www.flynnohara.com/school/mi002))
- **SS** – School Store

**RETURNING STUDENTS**

Returning students may wear the polo’s, oxfords, pants, and skirts they already own.

**SHORTS**

Khaki shorts may be worn **before October 1 and after April 1.**

**OTHER NORMS - APPEARANCE**

- **Shirts:** Must be **tucked in at all times** with only the top button open.
- **Skirts:** Hem must be at the knee.
- **Pants:** Must not be overly tight.
- **Shoes:** Closed toe, neutral color.
- **Hair:** Neat, clean and naturally colored; hairstyles should be professional.
  - Male students’ hair should be above the eyebrows in front and the collar in back
- **Facial Hair:** Must be neatly trimmed at all times.
- **Make-Up:** May be worn in good taste, not excessive, and professional in appearance.
- **Hats:** or other head coverings and sunglasses are not to be worn in school.
  - Female students may wear headbands, hair ties, clips, ribbons
- **Piercings:** Should be limited to the ear – small studs or loops.
- **Necklaces/Chains:** and other accessories must be kept inside the shirt, with the exception of small crucifixes, medals, etc.

**UNIFORM POLICY – ENFORCEMENT**

Students are expected to arrive to school in full uniform and remain so throughout the school day, including after school while still on campus.

It is the responsibility of the parents to ensure that all uniform items are in good condition and fit the student in accordance with the norms of neatness and modesty as defined by the school. Uniform items must be purchased and ready to wear by the first day of school.

The individual classroom teacher will decide if a violation has occurred. Students wearing clothing that is frayed, torn, faded, worn/threadbare, stapled, pinned, or taped will be considered out of uniform.

The school assumes no financial responsibility for uniform items bought or altered which are not allowed to be worn. The school suggests that parents put their students’ names in all uniform clothing.

**UNIFORM VIOLATIONS**

All uniform violations will result in a **Procedural Detention**. Students out of uniform will not be able to return to class until they are properly attired.

It must be understood that faculty members have not only the right, but also the obligation to enforce the uniform code.

**SPIRIT WEAR DAYS**

Each Friday, unless otherwise noted, students are permitted to wear any approved FGR Spirit Wear top (sweatshirt, ¼ zip, athletic jersey, etc.) over their uniform top (polo or button- up) with uniform bottoms.

**JEANS DAYS**

One Friday each month, students may pay to wear jeans along with any approved FGR spirit wear top (sweatshirt, ¼ zip, athletic jersey, etc.). Jeans days are a pay-to-participate fundraiser for specific causes.

**SCHOOL EVENTS AND INFORMAL DANCES**

Clothing should be modest, neat, and appropriate to the event.

**SEMI-FORMAL DANCES AND PROM**

Gentlemen wear suits/tuxedos as customary – shirt and tie must remain on throughout the course of the event. Young ladies should have tasteful, modest, and formal dresses or gowns. Dresses/gowns may not show the midriff, nor be immodestly low cut or tight fitting. Guidelines for appropriate dance attire will be sent out in a letter to the parents and can be found on the website.

Students who are not in compliance with the Uniform Code will be considered unexcused tardy and receive disciplinary action.

# WELLNESS PROGRAM/DRUG TESTING POLICY

## **INTRODUCTION**

Bishop Boyea requests our assistance in creating and sustaining an optimal Catholic school culture that is safe, joyful, orderly, healthy, and drug free. Out of concern for student welfare, Bishop Boyea has directed that his four diocesan Catholic high schools implement drug testing for every student, faculty, and staff member.

The Father Gabriel Richard (FGR) community recognizes the challenges that adolescents face in today's society, with regard to alcohol, drugs, and other substances. As the Catechism of the Catholic Church (2291) states, abuse of drugs inflicts "grave damage on human health and life." The FGR Drug Policy has a focus on student-parent participation, restorative support, and recognition of the moral significance of drug abuse.

Attendance at a Catholic high school is both a right and a privilege. With that privilege, come certain responsibilities. We hold students and their parents, or guardians, to a high code of conduct in areas that affect the well-being and safety of all students. All students and parents are required to consent to participation in all the aspects of this policy and its accompanying administrative regulation as a condition of the student's continued enrollment at FGRHS. (Throughout this policy, a reference to "parents" includes a single parent, guardian, foster parent, stepparent, custodial relative, or other person having responsibility for the welfare of the student, as the context and the student's situation require).

## **MANDATORY DRUG TESTING**

Beginning in the fall of 2016, every student will provide a hair sample during the school day that will be screened for drugs. Hair samples will be collected by trained staff in a secure location. The actual testing of the hair sample will be done by the Omega Laboratories Inc. based out of Ohio, but services various organizations around the world. Test results will be available to only FGR administrators through a password protected web link.

## **APPLICABILITY**

The policy applies to every FGRHS student, from the day of orientation until the student's last school-affiliated event is completed. The policy applies at all times and in all places, throughout the student's enrollment at FGR. A student's behavior both away from school and in the school can affect the safety of the student or others. It can also be a sign of a significant issue in the student's life and can affect the overall well-being of the school community. For this reason, the parents agree that FGRHS has full and complete discretion to impose discipline, or take other action as it deems appropriate for behavior occurring at the school and away from school.

## **PROCESS--- SCREENING FOR DRUG USAGE**

Students will be screened for drug usage utilizing a Diocesan approved drug testing company (Omega Laboratories).

1. **Annual Screening:** All students will be screened for drugs at least once per year.
2. **Random Screening:** Any student enrolled in FGR is subject to screening for drug usage on a randomly selected basis in addition to the annual screening. Consequently, some students may be tested more than once a year.
3. **Follow-Up Screening:** Any student found to be in violation of this drug policy will be subject to follow-up screening.
4. **Transfer Students:** All transfer students shall submit to screening for drug usage on a date as soon as possible after registering for classes.

## **DRUG SCREENING METHOD**

FGR, at this time, will use hair-sampling procedures for the purposes of policy implementation. Normally, a small sample of head hair will be collected from the students by trained personnel. The sample will be screened for drugs. However, if a sample of head hair cannot be obtained, body hair collected from the arm or leg will be used for the drug screening method. If body hair is also unable to be collected, an alternative method of testing will be administered (i.e., urine at a testing center and/or saliva). Therefore, it is expected (except in certain situations) that students will wear a hairstyle that allows for a sample of head hair to be collected.

## **NOTIFICATION OF TEST RESULTS**

Notification of test results will be delivered confidentially to the administration (Principal and Assistant Principal) by the drug testing company. The administration will notify the parents of students who have tested positive once the results have been reviewed. A letter will be used if the parents cannot be reached by telephone. The parents will be asked to come to the school at the first mutually convenient time to discuss the report (the discussion normally will not occur over the telephone).

It is left to the discretion of the administration as to whether or not they will notify parents and guardians in regard to a negative test result.

## **PROHIBITED SUBSTANCES AND MATERIALS**

1. **Illegal Drugs:** the term "drug" is defined as alcohol and all mood-altering substances that have not been medically prescribed for the student.

2. Steroids, Human Growth Hormone or any performance-enhancing drugs.
3. Containers for the above items or look-a-like items (e.g. pills, powders, or chopped up leaves presented as being illegal drugs, though they are not).
4. Drug paraphernalia.
5. Glues, solvents, fuels, or other materials used for inhalant abuse.
6. E-cigarettes

## **CONDUCT**

The possession, use or sale of “prohibited substances and materials” in any form or quantity, is an offense under the Drug Policy.

## **CONSEQUENCES-ALL OFFENSES**

- Parent Meeting (mandatory) -The student and a parent or guardian will meet with the principal and/or assistant principal to discuss the offense and the consequences under the Drug Policy.
- School and Treatment Program (mandatory) – FGR will make a referral to an approved and licensed agency for a drug use assessment. The parents will provide a copy of the assessment and the plan resulting from the referral to the FGR administration. The student is required to complete the plan successfully and will provide any verification requested by FGR. Any expenses incurred for the assessment and/or any treatment program required by the plan will be the responsibility of the student/parent and not FGR.
- Spiritual Counseling (strongly recommended) -The occasion of an offense is an opportunity to encounter Christ, whose positive message is one of Truth and Redemption. We recommend Catholic students make an appointment with the school Chaplain, the student's parish pastor, or other priest, for spiritual guidance and conscience formation, and have the opportunity, if desired, for the Sacrament of Reconciliation. We recommend Non-Catholic students make an appointment with the school Chaplain or a minister within the student's religious tradition for similar purposes.
- Note: Students who violate the policy more than one time will use the same assessment agency and same spiritual counselor during each offense.

## **INTERVENTION**

### **A. First offense**

- a. Must complete parent meeting
- b. Must complete assessment and start treatment plan
- c. Mandatory second drug test paid for by the parent/student

### **B. Second offense**

- a. Must complete parent meeting

- b. Must complete assessment and start treatment plan
- c. Suspended for 10% of athletic season, performances, activities, etc.
- d. Three weeks on social probation\*\*\*\*
- e. Athlete/actor/participant must attend practices unless time is needed for counseling/guidance\*\*\*
- f. Additional mandatory drug test paid for by the parent/ student

### **C. Third Offense**

- a. Must complete parent meeting
- b. Must complete assessment and start treatment plan
- c. Suspended for one calendar year from all teams, performances, activities, including practices\*\*\*
- d. Eight weeks on social probation\*\*\*\*
- e. Mandatory drug test paid for by the parent/student

### **D. Fourth Offense**

- a. Must complete parent meeting
- b. Must complete assessment and start treatment plan
- c. May not participate: on any teams, performances, activities, including practices.
- d. Remainder of time as a student at FGR on social probation\*\*\*\*
- e. **Student is subject to long-term suspension/expulsion at the discretion of the Administration.**

\*Season as related to athletics, performances as related to band, choir, drama, etc., activities as related to clubs, etc. Because of the diverse nature of activities offered at FGR, the Administration will make decisions in this area on a case-by-case basis when necessary.

\*\*In items Bc & Cc: The percentage will be figured on the number of regular season games or performances on the schedule. If there are not enough games/ performances left in the current season to serve the full suspension, the remainder of the suspension will carry over to the next season/performance in which the student competes or participates. All percentages will be rounded up to the next whole number.

\*\*\*In items Be and Cc: Athletes may compete in scrimmages during their suspensions but scrimmages will not count toward the percentage of the contests for which the athlete is suspended. Actors may perform in dress rehearsals, but dress rehearsals will not count toward the percentage of the performances for which the performer is suspended.

\*\*\*\*A student may be placed on **social probation** as a result of disciplinary action. If a student is placed on social probation, he/she shall: 1. not be allowed in the school or on school grounds outside of school hours except as a participant in a school activity or sport (practice/rehearsal/game) under the direct supervision of a staff member; and 2. not be allowed to attend, as a spectator, any school sponsored event after school hours or on weekends, or as a participant

in school social activities such as parties, dances, or prom.

**Failure to complete** - Students who fail to complete any of the consequences outlined above will remain ineligible for competition, and will remain on social probation until all consequences are completed. At that time the Administration will determine when and if the student may return to competition/participation and/or be released from social probation.

### **SELF-DISCLOSURE**

#### **Available for first offense only of high school career**

Self-disclosure exists for students willing to admit their violation of the Drug Policy and move forward on the path toward restoration of full privileges in the FGR community.

A student who by him/herself or together with his/her parent or legal guardian voluntarily discloses their violation of the Drug Policy to the Administration before the mandatory drug test will be subject to the following consequences (the student will still be tested after disclosing to establish a baseline of use from which to gauge progress or lack thereof):

- a. Must complete parent meeting
- b. Must complete assessment and start treatment plan

Note: a student who commits a second offense after self-disclosing on their first offense receives the normal second offense consequences.

### **LAW ENFORCEMENT**

It is the policy of FGR to cooperate fully with law enforcement agencies. The school will report any conduct that it is required by law to report. Where appropriate, the school will seek information from law enforcement agencies regarding student conduct.

### **EXCEPTIONAL CIRCUMSTANCES**

Notwithstanding any other provisions of this Policy, FGR retains full and complete discretion to impose any discipline or take any other action, or decline to take action, as it deems appropriate for any student behavior occurring anywhere at any time.

# Student Services

## **GUIDANCE DEPARTMENT**

The Guidance Department is committed to the development of the full potential of each student at Father Gabriel Richard High School. To this end, it supports students in meeting their academic, personal, and social needs. Full time certified Guidance Counselors are available throughout the school day to assist students. The role of the counselor, as an advocate for the students, is to provide support and guidance.

To meet this commitment to students, the Guidance Department:

- Provides individual counseling for students in the areas of personal, social, career, and college planning issues.
- Oversees all academic scheduling.
- Monitors academic performance of students.
- Liaisons with faculty on student performance.
- Organizes and facilitates all parent meetings regarding students.
- Makes referrals for psychological, behavioral, and academic evaluations when indicated.
- Liaisons with external support personnel and agencies (therapists, physicians, etc.).
- Oversees all new student orientation.
- Liaisons with Special Education Personnel from Ann Arbor Public Schools in providing special services for students with learning disabilities.
- Plans, organizes, and implements all college planning activities.

The Guidance Department provides information, activities, and experiences to assist students in planning for and selecting appropriate post-secondary education. Such activities include interest inventories, college testing, college planning nights, financial aid nights, and other such experiences. A *College Planning Handbook* published by the Guidance Office is available to students to assist them in this important process.

## **LEARNING RESOURCE CENTER (LRC)**

**Philosophy:** All students can succeed when provided with the right atmosphere to meet their needs. It is our job as teachers and parents to provide an atmosphere that will assist all students to realize and meet their God given talents. The primary goal of the Learning Resource Center at Father Gabriel Richard High School is to empower all students with the opportunities for growth, development and success that God intends for all young people. The psychological environment of the Learning Resource Center must be nurturing and supportive, where students can feel a part of – not apart from – the rest of the school.

Some of our students have officially diagnosed

learning differences. These students hold a previously written Non-Public Service Plan or 504 dealing directly with one or more specific learning differences. We believe these students have the potential to succeed at Father Gabriel Richard High School despite their identified learning differences, but will need the support and resources of the LRC to continue their success. In addition, the LRC is to provide a mentoring element to the school day for all students who require space to work independently, in small groups or in a classroom situation. The LRC will provide private testing, study areas for all students, and serve as a designated space for students with learning style differences that may require individualized support enabling them to be among the 99% of our graduates who pursue higher education.

## **Special Services provided through the Learning Resource Center**

- The Ann Arbor Public Schools learning consultants develop the Non-Public Service Plan and FGR maintains it.
- Development and maintenance of a 504.
- Individual conferences with parent and student beginning each school year to discuss goals and accommodations
- Oral testing of quizzes, chapter tests and finals if allowed on the plan
- Quiet room for testing/testing situations; extended time for testing
- Apply for accommodations on standardized tests, and carry them out as approved by the Test Administration Board(s).
- Accommodations on standardized tests: HSPT, ASPIRE, PSAT, SAT, ACT
- Adaptations/Modifications of daily tests
- Oversee students using books on tapes and CDs
- Copy of classroom notes and monitoring of daily assignments
- Placement in learning/resource classroom
- Development of organizational skills
- Assist in the scheduling of Learning Resource Center students
- Services to be determined by testing results, teacher recommendations and parent-teacher conferences

## **Expectations of Students in the LRC**

- Attend school regularly.
- Follow behavior codes expected of all Father Gabriel Richard High School students.
- Complete and submit all assignments within the time limits set by the classroom teacher/accommodations.

- Be responsible for notifying the resource teacher of tests they will be taking.
- Monitor grades and assignments by checking them on-line each week.

#### **Expectations of Parents with students in the LRC**

- Notify the LRC department chairperson of any diagnosed differences that may impair your child's learning.
- Be active in your child's education by being their #1 advocate, you are always in charge of their learning by:
  - o Monitoring grades on-line
  - o Checking the student planner regularly
  - o Contacting the classroom teacher when questions arise
  - o Providing a proper learning environment at home for your child
  - o Encouraging your child to participate in or attend extracurricular activities

#### **Placement Procedures:**

- Psychometric testing must be current (within the last 3 years) and submitted with the student's application for admission to Father Gabriel Richard High School and submitted before the scheduling conference takes place – normally in March. It should include:
  - o Achievement test
  - o A copy of any existing Non-Public Service Plan and/or 504
  - o Intelligence test
  - o Behavior rating
  - o Parent and child interview

#### **MEDIA CENTER**

The Martin and Rosalie Edwards Family Media Center is maintained for the benefit and convenience of the entire Father Gabriel Richard High School community. The up-to-date reference section, current periodicals, and online access to numerous databases provide a good basis for research projects. The pleasant

atmosphere makes it an ideal place to read and/or do research. Students are expected to be respectful of the materials and each other so that all will enjoy the maximum use of this facility.

The library is open before and after school, as well as during lunch for students who do not have an opportunity to come during the school day. Every effort is made to accommodate anyone who wishes to take advantage of this resource. During school hours, students must have a pass to use the library. Students are expected to observe the quiet study rule in the library. Students whose behavior is disruptive or bothersome will be sent back to class. Continued inappropriate behavior may result in a student losing library privileges for an extended period of time.

Each student, staff, and faculty member must sign the "Acceptable Use Contract for Student Technology", created by the Diocese of Lansing Catholic Schools and Parish Education Programs. Books are loaned out for a three-week period and periodicals may circulate for one week. There is a one-week grace period after the due date for all materials, after which a fine of five cents per day/per item is charged. Items loaned may be renewed once unless someone else is requesting the item. Overnight materials are due by 3rd hour of the next day. A printer and photocopier are available in the Media Center for student use.

Students are responsible for items checked out and will be required to replace an item that is lost or damaged. Any financial obligation to the Media Center (i.e. fines or replacement of material) must be fulfilled before semester exams may be administered.

#### **TRANSCRIPTS**

All permanent student records are maintained by the school office and are the property of Father Gabriel Richard High School. These confidential records can be copied or transferred only by the written permission of a student's parent or guardian. Students requesting academic transcripts for an academic institution must submit the appropriate request from the Registrar's Office along with a stamped, addressed envelope. There is no transcript fee for current students. Former students and alumni are assessed a \$5.00 fee for each transcript copy.

# Spiritual Formation

## STATEMENT OF OUR CATHOLIC MISSION

Father Gabriel Richard High School actively shares in the mission of the Catholic Church; to “make disciples of all nations” (Matthew 28:19). We are committed to the pastoral plan of the Universal Catholic Church, as articulated by His Holiness Pope Francis, and also to the pastoral plan of our local bishop, Earl Boyea. As such, we share in the evangelistic and charitable mission of both the local and universal Church, of which we are a member.

Specifically, our role is to cooperate with parents in their mission of leading young people to faith in Christ, without which there is no salvation (Acts 4:12). As faculty and staff, we take that mission seriously, by providing the best environment to make it happen.

All who are admitted into our school must share our mission. This means that our families must support us in all of our spiritual activities, educationally (Theology classes), prayerfully (retreats, liturgical events, prayer services), and in other activities (service projects, mission opportunities).

Furthermore, we welcome families of other faiths who share our commitment to Christ, nevertheless it is to be understood that we follow the teachings of the Roman Catholic Church and expect all members of the community to actively participate in the spiritual life of our school, to the extent that the Church permits.

## ANNUAL RETREATS

In keeping with our school’s vision of the total formation of the whole human person, the school offers an annual retreat for each grade level. Families enrolled in our school should understand that the student’s retreat is an essential part of our school’s spiritual life. For this reason, absences, except for documented illness, will not be permitted. Students who miss all or most of their class retreat will be expected to meet with Campus Ministry to discuss alternative retreat options.

- Overnight retreats for freshmen and sophomores including selected leaders
- Kairos Retreat for all juniors and seniors

## CAMPUS MINISTRY

All members of the Theology Department plus the Campus Ministry support person are available for the spiritual needs of our students, faculty, staff and parents. Please do not hesitate to contact us. Chaplain’s direct line: 734-929-6989

## MASS SCHEDULE

Students attend Mass together weekly, either as a whole student body or, alternatively, in smaller class groups. On school days when there is not an all school Mass, the Chaplain offers a 7:00 AM Mass to which all members of the school community, as well as members of the general public, are invited.

- Weekly All School Mass at 8:45 AM, please check the school’s website for the day of the week as it

varies.

## OTHER SPIRITUAL ACTIVITIES

In addition to the Mass, which is the center of our spiritual life, other opportunities are offered for spiritual growth. These include: weekly scheduled times for the Sacrament of Penance, exposition and adoration of the Most Blessed Sacrament each Friday during school hours, Chaplet of Divine Mercy each school day at 2:55 PM, and Communion Services at the beginning of each lunch period during Advent and Lent. Opportunities for prayer and praise, as well as smaller prayer groups are available. Students are strongly encouraged to participate in these and to contact the Chaplain if they would like to start something of their own.

- Eucharistic Adoration: Fridays 10:00 AM - 3:20 PM (concluding with Benediction)
- Daily Mass offered at 7 AM on weekdays other than the All School Mass days
- Confessions: School wide offered in September, Advent and Lent. Also offered weekly before all school Mass and during other scheduled days. Students are always welcome to contact the Chaplain for Confession any time of the day.
- Rosary: prayed in May and October school wide
- Dads in Prayer: meets at FGR twice monthly (please consult school calendar)
- Women’s Group: meets on Mondays and Thursdays in the Campus Ministry hallway during lunch, open to all grade levels
- Men’s Group: meets on Fridays in the Campus Ministry hallway during lunch, open to all grade levels

## CHRISTIAN SERVICE

In response to Jesus’ call to love others, formation in service is a vital part of any Catholic school. Students at Father Gabriel Richard High School are required to perform twelve (12) hours of Christian service per year of enrollment. This service is to be performed without pay or any other personal benefit and solely for the love of God and neighbor in the spirit of the Corporal Works of Mercy.

A minimum of six hours must be direct service to the poor, sick, elderly, or disabled. The remaining six hours are completed in the broader community.

**Service to our own families may not be counted** for this requirement. Fundraising of any kind does not count for corporal works of mercy.

- All students must submit their forms to the designated grade level teacher, **within 10 days of completion of service** or by **September 6th for summer service**. Christian Service cards will not be accepted in the main office.
- **Six (6) of the required twelve (12) hours** must be completed by **January 12, 2017**. All remaining hours must be completed by **May 1, 2017**.

- Students who have not completed their hours/forms by the deadline will receive an incomplete in their theology class. Following the established school protocol, students with an incomplete may be declared “academically ineligible”. This means they may not participate in any extracurricular activities (sports, drama, forensics, stuco, senior appreciation day, field trips) for up to two weeks. A review will be made after the hours are submitted, to reassess eligibility by the Christian Service Committee. A diploma may not be awarded to any senior who does not complete their service by the deadline.
- **The class colored Christian Service cards** are available in the main office and outside Campus Ministry. We encourage students to bring their class colored cards with them when they do their service, as well as retain a copy for their records.
- All hours are reviewed by the Christian Service Committee.
- Final determination of approved hours rest solely with the Christian Service Committee.

### **CHRISTIAN SERVICE COMMITTEE**

#### **Mission Statement**

The FGR Christian Service Committee works to encourage and support the spirit of generous service to others as modeled by the example of our Lord, Jesus Christ. We collaborate with local organizations to identify and prioritize needs in the community, and then help organize and coordinate student service efforts.

Our goal is to guide students to develop habits of on-going service with compassion, particularly to the poor and disadvantaged. This call is best described by the words of Jesus “I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me.” Matt 25:40



## FINANCE

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### **FINANCIAL AID**

Financial aid is offered in the form of scholarships or tuition assistance in order to help families afford a Catholic education at Father Gabriel Richard High School. Scholarship money is obtained from outside sources and is based **completely on need**. Families desiring tuition assistance must complete a "Private School Aid Service" application (PSAS, P.O. Box 770728, Lakewood, Ohio 44107-0034) at the time of FGRHS application (for incoming 9th graders) and February of the year before assistance is needed (for all returning students). Awards are made once PSAS sends Father Gabriel Richard a summary report of their findings.

### **FINANCIAL POLICIES**

Every parent or guardian of a student at Father Gabriel Richard High School signs an enrollment contract each year. This contract specifies the tuition, available payment plans, and other contractual items. A student may not attend class unless this enrollment contract is on file in the school office.

Since the overwhelming majority of school operating revenue comes from tuition, timely payment of tuition and fees is of importance to the school. **A late fee** will be assessed any time your payment has not been received by the due date.

### **FUNDRAISING**

In addition to tuition, the other major source of operating revenue for Father Gabriel Richard High

School is the program of fundraising sponsored by the school. The success of school fundraising requires hard work and the cooperation of every family in the school community. It is necessary that all students and families, regardless of financial circumstances, assist in the fundraising efforts of the school. A family may be denied re-enrollment in the school for failure to participate in important fundraising projects. Questions on fundraising should be directed to the Office of Institutional Advancement.

### **FUNDRAISING PROJECTS**

The Advancement Office and Principal must approve all fundraising projects planned by student organizations. All school procedures for the handling of money must be observed by student organizations. These procedures have been given to teachers and may be obtained from the organization moderator or from the Office Manager.

### **DUE ACCOUNTS**

As noted in the enrollment contract, a student may be removed from the school if his/her tuition account is more than 30 days in arrears. The student will be allowed to return to school when the tuition account is made current. Continued late payment or non-payment of tuition is grounds for asking a student to withdraw from school or to deny re-enrollment for the following year. Accounts must be current by May 1st in order for the student to participate in graduation.

**FATHER GABRIEL RICHARD CATHOLIC HIGH SCHOOL**  
**DIOCESE OF LANSING CATHOLIC SCHOOLS & PARISH EDUCATIONAL PROGRAMS**  
**ACCEPTABLE USE CONTRACT FOR STUDENT TECHNOLOGY**  
**2016-2017**

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*...there exists a Christian way of being present in the digital world: this takes the form of a communication which is honest and open, responsible and respectful of others.*

–Pope Benedict XVI

The Diocese of Lansing, Department of Education and Formation encourages and strongly promotes the use of technology for educational purposes in the Catholic schools of the Diocese. All use of technology must have proper authorization and follow the diocese's and school's terms, conditions, agreements and regulations for the use of the Internet, email and other technologies.

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1. I will follow the Diocese of Lansing's and the school's code of ethics for Internet and technologies (Diocesan Policy #6142.1 and Administrator's Regulations and all FGRHS regulations and policies).
2. I understand that the school's technological resources (network, email, internet access, etc.) are to be used for school-related purposes only.
3. I understand that the school will supervise, monitor, and filter usage of the computer network and access to the internet in accordance with the Children's Internet Protection Act (CIPA).
4. I will respect the privacy of others. I will not use another person's computer, devices, files, media or disks without permission.
5. I will not use another person's passwords or computer accounts.
6. I will respect my safety and that of others. I will not reveal my personal information (such as address, phone number, passwords), nor will I allow another person to reveal my personal information, nor will I reveal anyone else's personal information through the use of technology. I will not transmit, publish, or otherwise use photographs of myself or others without parental permission.
7. I will not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, violent, bullying, racially offensive, or illegal material, nor encourage the use of any controlled substance. I understand that such activities are subject to disciplinary action even if done off-campus or with non-school equipment (including via social media, texting, etc.) if they affect the safety or well-being of the school, its students or staff while at school.
8. I will report threatening, bullying or discomfoting materials to a teacher or other school authority immediately.
9. I will respect the laws of the United States, its individual states, and foreign countries in regard to copyrighted materials; threatening, violent, or harassing material; obscene material, and material protected by trade secret.
10. I will not plagiarize materials obtained through technology.
11. I will not use technology resources to further acts that are criminal or that violate the school's code of conduct.
12. I will not use technology resources to buy, sell, advertise, or otherwise conduct business, unless approved as part of a school project.
13. I will use technology in a way which preserves it and which is an acceptable use of it. I will not tamper with or vandalize the schools or any person's data, software, hardware, wiring, connections, accessories, tablet pens, cameras, or any other technological equipment.
14. I will not attempt through any means to gain access to user accounts, passwords, information, files or network assets unless I am specifically authorized to do so by school authorities in writing (no hacking, sniffing, keystroke logging, snooping, shoulder-surfing, social engineering, etc.).
15. I will not attempt to install any software on school computers and will not attempt to run or install any software except that which is provided by the school. This includes software on removable media (such as USB devices), portable media devices, personal digital devices, online sources, etc. I will not attempt to introduce malicious software (virus, spyware, etc.).

16. I will not attempt to bypass school computer policies, filtering, firewall and other restrictions and protections (for example, by using proxies).
17. I will report security risks or violations to a teacher or school authority as soon as I become aware of them.
18. I will not use a personal computer, laptop, phone, modem, or any other device, wired or wireless, to attach to or access the school's computers, equipment or networks without specific written permission.
19. I understand that personal electronic devices are not to be powered on except at the times permitted by school authorities. I also understand that all usage of personal electronic devices on school property is governed by the Acceptable Use Policy, that personal electronic devices may not be used to access internet sites that are not permitted in the school in general, and that personal electronic devices are not to be used to establish internet sharing connections ("hot spots").
20. I will activate my school web portal (Edline) account and log in at least once a week, or more often as directed by teachers and/or administration.
21. I will use my school-issued email account for school business and will check my school email account at least once per week.
22. I will attend and participate in one training session on acceptable use of the Internet, networks and technology before I am granted the privilege of access.

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Access and use of the Internet, school-provided email accounts, local area networks, computers and other technologies is a *privilege* for the user. I realize that violation of the policies of the school may result in the revoking of this privilege and/or may incur other administrative actions including detention, suspension, expulsion, and legal action. The equipment, services, and technology provided remain at all times the property of the school. As such, the school reserves the right to monitor, log, retrieve and read any data composed, sent, or received through its online or network connections and/or stored in its computer systems. All data that is composed, transmitted, received and/or stored via the school's computer and communications systems is considered to be part of the Data of Fr. Gabriel Richard High School. I have no expectation of privacy regarding my technology usage, data or files.

The school makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of the network or accounts.

**I have read and understand this Acceptable Use contract. I accept the terms, conditions and regulations of this contract.**

**Signature of Student**

**Date**

# FATHER GABRIEL RICHARD CATHOLIC HIGH SCHOOL

## CODE OF CONDUCT AGREEMENT

2016-2017

DUE SEPTEMBER 9TH, 2016

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**Parents: Please read the following statements carefully and sign below to indicate your agreement.**

I hereby affirm that I have read the Student Handbook and discussed its policies with my student.

I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that this school exists to further the mission and objectives of the Catholic Church, in its entirety, and those causing public scandal by actively promoting a moral or doctrinal position contrary to Catholic teaching may be asked to leave.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that the Student Handbook does not contractually bind Father Gabriel Richard High School and is subject to change without notice by decision of Father Gabriel Richard High School's governing body. Admission to the school is a privilege and admission for one school year does not guarantee automatic admission for future school years.

**Signature of Parent/Guardian**

**Date**

**Students: Please read the following statement carefully and sign below to indicate your agreement.**

I hereby affirm that I have read the Student Handbook. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that this Handbook does not contractually bind Father Gabriel Richard High School and is subject to change without notice by decision of Father Gabriel Richard High School's governing body.

I understand that admission to the school is a privilege and that any behavior, either on or off campus, which is not consistent with the school's standards could result in the loss of that privilege.

**Signature of Student**

**Date**