

STUDENT HANDBOOK

2017 - 2018



CABRINI HIGH SCHOOL

Accredited by AdvancED

15305 Wick Road

Allen Park, MI 48101

Phone Numbers:

Administrative and Guidance Office313-388-0110

Athletic Office313-388-0576

Attendance Office313-388-2566

Tuition Accounts.....313-381-5601

Fax.....313-388-1876

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CABRINI HIGH SCHOOL

MOTHER FRANCES CABRINI: 1850–1917

Our patroness, a zealous Italian Sister of the Sacred Heart, came to America to work among the people, spreading the Good News of Jesus Christ through her loving example.

COLORS: Navy and Gold

MASCOT: Monarch Lion

MOTTO: “I can do all things in Him who strengthens me.”

FIGHT SONG

Cheer cheer for CHS!

Shake down the echoes cheering success,

Send a volley cheer on high;

Shake down the thunder from the sky,

Whether the odds be great or be small,

CHS will win over all,

For her loyal ones are marching

Onward to victory.

Mission Statement

Cabrini Parish Schools are dedicated to education and personal development through Catholic faith formation and quality academics.

Philosophy

Cabrini Parish Schools believe all students have the ability to learn. With reliance on parental and community support, our task is to foster personal responsibility, encourage a love of learning and promote character development. With an emphasis on quality academics and Christian values, we dedicate ourselves to helping students:

- Build a Christian community through their relationship with Jesus Christ.
- Become life-long learners with academic skills acquired through a challenging curriculum.
- Make a positive contribution to society.
- Develop in mind, body and spirit.

Vision Statement

“I can do all things in Him who strengthens me”

Philippians 4:13

Statement of Purpose

“From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith, and having its own unique characteristics.” Five Essential Marks of Catholic Schools by Archbishop J. Michael Miller, CSB

Cabrini High School was established to educate the entire student, fostering growth in mind, body and spirit. It is our goal to ensure that students who embrace the strong foundation of faith and academics offered throughout a Cabrini education will, at its conclusion, be able to:

- * gain admission to and successfully complete a post-secondary course of studies that they have chosen,
- * carry with them the communication and academic skills to be successful not only in those studies, but into the career path that they pursue,
- * model their life-long search for God by maintaining an active faith life, on a personal level and within the context of their parishes and communities of worship,
- * continue their acts of service to other individuals and organizations, so as to build on their growing contribution to the creation of a just and compassionate society.

The students, staff members, families and alumni of the Cabrini High School community seek to add to the legacy of Mother Cabrini, by establishing a learning environment that helps our students to envision their continuing educational path and career, equipping them with the tools to be successful in each, and nurturing the spiritual growth that gives a sustaining meaning to their life.

SEEKING SOLUTIONS.....

From time to time, issues and questions may arise that are not easily resolved by the persons directly involved. The following protocol and suggestions are put forward as a guide for those students and parents seeking resolution of an issue (perhaps one that stems from an issue not covered by this handbook), that requires input from a higher level of school authority.

- For issues related to a student's academic performance in a class, always speak first to the **teacher**. Further discussion, after that initial contact, can be arranged with the academic department chair, and then the Principal, in that order.
- Sports-related issues are handled first with the team **coach**, then, if necessary, with the Athletic Director and Principal, in that order.
- Issues related to student behavior or violations of the student code of conduct are discussed first by parent(s) and referring staff member (**teacher or Assistant Principal**). After this level, appeals of decisions can be made to Principal.
- Questions and issues related to extra-curricular (non-sport) activities are to be referred to the club/activity **moderator** before contact with the Principal.
- All financial issues, (tuition and fees, payment options, etc.) are to be discussed first with the parish **bookkeeper**, then with the tuition review committee, if necessary.

For the quickest and most efficient resolution of issues, please pursue the following suggestions:

1. Call ahead to find a convenient time to communicate with the requested staff member. Tell the school secretary whether you prefer a phone call, e-mail response or a personal meeting. Leave the best contact times and number(s).
2. When the conference occurs, please sum up the history of the issue(s) at hand, giving your views and suggestions for resolution. Please listen to and consider the information provided by the teacher, coach, or other school official.
3. Please exercise the utmost courtesy during discussions with all others in our school community, as an example to our children and others of our Catholic faith and lifestyle. Strong emotions may

accompany complicated issues – yet if uncontrolled, it may hinder rather than help in the resolution of issues.

4. If a decision cannot be made or implemented immediately, ask when a decision may be expected and anticipate/ arrange further contact.

Please know that it is the desire of the Cabrini High School staff and administration to resolve any questions, issues, or disputes you may have in a quick and satisfactory manner. Our staff has been instructed to work toward that end, but only with the parties having a direct interest in the matter at hand (normally the student and his/her parent(s)). Introduction of outside parties (such as legal counsel) suspends the process outlined above in favor of one suggested by the new circumstances, and as directed by the administration. Please note also, that while some issues involve multiple students, it is never appropriate to ask, or expect a staff member to disclose personal information about any other student than one's own child. This would include, but is not limited to grades, disciplinary record, health information, or family data on any other student. Accordingly, your student's information will be held in confidence from others.

A NOTE ON REVISION.....

The “Student Handbook” is revised annually, yet changing circumstances and legal mandates may require more frequent updates. Such additions, deletions, and clarifications may occur at any time. In that event, students and parents will be notified by in-school announcements, the CHS portal system, and/or via the U.S. Mail. Once that communication has been made, students will be held accountable for adherence to the newly published standards, rules, policies, or procedures.

2017-2018 Regular and Special Schedules

Regular Schedule

1. 7:40 - 8:33
2. 8:37 - 9:30
3. 9:34 - 10:27
4. 10:27 - 10:52 A lunch
10:56 - 11:49 A class
10:31 - 11:24 B class
11:24 - 11:49 B lunch
5. 11:53 - 12:46
6. 12:50 - 1:43
7. 1:47 - 2:41

Liturgy Schedule

1. 7:40 - 8:21
2. 8:25 - 10:15
8:30 - 9:30 Mass
3. 10:15 - 10:40 A lunch
10:44 - 11:29 A class
10:19 - 11:04 B class
11:04 - 11:29 B lunch
4. 11:33 - 12:17
5. 12:21 - 1:05
6. 1:09 - 1:53
7. 1:57 - 2:41

Half Day

1. 7:40 - 8:14
2. 8:18 - 8:52
3. 8:56 - 9:30
4. 9:34 - 10:08
5. 10:12 - 10:46
6. 10:50 - 11:24
7. 11:28 - 12:03

Grading Policy

- Grading Scale:

Classes	Regular	Honors & AP
A+ 100 – 98	4.00	5.00
A 97 – 93	4.00	5.00
A- 92 – 90	3.66	4.66
B+ 89 - 87	3.33	4.33
B 86 – 83	3.00	4.00
B- 82 - 80	2.66	3.66
C+ 79 – 77	2.33	3.33
C 76 – 73	2.00	3.00
C- 72 – 70	1.66	2.66
D+ 69 – 67	1.33	2.33
D 66 – 65	1.00	2.00
F 64 – 0	0	0

- The marking system is based on two quarters and one exam each semester. The semester grade is computed on the formula $2/5 + 2/5 + 1/5 = \text{semester grade}$.
- If a student fails both quarters, they automatically fail the semester and may not be eligible to take the final exam. Those students still need to be present during the exam. If a student fails a quarter and the exam, they will receive a failing grade for the course.
- Any student enrolling in a honors course or an AP course must do so with the approval of the department chair.
- A “65%“ is required for passing any course.

WEIGHTED GRADES -“Weighted grading” for Honors & AP courses is a system that gives students an opportunity to earn extra honor points. By excelling, students earn a higher grade point average and rank in their class. See the grading policy above to calculate the points earned for each grade received.

GRADUATION REQUIREMENTS

Courses	Credits Needed	Grade	Required Classes
ENGLISH	4.5	9 -12	English 9 English10 English 11 English 12 Speech
MATH	4	Placement determined by math department	Algebra Ia, Ib Algebra I Geometry Algebra II A Senior Math
SCIENCE	3		Freshman Science, Biology and Chemistry or Physics
SOCIAL STUDIES	3	10 11 12 10-12	World History U.S. History American Government (.5 credit) Economics (.5 credit)
HEALTH/P.E.	1	9	P.E./Health
MUSIC/ART DRAMA	1	9-12	Two courses are needed in the Art, Music or Drama departments. (.5 credits each)
BUSINESS/ COMPUTER	1.5	9-12	Keyboarding/Elective (.5 credit) Computer Applications (.5 credit) On-line experience (.5 credit)
THEOLOGY	4	9 -12	Theology 9 Theology 10 Theology 11 Theology 12 (Christian Service hours and a yearly retreat are required of each student.)
LANGUAGE	2	9-12	Two consecutive years of the same language are required
ELECTIVES	1		
TOTAL REQUIRED	25		* 28 hours possible in four years, These can be filled with electives.

DUAL ENROLLMENT

The State of Michigan has enacted legislation that permits students in private schools to benefit from Dual Enrollment. This program allows students in grades 9-12 to take courses at Michigan public or private colleges or universities. If the student qualifies, tuition, fees, and books are paid for by the State of Michigan. This is a great opportunity for many students, who may be qualified to start amassing college credits even before they finish high school.

There are a number of specific conditions, set by both the State and Cabrini High School, which must be understood and met by students participating in Dual Enrollment:

- * A student must have qualifying assessment scores (ACT OR SAT) as determined by the State of Michigan,
- * The student must demonstrate college readiness and personal responsibility, as evidenced in his/her CHS academic record in order to be considered for this opportunity,
- * The course cannot be a required academic class. Nor may students take an elective offered by CHS, unless there is an unresolvable scheduling conflict which makes an elective course unavailable during the course of the student's tenure at CHS.
- * College courses paid for by the State cannot be in physical education, theology, hobbies/crafts, or recreational,
- * The student may not receive credit at CHS AND credit for college. Dual Enrollment is not to be understood as dual credit,
- * Dual Enrollment classes may not interfere with a student's normal schedule at CHS, nor may it be taken in the summer term,
- * If a Dual Enrollment course is not completed, the student must repay all expenses to the Treasury Department of the State of Michigan,
- * International students with an active visa cannot participate in this program,
- * Participation in this program does not exempt a student from earning all credits for graduation as specified in the Student Handbook.

A student's first step in pursuing Dual Enrollment is consultation with the CHS Counselor. Eligibility of the student and the proposed course(s) must be determined at CHS before enrollment in a local college.

CURRICULUM REQUIREMENTS -Each student is required to carry a minimum of six credit classes per semester, twelve during the entire scholastic year. Each class fulfills the requirements of the state which reads: "One unit equals a minimum of 120 clock hours of classroom or laboratory work in a given subject, exclusive of the time for passing to classes; this is equivalent to the amount of time spent in a class that meets forty minutes per day, five days a week, for thirty-six weeks." (Accreditation Standards, 1986, p.5)

A student may choose six or seven credit classes in any semester; no student, however, may register for more than seven at any time unless special permission is given by the counselor or administration to take a dual- enrollment course at a college or university. It is recommended that freshmen and sophomores take seven academic classes. Juniors can make use of a study hall, one per year and seniors can make use of a study hall and a TA position but not in the same semester.

Christian Outreach Guidelines 2017-2018

Our Call to Service

As a Community of Faith, we dedicate ourselves to our Christian call of encountering Christ through a life of compassion, love, and service to others. It is in the Spirit of the Gospel values that we challenge ourselves to become the sons and daughters that God has called us to become. We recall the words of Jesus:

"The Spirit of the Lord is upon me for he has anointed me. He has sent me to bring good news to the poor, to proclaim liberty to captives and sight to the blind, to set the downtrodden free..." ~ Luke 4:18

GRADUATION REQUIREMENTS -To place importance on our call as a faith community, St. Frances Cabrini students will participate in 2 full days of scheduled Christian Service, one day per semester. This is an all school service day involving the entire student body and staff. The day begins with a prayer service and then departure to a variety of locations and organizations for service. We are called to serve daily, and highly encourage additional service throughout the year. Thus, over the 4 years here, students have the opportunity to receive our highest school award, the Mother Cabrini Christian Service Award. This is awarded to seniors who complete 100 hours (or more) above the required yearly 2 days of service.

REFLECTION PAPER - As part of the learning experience of Christian Service, students are required to complete a Reflection Paper after each semester's Service Day. All papers are to be submitted to

the Theology teacher by the due date assigned by them. Once handed in, this will complete the student's full participation in that semester's service requirement.

DOCUMENTATION -Your attendance at the scheduled Service Day, combined with your Reflection Paper, will serve as the documentation needed for your requirement to be met. Any additional Christian Outreach performed by the student will be documented by using the Christian Outreach Form and turned in to the Campus Ministry Office.

- **Any student that is absent for the scheduled Service Days will be responsible for completing the requirement, equivalent to 12 hours of service. They will be given a list of specific service organizations designated solely by the Campus Ministry Department. These service days must be completed on the weekend and include documentation through the Christian Outreach Form and the Reflection Paper.**
- **All service requirements will be completed yearly for a student to advance to the next grade level.**

ADMISSIONS POLICY - Cabrini High School admits students of any race, nationality or ethnic origin, to all rights, privileges, programs, and activities generally accorded students of this school. It does not discriminate on the basis of race, national or ethnic origin of its hiring, personnel, and educational policies, admissions, athletics and other school administered programs, as required by the terms of Title IX of the Educational Act of 1972, Public Law 92 318 (as amended by Public Law 93 568). **All students attending CHS must have on file a signed "Understanding Concussion" form which will be distributed by the teacher. (Public Acts 3542 and 343 of 2012.)**

Cabrini High School, being a parish sponsored high school, admits students in the following order:

1. Students who, with passing grades, successfully completed all the core subjects in the eighth grade at Cabrini Middle School.
2. Students with siblings currently enrolled at Cabrini High School.
3. Parishioners from St. Frances Cabrini with no siblings.
4. Students from other middle schools who have placed Cabrini High School as their first choice on the high school placement test.
5. Students from other middle schools who have placed Cabrini High School as their second choice on the high school placement test.
6. All other students.

Freshmen:

- Freshmen are accepted based upon their placement test scores, teacher recommendations, a review of their middle school transcripts, disciplinary records and an interview by the admissions committee, if requested.

Upon acceptance to Cabrini High School, a registration date will be set. Students and parents/guardians will be asked to attend. At that time classes will be chosen. The guidance department and subject department heads will be available to help with schedules for the Fall. If applicable, a copy of the custodial rights should be turned over to guidance. These are kept confidential in the guidance office. **All students attending CHS must have on file a signed “Understanding Concussion” form which will be distributed by the teacher. (Public Acts 3542 and 343 of 2012.)**

- Students may be required to attend a course entitled Summer Seminar as a condition for acceptance to Cabrini High School.
- Transfer students shall meet the graduation requirements set down by Cabrini High School with integration of previously completed coursework.
- Students entering Cabrini High School from a home school will be asked to furnish an outline of the middle school curriculum followed and grades received and will also take the High School Placement Test at one of the designated times.

Second Semester Freshmen through First Semester Juniors:

Students seeking admission between the second semester of his/her freshman year and first semester of their junior year are considered for admission as openings are available. Students must provide the registrar with a transcript from their previous school(s). Parents and student(s) must interview with the admissions committee in order to be considered for admission. Transfer students at this level are eligible to qualify for the honors of Valedictorian and Salutatorian of their graduating classes at Cabrini High School.

Second Semester Juniors and Seniors:

Since transferring in a second semester in Junior or Senior year has a variety of ramifications, special attention must be paid to this situation.

Transfer students, in their second semester of their Junior year or beginning of their Senior year are ineligible for the honor of Valedictorian or Salutatorian. For such consideration, a student must have enrolled at the start of their Junior year as well as have the highest or second highest grade point average in the class. Students transferring during their Senior year are ineligible to be part of the Top Ten, Prep Bowl academic honors or the local Kiwanis Banquet.

Seniors (ten or more) who come from schools that close shall have their own honors given of Valedictorian and Salutatorian if the closing school agrees that Cabrini High School shall be the only school which is to grant such honors on behalf of the closed school. The student receiving such honors must also have achieved at least a 3.5 cumulative grade point average. The ranking that appears on their final transcript from their previous school, plus their academic achievement at Cabrini High School during their first semester of their Senior year, shall determine class rank for the purpose of determining honors from the closed school. These students are eligible to be part of the Prep Bowl academic honors.

STUDENT RECORD POLICY

- Cabrini High School reserves the right to request records of students enrolling from other schools.
- Complete records of students in attendance at Cabrini are kept in fireproof files stored in the office. These include the permanent record of the student's grades, health forms, and other such reports as will aid with the student's spiritual, social, physical, and educational development. Parents and/or students may request to review their records by appointment.
- Alumni files consist only of the permanent record forms. Upon request, transcript release forms are available to alumni allowing the release of their personal transcript to various agencies of employment and/or education. No records are ever released from the school without a written or verbal authorization. A fee of three dollars will be charged.
- All students entering Cabrini High School (Freshmen and transfer students) serve one semester on academic and disciplinary probation, which expires at the end of their first semester of attendance provided that:
 1. Their GPA is at a 1.5 or better.
 2. No serious or chronic infractions of school rules have occurred.

ACADEMIC PROBATION AND GRADE PLACEMENT

- The student's academic performance is evaluated at the end of each semester. This evaluation is part of the school's effort to support each student's learning and total growth.
- Each student is expected to maintain a grade point average of at least 1.5. The student whose GPA falls below 1.5 at the end of the first semester is considered to be on academic probation. Should the student's GPA fall below 1.5 for a second consecutive semester, the student may be required to withdraw.
- When a student's GPA shows significant and consistent improvement during the probation period, but has not yet reached 1.5 at the end of that time, the student's case is reviewed and the probationary period may be extended.
- Requirements for promotion to:
 - Sophomore level is 6.5 required credits,
 - Junior level is 13 required credits,
 - Senior level is 19 required credits.
- A letter is sent to parents of non-attainment of next level status. Successful completion of an approved credit recovery program may be credited to a student who is in jeopardy of not attaining promotion status.
- A student not attaining senior status at the end of the third year at Cabrini High is considered a junior and will not be a member of the senior class nor will he/she enjoy the privileges of senior status until the correct number of credits is achieved in August or in January. If a fourth year student begins the fourth year with a junior status, credits are not evaluated until January of that fourth academic year.

REPORT CARDS - Cabrini High School schedules courses on a two-semester system. Grades received at the conclusion of each semester are final and become a part of the student's permanent scholastic record. Report cards are distributed online at the conclusion of every quarter of the school year. Throughout the school year, report cards as well as progress reports are available on-line. Progress Reports issued in the first quarter are picked up by the parents or guardians during parent/teacher conferences.

PROGRESS REPORTS - Progress reports are sent via e-mail at each of the midpoints between quarters. The school's Gradebook system is also available to all parents/guardians to check their student's continual progress. Teachers will update the on-line reports at least once a week.

INCOMPLETES - This grade is only temporary in that “I” is used if a student has not completed academic requirements due to medically documented illness with approval by the Principal. The “I” must be changed to a letter grade (A-F) within ten school days of the start of the following marking period. Exceptions must be approved by the administration. After ten school days, the teacher will submit a letter grade based upon work submitted for credit.

EXAMINATIONS

- Teachers will administer written exams at the end of each semester. Seniors earning an “A” in both grading periods (quarters) of the semester **may** be exempt from the final exams at the discretion of the teacher.
- The final exams cover the entire semester’s work. A student, absent from the regularly scheduled exam, must make arrangements with the teacher or the guidance department to take the exam within two days of returning to school.
- Students who **have not served their acquired detentions** will not be able to take their exams at the designated times until the detentions have been served with the Dean of Students.
- The following regulations apply during all exam times:
 1. Students report to the proper class, on time, for each exam.
 2. Students remain in the classroom for the entire testing time.
 3. Only students with valid absences may reschedule a missed exam.
 4. Students with a scheduled study hall must report and remain in the designated room for the entire exam time.

CLASS RANK - Class rank is based upon semester grades earned in all classes. For transfer students, see the section under Second Semester Juniors and Seniors within the admissions policy.

HONOR ROLL - Requirements for receiving Honor Roll status are:

1. A student must be taking 6 subjects per semester or 12 per year.
2. A student must receive a semester grade point of 3.0 or better.
3. A student must not receive any grade less than a “C” (2.0) in any class.
4. Honor Roll will be determined only through the quarter GPA.

COURSE FAILURES - Students who receive an “F” (no credit) for a semester grade in a course required for graduation or loss of credit due to excessive absence, may make up that credit, from an accredited institution, in one of the following ways (requiring prior approval of a counselor):

- Repeat courses at Cabrini High School (except English, World Language, Math, Science, or Social Studies which must be repeated in credit recovery. Religion must be completed at CHS summer school.)
- Correspondence Courses from American School or online courses from Brigham Young University (BYU)

A grade must be presented for each course. In the case of a repeated course, both grades and credit count are used to compute the student’s GPA. A repeated course is not removed from the record. All grades are shown on the transcript.

All first semester failures must be completed through credit recovery by the end of the current school year or by the date given by the Guidance Department and/or Administration. All second semester failures must be completed through credit recovery by the beginning of the school year or by the specific date given by the Guidance Department and/or Administration.

Seniors who fail a first semester class should complete credit recovery and have the grade to the Guidance Department 30 days before graduation.

Seniors who are unable to graduate with their class due to a credit deficiency will have one year to make up the missing credits through American School or Brigham Young University (BYU). After Labor Day of the following year, the Guidance Department will officially close the files of incomplete seniors and they will no longer be eligible for a Cabrini High School Diploma.

SCHEDULE CHANGE PROCEDURE

- Since course selections should be made only after careful consultation with parents, teachers and counselors, we do not anticipate schedule changes when students return in the fall. Upon receipt of the schedule requests each spring, classes are planned and teachers are hired to accommodate these requests.
- Schedule changes have a serious effect on class size, teacher assignments and the overall master schedule. All students are strongly encouraged to remain with the schedule they plan for

themselves during the spring scheduling period. For this reason, students will not be permitted to add or drop a course unless there is a valid need for a change. **SCHEDULE CHANGES INITIATED BY THE COUNSELING OFFICE WILL BE THE EXCEPTION.** Changes will not be made to satisfy a student's convenience. Unless a schedule change is recommended by a counselor or teacher, a fee of \$40.00 will be charged, per change. **A change will not be made because of preferential teacher choices.**

OFFICE ASSISTANTS - A student may have the opportunity to be an assistant twice during their Senior year. Only a quarter credit can be earned in this manner.

ADD OR DROP A COURSE - Students enrolled in a full year elective course cannot drop the course(s) unless they have obtained a failing grade for the semester. Final date to withdraw officially from classes is the second week of any semester.

The procedure for dropping or adding a course: for the first semester - two weeks into the first quarter and for the second semester - during the last two weeks before Christmas break:

1. Consult with a counselor.
2. Discuss the reasons for requesting to drop or add courses with the teacher(s) involved.
3. Complete the necessary paperwork.
4. Obtain the signature of parents/guardians, **teacher(s)** and counselor. Sign the form and return it to the guidance office.

*Students will attend their current classes until permission for a new schedule is granted.

WITHDRAWAL FROM CABRINI-Any student wishing to leave Cabrini must follow the steps outlined below.

1. Parent must contact the guidance department.
2. The withdrawal form must be completed obtaining all signatures.
3. The locker must be emptied.
4. All bills must be paid.
5. School equipment/materials must be returned including student ID card and parking pass, if applicable.
6. After the withdrawal form is completed, the guidance office must verify by initialing the form and giving the student or parent a copy of the form. Any outstanding credit will be issued from the business office upon completion of the withdrawal procedure.

RULES AND POLICIES

ATTENDANCE

- The state of Michigan expresses its views about the importance of schooling by establishing precise standards for the school year which consist of 1098 hours of instruction time. Additionally, colleges and universities, as well as prospective employers, often inquire regarding attendance records and habits.
- **Attendance and promptness to class are the responsibility of each student and his/her parents/guardians.** Attending classes and being on time allows students to benefit from the school's program in addition to developing habits of punctuality, self-discipline and meeting responsibilities. Students must attend class regularly if they are to derive benefits from such educationally sound activities as class discussion, group activities, lecture presentation, films and guest speakers. The lack of good attendance may cause students to achieve below their potential and experience unnecessary frustration.
- Because of the importance of classroom attendance, Cabrini High School supports these positions, whenever a student is absent:
 1. A parent/guardian must call in the reason for the absence by 9:00a.m.
 2. Upon returning to school, the student presents a note, signed by the parent/guardian, stating the duration of and the reason for absence, and doctor's or judicial documentation when appropriate.
 3. A student may make arrangements with a teacher for make-up work only when an absence is excused. This completed work will be turned into the teacher in a prompt manner which is determined by the teacher.
 4. In case of an extended absence, two or more days, a parent/guardian may request that books be made available for pick-up. Students must contact the teacher via e-mail for assignments.
 5. Students absent from school may not participate in school-sponsored activities the day/evening of the absence.
 6. Any student participating in an extracurricular activity must attend a minimum of six (6) complete class periods or provide the attendance office with documentation from a health professional in order to participate or practice in that day's game or event. Failure to supply proper documentation will result in disciplinary action.

*Athletes and students involved in extracurricular activities, please see pages 49- 53.

Permission from the parent and/or guardian is necessary for any student to leave the campus at any time, for any reason throughout the school year.

PROCEDURES FOR STUDENT APPOINTMENTS-Every effort should be made to schedule personal and medical appointments outside the school day to minimize loss of school time. When this is not possible, the following procedure must be followed:

1. The parent or guardian is asked to contact the attendance office a day in advance of the appointment. If an emergency arises, the parent/guardian must call the attendance office prior to picking up their child.
2. On the day of the appointment, the student reports to the attendance office before 7:40 a.m. with a signed note from the parent/guardian that states:
 - The reason for the request.
 - The time the student needs to leave the school.
 - The expected time of return to school. (A student arriving late from an early morning appointment will be given an admission slip to class)
3. As in all cases of departure from school outside the scheduled dismissal time, the parent or guardian is responsible for the student's transportation and must sign them out at the attendance office.
4. Students who drive must have authorization to sign themselves out.
5. When returning to school after the appointment, the student must present a note to the attendance office confirming the appointment.
6. Students on school sponsored field trips, in conference with an administrator or counselor, or at one of two college visits are not considered absent from class.

LOSS OF CREDIT/EXCESSIVE ABSENCE PROCEDURE -Ten absences per class, per semester, for any reason will result in a lowering of one letter grade for the class. Fifteen absences per class, per semester, for any reason will result in complete loss of credit for that class. The following policies and procedures apply in case of excessive absences:

- a. After a student has been absent from a class five times, the parent/guardian will be notified by mail of the student's entire attendance status.
- b. When a student accumulates ten absences, notification of LOWERING OF GRADE(S) and current attendance record will be sent home. At fifteen absences, LOSS OF CREDIT notification will be made by mail.

*A student who has lost credit is required to attend the class and complete the course work which will keep the student current in case that an appeal results in re-admission.

ATTENDANCE APPEAL-A parent/guardian who wishes to appeal the dropping of a grade or the loss of credit decision is to follow this process:

1. Within five school days of notification of a dropped grade or loss of credit, the parent/guardian must contact the attendance office to begin the process.
2. The attendance director will:
 - Schedule an appointment with the parent/guardian, Attendance director and the Principal or Assistant Principal.
 - Review the attendance record of the student and extenuating circumstances leading to absences.
 - Meet to discuss drop of grade or loss of credit decision.
 - Notify the parent/guardian, in writing, within five days of the initial parent/guardian meeting of the decision by the attendance board.

Remember, any class missed, or day absent, accumulates toward the consequence of the excessive absence procedure.

TARDINESS - A student arriving in class after the bell has rung is considered tardy. A student arriving ten minutes after the beginning of class is considered absent for that class. A student who accumulates five (5) tardies in a class, whether excused or unexcused per semester, will be assessed an absence for that hour. **A student who has an unexcused tardy to any class three times will receive a detention. Upon accumulating nine (9) excused tardies for first hour, the student will receive the same consequence as unexcused tardies.**

FUNERALS - A parent or guardian should call the **Attendance Office** with the arrangements at least one day in advance for their student to attend a funeral Liturgy/Church Service.

ILLNESS AT SCHOOL – A student who becomes ill or is injured during the school day is sent to the Attendance Office. The parent/guardian is notified immediately and, should it be necessary, is instructed to come to school to pick up the student. Students are allowed to leave the school with their parent's/guardian's permission and/or authorized person. A student, too ill to be in class, will remain in the reception area until proper communication with the parent/guardian is established and the student is safely taken home. Students too sick to drive will not be released.

At times it is impossible to reach the parent/guardian within a reasonably expedient time. The emergency form filed in the attendance office contains phone numbers of alternates, including the family doctor. The parents/guardians are requested to present to the school all pertinent information to be used in case of an emergency.

This information needs to be updated as soon as changes occur.

CAFETERIA -The following rules must be observed:

1. All food, soft drinks, water and sport drinks should be consumed in the cafeteria and may not be taken into the halls, restrooms, the classrooms.
2. **Energy drinks** and the like are not allowed in the school.
3. Students must clear their own tables after eating and dispose of lunch bags, paper cups, bottles, plates, food remnants and tableware and return their trays to the proper area in the cafeteria.
4. Staff members in charge of the lunch period can require certain students to help with the final cleanup of the cafeteria during each lunch period. Students are required to cooperate with these requests.
5. Students who use the cafeteria before, including breakfast, or after any scheduled lunch are expected to leave the cafeteria clean.
6. Students must remain in the cafeteria or hallway adjacent to the school store during the lunch periods.
7. Students are not allowed to go to their lockers during the lunch periods.

CUSTODIAL/NON-CUSTODIAL PARENTS - The non-custodial parent form, received in the summer mailing, must be completed and turned into the main office at the beginning of the school year.

- A copy of quarterly academic performance will be forwarded to non-custodial parents if identification is adequately submitted according to the guidelines of the school.
- Custodial parents have the responsibility of providing the Guidance office with a copy of their divorce decree stating parental visitation rights and any other custody related addenda to the initial court decision.
- Unless stated otherwise in the divorce decree or addendum, custodial and non-custodial parents will be given the same privileges regarding their student(s), in accordance with the high school policies.
- The student's legal name must be used on all school records.

DRIVING PRIVILEGES

- **The parking lots** are for the use of the entire parish community, parishioners, the high school staff and students, the elementary school parents, visitors and guests of the schools and parish. Parking in the high school lot and the church lot carries responsibilities to ensure the safety of all parking, walking or driving. As stated on the signs posted in the parking lot, "By entering this area, the person in charge of any vehicle consents to search of the vehicle with or without cause by school officials or police officers".
- **The speed limit** is five miles an hour but is subject to the current conditions. Congestion or poor weather conditions may require slowing down. Speeding and/or "peeling out" is a violation. Parking privileges and driving on school grounds may be revoked for violations.
- **Parking spaces** are assigned in the high school lot and church lot to the seniors, juniors and sophomores, respectively. These spaces are assigned to assure that assigned students will have parking available. Parking tags are required and cost \$10.00. Parking tags and spaces cannot be shared. Improper parking or parking without a parking tag is a violation. No parking is allowed on Wick, Laurence or non-designated areas during schooldays except for pick up after school.

EXITING AT DISMISSAL -All students must exit the building within fifty minutes after the final bell of the day unless supervised by a staff member. Unsupervised students will report to room 105 and will be charged a stipend for the afterschool supervision.

All students parking in the high school lot and parents/guardians picking up students are encouraged to exit onto Laurence (right turn

only) to Moore Road. Students exiting on Laurence must use Moore to turn and cannot U-turn or use the driveways on Laurence to return to Wick. This is to relieve the congestion at Wick and Laurence, possibly preventing accidents and injury to students crossing Wick. Violators can be ticketed by the police and/or the school. Any change due to construction, snow, etc. will be announced to the students.

GYMNASIUM -The gym is equipped with a hardwood floor. To ensure excellent quality and a long life to this added investment at Cabrini, the following rules will be enforced:

1. AT NO TIME ARE STREET SHOES ALLOWED ON THE FLOOR, INCLUDING TENNIS SHOES THAT HAVE BEEN WORN OUTSIDE.
2. Anyone using the floor must wear athletic shoes—tennis, volleyball or basketball shoes.
3. Faculty supervision is necessary during any activity on the floor or on the stage.
4. No one is permitted in the gym with food or drink during school hours.
5. No one is permitted in the gym on a school day except those who belong to a regular gym class during that hour or unless supervised by an adult.

IDENTIFICATION –Student ID cards will be issued to all students at the beginning of the school year. Students are to carry their ID cards with them at school and at all school sponsored events.

IMMUNIZATION POLICY -The State Public Health Code requires parents/guardians to present a written immunization record to school officials at the time a student enters a new school. The immunization record is to be recorded in the Immunizations Section of the green Health Appraisal form that all new students receive upon registration.

Failure to submit and maintain an updated immunization record may result in exclusion from school.

LOCKERS-The following rules must be observed by students using school lockers:

1. Lockers are the property of Cabrini High School. Lockers and the contents are subject to inspection and search by school personnel at any time.
2. Each student is assigned to a locker each year. This locker is his/her responsibility. Students may not change lockers without the permission of the Assistant principal.

3. Lockers must be kept reasonably neat and clean. Students should not write anywhere on their locker and must make sure that any poster, decal, etc., on the inside is in good taste. All such items must be removed by the student at the end of the school year.
4. All students must clean their locker at the end of the school year. All papers, books, writing utensils, decals, stickers, etc. must be removed before the student is released for the year.
5. Students may go to their lockers only at the change of classes or with a pass.
6. Lockers must remain in good working order. Disabling the lock or any part of the locking mechanism is prohibited and may result in the loss of the locker use privileges and/or paying the cost of repair or replacement.
7. Students may not keep open food or beverage containers in their lockers.
8. Those students who have a combination padlock locker must return the lock at the end of the year or pay for the replacement (\$10.00) of the padlock.

LOST AND FOUND - Articles that are found should be turned in immediately to the office. Any item of particular value should be turned over immediately to a teacher who will turn it in to the main office. Students should not conduct their own search through purses or wallets to determine ownership.

RESTRICTED AREAS FOR STUDENTS -Unless accompanied by a faculty or staff member, no student should ever be in the following areas:

- Boiler room or kitchen
- Restroom or storage rooms in the kitchen area
- Faculty lounge or library workroom
- Athletic office or storage room
- Storage room between the science labs
- Main office mailroom or restroom
- Any administrative or faculty office
- Gym, weight room or stage
- The carpeted areas outside the main office
- Counseling/Registrar offices
- Campus Ministry office

RIDES - Students being picked up from school should make arrangements to meet their ride in some predetermined location outside the school. At no time may students from another school come into the

building to meet, pick up or otherwise contact students, unless they have an affiliation with one of the classes or activities.

SCHOOL BUSES - A school bus driver represents the school authority and is responsible for the passengers on the bus. The bus driver has school approved authority regarding the passengers conduct and behavior on the bus. First offense; a warning is given from the bus driver. Second offense; parents/guardians are notified of the behavior and the student is written up. Third offense; student is taken off the bus until a meeting is scheduled to decide further action. The students and bus driver's safety is our primary concern, any behavior or actions that jeopardize the safety of our students and driver will not be tolerated. Exclusion from the bus will result in the loss of the bus fee. The bus routes will run according to the high school schedule. **To ensure the safety of our students, the front of the high school is designated for bus parking only!**

SCHOOL CLOSINGS - In case of severe weather conditions: snow, ice, tornado or any emergency, each family will be contacted through the School Reach computerized phone system. A phone call will be made to each household to indicate that the school has been closed. There will also be official announcements for school closings over the local radio and television stations.

DONOT CALL THE RECTORY OR THE SCHOOL TO INQUIRE ABOUT CLOSINGS. WE ARE ANNOUNCED AS CABRINI HIGH SCHOOL.

League and non-league athletic events and extracurricular activities may be held when school has been cancelled, depending on the conditions later in the day. Optional practices may also be held, also depending upon the conditions.

SELLING - No student, parent or guardian is permitted to sell any item or request donations to raise funds for outside organizations without permission of the administration.

SENIOR PRIVILEGES

To give the seniors the opportunity of mature decision making, Cabrini High School has agreed to present the senior class the option and privilege in exercising an off-campus and senior lounge responsibility. Open Campus allows seniors, in good standing, to leave campus during lunch and during a 7th hour study hall. Seniors are issued Open Campus contracts when the following conditions are met:

1. A student has achieved senior status by completing nineteen credits.

2. A G.P.A. of 2.0 or better is maintained starting with the last semester of junior year. Grades will be monitored quarterly.
3. The required number of community service has been completed and the documentation of completion has been turned in and recorded in the Campus Ministry Office, prior to the beginning of senior year.
4. The student is not on any disciplinary or academic probationary contract. This will be reviewed quarterly.
5. The student has completed all credit recovery classes.

Contracts are issued to all seniors and must be signed by the student and the parent/guardian. **A confirmation phone call by the parent/guardian must be made to the secretary in the main office.** (This is indicated on the contract) Only when eligibility is verified by the Assistant Principal, may a student enjoy the privilege.

Senior privileges may be revoked:

- For not meeting senior responsibilities
- When receiving a third detention, for any reason, the open campus privilege will be revoked for a two week period.
- When receiving a sixth detention, for any reason, open campus will be revoked for an additional 5 weeks.
- When receiving a ninth detention, for any reason, open campus will be revoked for the remainder of the year.
- If a student is suspended for any reason, open campus will be revoked for a minimum of two weeks.

PLEASE NOTE: Seniors may bring food or drink from lunch to the Senior Lounge only. Open Campus may be revoked as a disciplinary measure by the Principal or Assistant Principal. Seniors, with the open campus privilege, are to be either in the senior lounge or cafeteria during free time, not roaming the halls or visiting others. It is the responsibility of the students to keep the lounge clean and free of clutter. If at any time during the year, the lounge is in disarray with food, paper, clothing, books, etc., it may be closed for a designated period of time determined by the administration.

Cell phones may not be used in the senior lounge or at any time during the school day.

STUDENT PLANNER/HALL PASSES-In order to facilitate orderly class change and also permit classes in session to continue uninterrupted, students must move in the hall in an orderly manner. Students are not to run in the halls, make unnecessary noise or other types of disturbances. Students should avoid gathering at their lockers for social visits and public displays of affection. This impedes hall traffic at exchange and disrupts classes after exchange. During class time, no student is allowed in the halls without their hall pass. Each student will purchase a student planner at the opening book sale to be used, throughout the year, as a hall pass. Students must carry their **own** planner with them at all times throughout the day. **Students are not allowed to use another student's planner.** Students must go directly to their destination. **Students are not allowed to leave the classroom for any reason during the designated lunch periods.** Students are to remain in their classes for the entire designated time.

TORNADO POLICY

- **TORNADO WARNING:** A tornado warning is information that a tornado is likely to strike within a matter of minutes. It is imperative each student promptly follows the directions of the faculty.
- In the event of a tornado warning, the students will be held in school until an all-clear is given by the proper authorities. This could cover a period of hours. Staff members will stay on duty during this period.
- Parents/guardians are requested not to call the school in the event of a tornado warning so that the telephone lines will be open for emergencies that may arise.
- If parents/guardians insist upon having students at home in a period of a tornado warning, they should come to the building and personally take their son/daughter home. It is recommended that parents/guardians do not attempt to take their student from school during a period of a tornado warning.
- Two tornado drills are held each year, along with three lockdown drills and five fire drills in accordance with state law.

VISITORS - All visitors to the school must report to the main office, sign in and receive a visitor's pass before attending to their business in the building. Those who do not report to the office could be prosecuted as trespassers.

All visitors must enter by way of the double main entrance door nearest the school office. A monitoring system will be in effect during school

hours. Extracurricular activities will use the double entrance doors in the athletic hallway. A closed circuit security system will be operating twenty-four hours a day in the entire building.

STUDENT CONDUCT

PHILOSOPHY - Two words highlight the student code of conduct: **Respect and Responsibility**. The student's main responsibility is to achieve scholastic success within the personal and social boundaries of an academic setting. Learning to respect yourself and others while being responsible for your actions is the foundation of the discipline code.

DEFINITIONS

- **Aggression:** Is when anyone inflicts or threatens to inflict physical or emotional injury or discomfort upon another person's body, feelings, friendships, reputation or possessions. Injury or discomfort is based on how it is received, regardless of the intent.
- **Bullying:** Is a form of aggression that is intentional, repeated and involves an imbalance of power between people involved. Bullying can take place in the form of a look, gesture, word or action. Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students in all of their interactions.
- **Social Media:** Students who engage in name-calling, threats, bullying, intimidation or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social-networks such as Twitter, Instagram, Facebook, etc. will be disciplined, up to and including expulsion.
- **Retaliation** in any form, such as harassment, name-calling, ostracizing, intimidation, threats, etc. will be subject to sanctions, up to and including exclusion from school.
- **Harassment:** Is a type of aggression that is racial, cultural or sexual in nature. It is unwanted, repeated and usually nonreciprocal. It creates a hostile, intimidating or offensive school environment and interferes with a person's ability to feel safe and comfortable at school or school related activities.

THE POINT SYSTEM - The discipline system at Cabrini is based on the point system. It is a progressive system that will require interaction with the parents. Violations of the Student Code will result in conduct points. One to five points will be given for minor violations. Six to ten points will be given for major violations. Parent notification is mandatory for any ten point violation and when a student attains twenty-five points. At twenty - five points and/or when a student receives six detentions for any reason, the student will be placed on disciplinary probation and the parent/guardian will be notified. When a student reaches fifty points or twelve detentions, or when a student on probation from the previous year who reaches twenty five points and/or six detentions, the Assistant Principal will arrange a mandatory disciplinary conference to determine if the student will be allowed to remain at Cabrini High School.

Discretionary Practice: The High School Administrative Team and the Pastor reserve the right, at their discretion in the best interest of the school, to waive and/or deviate from any and all disciplinary rules, practices or procedures.

DETENTION -Teachers, staff and administrators are responsible for the enforcement of the school rules. Classroom detentions may be served with the staff member who issues the detention. Administrative detentions will be held on **Tuesdays from 6:45a.m. to 7:30a.m. and Thursdays from 2:45 – 3:30pm.** Once the door is closed no one will be allowed to enter. Students must serve their detention(s) as posted. Failure to do so will result in an additional detention and five (5) discipline points. If a student misses three (3) consecutive detentions, an in-school suspension and ten (10) points will occur in addition to the original missed detentions and points.

Violations that will result in an administrative detention and/or removal from classes and points include but are not limited to:

- Failure to serve a classroom detention.
- Failure to serve an administrative detention.
- Disrespectful behavior toward a staff member.
- Leaving a class without permission.
- Being sent out of class for a disciplinary reason.
- Unexcused absence.
- Loitering in the church or school parking lot at school functions after being requested to leave the premises before and after school hours.
- Disregard for rules and order of the school i.e. uniform code, etc.
- Disrespectful or disruptive behavior in classrooms, assemblies, class meetings, church, etc.

- Violation of rules for the gym, cafeteria, halls or restricted areas.
- Out of uniform code.
- Inappropriate language.
- Inappropriate displays of affection.
- Misuse of food and/or drink in or out of the cafeteria.
- Failure to respond to staff or teacher directive.
- Card playing.
- Unexcused absence, one class.

SUSPENSION - Depending on the severity of the action(s), the suspension(s) may be in-school or out-of-school (**full day or individual class suspensions**).

Daily school work will be issued for the suspension period and must be completed and turned in that day to receive credit for the assignments.

Ten point violations and grounds for notification include but are not limited to:

- Use of or reasonable suspicion of possession, distribution or use of alcohol or drugs. At the discretion of the administration, the following conditions may be mandated:
 1. Breathalyzer test
 2. Alcohol/drug assessment
 3. Counseling or group meetings
 4. Period of probation: academic, social and/or athletic
 5. Recommendation to the administrative team for expulsion
- Fighting (time frame of suspension depending on the severity of the altercation for instigator and/or main parties).
- Arguments, contemptuous, insubordinate, threatening, disrespectful behavior toward faculty, staff, administration or other students.
- Possession, use or abuse of any device detrimental to the school including, but not limited to, fireworks, stink or smoke bombs, stink spray, stun objects, laser pens, etc.
- Possession of a stolen material by a student or stealing.
- Unexcused absence—more than one class.
- Leaving school without permission.
- Threats, extortion or intimidation of faculty, staff or students.
- Misconduct off-campus during school hours.
- Repeated failure to serve administrative detentions.
- Repeated uniform code violations.
- Dishonesty or forgery of teacher's or parent's signature.

- Possession of, or use of, tobacco products.
- Misuse of the internet/ social media which contain expressions directly opposed to our mission Catholic Faith.
- Gambling.
- Vandalism of school property.
- Use of an electronic device.
- Repeated violations of the Academic Integrity Policy
- Any other action deemed to be a major violation.

EXPULSION - It is the responsibility of the administration to remove any student from the school environment who seriously violates behavioral, academic or attendance expectations or any student whose behavior in or out of school, in any way, would reflect negatively on the reputation of Cabrini High School, its programs or its philosophy and mission.

Students who have been asked to leave Cabrini due to disciplinary reasons are not allowed to attend any extracurricular activity on Cabrini property or sponsored by Cabrini High School.

Students may be disciplined, up to and including expulsion, for conduct inside or outside the school that is deemed, by the administrative team, as detrimental to the school community. Students suspected of any of the following will automatically be suspended for a period during which time the administration will review the student's case.

Reasons for expulsion include, but are not limited to:

- Accumulation of fifty (50) conduct points or twelve detentions
- Possession or use of a weapon or explosive device.
- Possession, buying, selling or use of alcoholic beverages, drugs or related paraphernalia.
- Threats of violence, whether verbal or written.
- Gang membership, related gang activities, gang graffiti or tagging.
- Physical assault upon a member of the faculty, staff, student body or person on school property, provoked or not.
- Bringing or encouraging other students to come to school for the purpose of engaging in any kind of confrontation with another student or staff member.
- Sexual harassment or racial/ethnic intimidation.
- Misuse of the internet/ social media which contain expressions directly opposed to our mission Catholic Faith.
- Repeated disregard for the code of conduct.

- Possession of school property or personal property of others without that person's authorization or knowledge.
- Vandalism
- Any major infraction deemed by the administration in violation of the student code of conduct.

ACADEMIC INTEGRITY -Students will be asked to sign and agree to all aspects of the Cabrini High School Academic Integrity code which contains the full explanation.

Academic integrity violations on homework or tests, plagiarism, forgery, duplicating from the internet and copying other's work will not be accepted. An automatic zero will be received by the offending student on affected work. All students participating in instances of copied work will be subject to sanctions. Cheating on a semester exam will result in a zero percent or a grade of "F" on the exam. Parents will be notified as to the disciplinary action taken.

CLASSROOM BEHAVIOR - Students, who, after repeated attempts by a staff member to correct the situation, continue to disrupt a classroom setting, will serve a three day in-school suspension, for just that specific hour. Parent notification must occur with the Assistant Principal before the student may return to the classroom.

CONFLICT RESOLUTION - Please reference and follow the section on "Seeking Solutions" found on page 8.

DRESS CODE -Cabrini High School's official source for school uniform pants, shorts, skirts and sweaters for the 2017-2018 school year is Schoolbelles. A student's appearance at school reflects an attitude of pride in self, school, and the community. The uniform code is in effect from the first day of school until the last day of school and from 7:35am until the last bell of the school day unless otherwise announced. The uniform code is in effect for all field trips unless specific exception is made by the administration. **The uniform may not be accessorized with any additional items of clothing (scarves, wrist or arm bands, head wear, head bands, etc.).**

The administration has the final decision as to the appropriateness of all attire and appearance.

To reflect a spirit of the academic and business world, Cabrini High School students are required to dress in the following neat and clean attire:

Girls' Shirts: All shirts must be kept tucked in at all times, with belt (pants) or waistband (skirt) visible. Girls may wear:

A solid white or colored, short sleeve undershirt, without any writing, under the code shirt; A solid white or solid light blue Oxford buttoned-down collar dress shirt that buttons down completely (long or short sleeves). No denim type shirts. **Banded, oxford dress shirts are highly recommended and are available through Schoolbelles.**

Girl's and Boys Shirts: A white, short sleeved, knit polo style shirt without a pocket or insignia of any kind, purchased at a store of your choice. A navy short sleeved Cabrini polo shirt with insignia purchased at the Cabrini Spirit Store.

Boys' Shirts: A solid white or solid light blue Oxford buttoned-down collar dress shirt is to be worn with an appropriate tie. The top button must be buttoned and the tie worn properly in place. A solid white or colored short sleeve undershirt, without writing, may be worn under the code shirt. All shirts must be kept tucked in at all times, with the belt of the pants visible.

Pants: Navy blue or khaki dress pants with the CHS insignia, purchased from Schoolbelles. Pants must be worn at the waist with a **belt properly secured**. No tears, cuts, or frayed cuffs are allowed.

Skorts Girls must purchase a plaid skort from Schoolbelles. Skorts must be of a modest and appropriate length (**no shorter than three inches from the middle of the knee**). A suitable hem **must remain intact** to allow for student growth.

Shorts: Khaki dress shorts from Schoolbelles with a CHS insignia. Shorts (**no shorter than three inches above the top of the knee**) may be worn from the start of school in August to September 30th and from May 1st until the end of the school year. Athletic shoes that tie or solid colored boat shoes that are properly tied, and an approved polo shirt may be worn with the dress shorts. Sandals, backless shoes and high tops may not be worn.

Shoes: **Girls and boys will wear black, brown, tan, or blue, solid colored leather or the like, sturdy lace up shoes that come up to the top of the middle of the shoe with a heel no higher than one inch.** Shoes with white soles are not allowed. Canvas shoes, athletic shoes, boots, clogs, ballet-type slippers, moccasin, slippers or bowling type shoes or sandals are not permitted. Bobs, Vans, Fila, Nike, Columbia and the like are not permitted. Socks or tights must be worn at all times. Leggings or the like are not permitted.

Sweaters, Sweatshirts, vests or blazers: A solid, navy blue V-neck sweater, vest or blazer purchased from Schoolbelles may be worn over a uniform code shirt. Designated sweatshirts, purchased from the Cabrini Spirit Store, may be worn over a uniform code shirt. No hooded sweatshirts may be worn.

Jewelry: (Including belt buckles) Simple and modest. A limit of one bracelet and/or one necklace is allowed. Jewelry that is large, excessive, demeaning or carrying symbols contradictory to the school's mission will not be allowed. **Body piercing** (i.e. eyebrow, tongue, lip, nose, etc.) is not allowed. Modest ear piercing is allowed. Gauges or spacers are not allowed.

Facial Hair: A clean and trimmed mustache, above the lip, is acceptable. Sideburns must come no lower than the base of the ear. No other facial hair is permitted.

Hair: Must be kept neat and clean for all. Conservative hairstyles consisting of one natural color with no stark contrasting color differences are required. Uneven layers, spiked hair, partial shaving, hair with lines, designs or gashes or appreciable differences in levels are not permitted. Hair styles and multiple coloring that detract from the spirit of the uniform code are not allowed. Gentlemen's hair is to be kept at the collar and above the eyebrow at a reasonable height.

Tattoos: No visible tattoos are permitted. All tattoos must be covered (e.g. long sleeve shirt) at all times. No body art/writing is permitted.

Hats and Non-Uniform Sweatshirts, Outdoor Jackets or Coats: (including varsity jackets) may **not** be worn or carried in the classroom, library, hallways, or cafeteria during school hours.

Purses/Bags: Purses/bags must be stored in lockers and are **not allowed** in the hallways, cafeteria or classrooms.

JEANS DAYS - Jeans must neat, clean, fit appropriately and without holes, rips or tears. Nylon warm-up suits, sweatpants, yoga pants, or jeggings are not allowed. Students are permitted to wear Cabrini team shirts. No tank tops, halter tops, bare midriff tops, sleeveless or belly shirts are allowed. All tops must completely cover the mid-section and collar bone. No army fatigue style clothing may be worn. Shirts with alcohol or drug statements, or statements or symbols demeaning to anyone or gang related will not be permitted. Athletic shoes, properly tied, are permitted, and socks must be worn. Sandals and similar footwear are not allowed.

SPORT SHIRT DAYS - On game days or for special approved events, athletes may wear the team shirt or jersey over a uniform code shirt during the school day. Pants and shoes must be in uniform code. Permission to do so comes at the request of the team captains to the administration with the request made at least 24 hours in advance. Failure to follow the rules may result in the loss of the privilege.

CONSEQUENCES FOR BEING OUT OF DRESS CODE

If a student is out of dress code, any staff member may issue a dress code violation for which the student receives penalty points. Any infraction that cannot be immediately remedied may result in an immediate detention. On the first infraction, the student will receive a verbal warning. The second infraction will result in a two-point violation and the third will result in a two-point violation and a detention. Administration will determine whether a student's attire is inappropriate for the classroom, and may be required to call home for a change of clothing, be sent home for the day or negate the right to participate in scheduled out of uniform days.

If for any reason a student needs to be exempt from the dress code, he/she may secure permission from the Assistant Principal upon arrival at school. It must be clear that medical reasons are the only generally accepted reasons for dispensation.

ELECTRONIC DEVICES - The use of MP-3 players, I-Pods, CD players or other music devices, with or without earphones, are prohibited for individual student use during school hours. These devices must be turned off and stored in a locker during the school day. Seniors are allowed to use the above items when in the senior lounge only, during their open campus hours. **If the device is part of a cell phone or capable of texting, it may not be used.**

Cell phones and any other communication device must be turned off and stored in the student's locker throughout the school day. Phone usage is limited to before and after school. During school hours, office phones are to be used by students in cases of emergency or in rare need situations, with permission of the office personnel. Except in an emergency, parents/guardians are asked not to call the office to speak to the students.

Possession of an electronic device during the school day will result in confiscation of the device and parent notification. A second offense will follow the in-use consequences.

The first time a student is caught with a **cell phone in use** during the school day will result in an **in-school suspension** with the parent being notified and the phone given back at the end of the day. The **second offense** will result in **two in-school suspension days** and a **\$20.00 fine**. **Repeated violations will result in added disciplinary actions.**

INTERNET USAGE -Internet access is a privilege, not a right. We expect students to behave in the on-line world as they would in a classroom. In order to receive an on-line account through Cabrini High School, students need to read the Internet Usage Agreement, found in the student planner, and sign, along with parents/guardians, the card

given to them at purchase of the planner and return the card to the main office before computer access will be granted. If a student has not turned in the card, they may not use any computer for any reason whether they are using the internet or not. Misuse of the internet may result in denial of the privilege.

Electronic Information Access and Use for Educational Purposes Policy

...as developed by the Archdiocese of Detroit, 2005

Cabrini Schools encourage and strongly promote the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of format, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The School has developed this Electronic Information Access and Use for Educational Purposes Policy (this "Policy") to govern the access, use and security of the School Systems (defined below). Every User (defined below) must read, sign and abide by this Policy.

- a) "PEDs" means portable electronic devices, including, without limitation, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of person digital assistants ("PDAs").
- b) "School Confidential Information" means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees and/or third parties with which the School does business.
- c) "School Electronic Information" means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store or otherwise use that information or those communications, the School Electronic Information includes voicemail messages on the School Equipment.
- d) "School Equipment" means any and all electronic devices owned,
- e) leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, sorting and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones, and PEDs. School Equipment includes all operating software, applications software and firmware owned and/or licensed by the School, which resides and/or is embedded in any of the School Equipment.
- f) "School Networks" means all School voice and data systems, including, without limitation, the School's Internet, intranet and extranet systems.
- g) "School Systems" means the School Equipment and the School Networks.
- h) "Users" means any individual who accesses and/or uses School

Systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.

- i) "User Equipment" means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, pagers, telephones, fax machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy.

The Policy applies to all Users and to all School Systems, User Equipment, School confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, this Policy supplements, but does not replace, the School's handbook. The terms of this Policy will govern any conflict or inconsistencies with the terms of such handbook. Any School faculty and/or employee who violate this Policy may be subject to disciplinary action, up to and including termination.

To the extent this Policy applies to students, this Policy supplements, but does not replace the School's Code of conduct. The terms of this Policy will govern any conflict or inconsistencies with the terms of such Code of Conduct. Any student who violates this Policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School's agreements with such third parties. The terms of this Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School Confidential Information and/or School Electronic Information. A third party's violation of this Policy shall be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.

The School Systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not: (a) take, retain, or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including e-mails and attachments); (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and

assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through Schools Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.

No email, voicemail or other information, whether received, sent, stored, or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is confidential or private to them. The School's System is not a public forum and access to the technology is a privilege and not a right. By using Schools systems, Users consent to the access and disclosure of email messages, voicemail messages and other information within School's organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.

The School makes no warranties of any kind, whether expressed or implied, for any reason regarding the access to, or use, quality of availability of, School Systems, including but not limited to the loss of data. All School Systems are provided on an "*as is, as available*" basis.

School Responsibility

- The School will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator may close an account at any time for infraction or temporarily remove a User account and/or a User's access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.
- The School will implement filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User's access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software operates only with the School wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access.
- The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School.
- It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the

Internet in accordance with this Policy and the Children's Internet Protection Act.

Cabrini Network Users

Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:

1. Students. Students who are currently enrolled in the School may be granted a School Network account upon agreement to the terms stated in this Policy.
2. Faculty and Staff. Staff members currently employed by the School may be granted a School Network account upon agreement to the terms stated in this Policy.
3. Others. Anyone may request a special account on or use of the School Network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

Privileges and Responsibilities of Users Privileges

Subject to the terms of this Policy, Users have the privilege to:

1. Use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange.
2. Access information from outside resources which facilitate learning and enhance education information exchange.
3. Access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

User Responsibilities

Users are responsible for:

- Using School Systems only for facilitating learning, appropriate personal growth and enhancing education information exchange consistent with the purposes of the School.
- Attending appropriate training sessions in the use and care of School Systems.
- Seeking instruction for the use of any available technology with which they are not familiar.
- Adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
- Refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
- Maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
- Students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for education purposes and only under the direct supervision of an adult. CABRINI DOES NOT ALLOW ANY TWO-WAY COMMUNICATIONS WITHOUT THE SYSTEM ADMINISTRATOR'S APPROVAL.
- Having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems

before they are used in School Systems.

- Material received, created, or distributed using School Systems.
- Maintaining the integrity of the electronic messaging system (voice, e-mail, etc), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in non-compliance, the system administrator may delete files and messages, freeze the account, and/or close the account.
- Preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital, or written format.
- Awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of School Systems.
- Using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. The School is not liable for any financial obligations made or any personal information provided while using School Systems.
- Financial restitution for unauthorized cost incurred or damages or repair necessitated by inappropriate use or access.
- Any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so *at their own risk*.
- Abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

- Using the technology for a "for-profit" business, for product advertisement or political lobbying.
- The malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems.
- Using School systems to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law.
- Participating in hate mail, harassment, discriminatory remarks and other anti-social behaviors on the network.
- Vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

Declarations

The School has developed this Policy for all Users and it applies to all School Systems, User Equipment, School Confidential Information and School Electronic Information. Access and use of School Systems is a privilege for each User.

I have read, understand and will abide by this Policy. I agree to be responsible for and abide by this Policy and all other rules, regulations, policies and/or procedures related to School Systems. I understand that should I commit any violation, my privileges and/or account may be revoked, and that disciplinary action and/or appropriate legal action may be taken.

I understand and acknowledge that I might locate material that could be considered offensive or controversial, that parents of minors should be aware of the existence of such materials and monitor home usage of School Systems, and that students knowingly bringing or downloading such material into the School environment will be dealt with according to the discipline policies of the School.

In consideration for the privilege of using the Schools Systems and in consideration for having access to the information contained or access on it. I hereby release the School and its operators and sponsors, its faculty and staff and all organizations, groups, and institutions with which the School is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the School Systems.

As the parent or guardian of this student, I have read this Policy. The School has taken precautions to prohibit access to inappropriate materials. However, I also recognize it is impossible for the School to restrict access to all inappropriate or copyrighted materials and I will not hold them responsible for materials acquired on or through the School Systems. Further I accept full responsibility for supervision if and when my child's use of any School Systems is not in a school setting.

Users are responsible for attending appropriate training sessions in the use and care of all School Systems and should refrain from using any technology for which they have not received training.

Users may be required to make full financial restitution for any damages to School Systems or unauthorized expenses incurred through the use of School System.

By signing the handbook card, I hereby give permission to issue a membership account to my child.

As the parent or guardian of this student, I have read this Policy and understand that this access is designed for educational purposes.

SEARCH AND SEIZURE - According to Federal and State Law, if the school has “reasonable suspicion” that a student may be in possession of drugs, weapons, stolen articles or other objects detrimental to order and security, the school retains the right to search. The search may include but is not limited to a student’s personal property, locker, book bag, purse and/or vehicle. **Signs concerning the search of vehicles are posted in the parking lot.**

TOBACCO PRODUCTS - Cabrini High School is a smoke-free environment. The possession or use of tobacco products on school grounds or at school related functions is not allowed. Anyone found to have engaged in these activities will be subject to consequences up to and including exclusion from school. Any cigarettes or tobacco-related items will be confiscated and not returned to the student.

WEAPONS – Any student discovered to be, or suspected of, carrying, possessing, concealing or transferring a weapon on school premises or in the immediate vicinity of the school shall be immediately excluded from classes. An investigation will determine the length of suspension and whether the student will be expelled. State law requires the reporting of possession of a “dangerous weapon” to the local law enforcement agency.

The term dangerous weapon means:

1. Any weapon or fire arm, including a starter gun, which will or is designed to or may readily, be converted to expel a projectile by the action of an explosive. The frame or receiver of any such weapon. Any firearm muffler or firearm silencer.
2. Dagger, dirk, and stiletto, knife with a blade over three inches long, pocket knife opened by mechanical device and iron or brass knuckles or any object used as a weapon with the intent to cause bodily harm. Any destructive device.

STUDENT SERVICES

GUIDANCE AND COUNSELING DEPARTMENT - Cabrini High School is committed to the formation of the total person in the Gospels of Jesus. The guidance and counseling department is so structured as to contribute to that primary effort. Through its various programs and services, the guidance and counseling department assists the student in becoming a person of the Gospels, fully prepared to meet the challenges of higher education and the modern world.

The guidance office is located on the second floor of the building. The counselor is available to help students with any problem(s) they may

have. Students should request an appointment with the counselor. Students are welcome to make arrangements for appointments before school, after school, during lunch or at any other mutually acceptable time. A special feature of being a parish high school is that all students have access to a priest. Appointments can be made from the school office or by calling the parish office at 313-381-5601.

The purpose of the guidance and counseling department is to:

1. Assist students in the realization of their fullest potential as responsible persons by providing the basic elements of education, career, personal and social counseling.
2. Provide the level of guidance and/or counseling needed for each individual to understand him/herself by focusing attention on interests, abilities and needs in relation to home, school and other personal contexts.
3. Utilize knowledge of the individual student as a consultant to the faculty in providing for individual curriculum needs and assist the student in developing his/her strengths.
4. Create a sense of trust and assurance of confidentiality so the student may experience the freedom to grow as a total person.
5. Establish good rapport among parents, teachers and other school personnel and to provide an awareness of the guidance services available to our students.

COMMUNITY OF INTENTIONAL SUCCESS (CIS) program

This initiative puts a laser sharp focus on the purposeful actions of helping students to be the best they can be. The Community of Intentional Success, or CIS as it is commonly referred to, is a support system for students demonstrating a need for academic, social and/or behavioral assistance. The program provides staff members professional relationships with students and fosters an opportunity to develop a student's career goals and aspirations.

Students selected to participate in this initiative are chosen based on their academic need(s) through parental/guardian request, teacher/counselor recommendation and behavioral/social concerns that can be addressed through additional support from staff members. All of the CIS meetings are scheduled on an individual basis that is convenient for both parties. Team leaders spend time speaking with students about their grades, future goals and any challenges they are facing. This supportive environment is the foundational element for improvement, both academically and socially. Mentor teachers work in partnership with team leaders to provide an additional level of support. Student success in the program depends on a cooperative effort between the student, parents, teachers, mentors and team leaders.

COLLEGE TESTS - The guidance department provides juniors and seniors with information and registration material for college entrance. Currently, pre-college tests take two forms: the American College Test (ACT), and the Scholastic Aptitude Test (SAT).

SPECIAL SERVICES - Cabrini High School receives special services from the Allen Park Public Schools by way of Teacher Consultants and Psychological testing. Any student or parent who has the need of these services should make them known to the student's counselor.

LIBRARY -The Cabrini High School library/media center is open when the media specialist is available to supervise students. The facility is available to staff, faculty and all students who are encouraged to use all the resources. Computer and Internet access, under the direction of the media specialist is available to students. To use the Internet, a student must have on file, a signed contract and be assigned a password.

- Books and other materials may be borrowed for designated periods. Viewing times are scheduled in advance according to instructor's needs. It is understood and agreed upon that all materials are to be handled with care and returned as scheduled. As in all lending libraries, the borrower or user is charged a late-return fee. There is also a charge for lost or damaged books and materials.
- Students are able to use the copy machine and printers in the library for a nominal cost. The media specialist will instruct and help the student with the copying process.
- The library is a place to do research and to study. It is not a social gathering place. If students need to do research work, teachers are to send no more than two unsupervised students to the library at a time. If the media specialist is involved helping others at that time, the students will be asked to return to class. Students without a pass will be sent back to class. Students are not allowed in the library when the media specialist is not present. All rules of quiet and order necessary for study and reading apply to all users of the library at all times.

CLASS RINGS - At the end of the sophomore year, members of the class are fitted for their school rings that they will receive early in their junior year. The purchase of a ring is optional to each student.

SENIOR PORTRAITS/YEARBOOK PHOTOS - In the summer before the senior year, sittings for pictures used for the yearbook and the senior composite are arranged under contract with the school. This fee is non - refundable. Any other senior pictures may be scheduled with a photographer or studio of your choice.

All students will have their pictures taken during the beginning of the year in September. Information can be picked up at the main office regarding the purchase of these photos. These pictures are used for ID cards.

TEXTBOOKS/ USED BOOKS

Textbooks and class fees, required to begin the year, are purchased and paid for in person during the book sale in August and with a 2nd semester book order form in December. Each student must purchase a planner and pay for their class dues and auction fee at the August sale. Payment for classes with a fee attached (art, drama, music) must be paid prior to receiving the class equipment. Additional books may be purchased after school on designated school days.

Students with books to sell may use one of the following procedures:

- 1 **Seniors:** May sell their books back to the school by turning them in during each of their exams to their specific teacher. The credit form will be filled out during exams and collected after the last final. Refunds will be issued by the parish business office.
- 2 **Underclassmen:** May sell their books back to the school by turning them in to their specific teachers during each of their exams. A credit form will be filled out by the teacher during each exam and collected after the last final. The credit can be redeemed at the book sale the following fall.
- 3 **Students not returning to Cabrini:** Must see the bookstore manager to make arrangements regarding their books.
- 4 **Students choosing not to participate in the Cabrini High School book sale:** Must sell their books off campus.

WORK PERMITS - Work permits, for any city, may be picked up in the main office or the guidance office.

EXTRACURRICULAR ACTIVITIES

The following is a list of rules that all students, who are participating in extracurricular activities (athletics, clubs, NHS, student council, robotics, drama, drama activities, cheer, pom, etc.), will abide by:

1. All students must have completed and submitted to the Campus Ministry Office, by May 1st, the required Community Service Hours from the previous year. (Sophomores-12 hours, Juniors-24 hours, Seniors-36 hours (Check pages 12-13 for further explanations).
Those students who neglected to hand in their required service hours by the first Tuesday in May are ineligible to participate in the 1st semester extracurricular activities.
2. All students must attend a minimum of six (6) complete periods in a school day or provide health care documentation to participate
3. After three (3) detentions, for any reason, the student is suspended from practice on the first non-competition day, following the day of receipt of the detention.
4. After six (6) detentions, for any reason, they are suspended for three (3) non-competition days beginning the day following receipt of the sixth detention.
5. After nine (9) detentions, for any reason, the student is suspended for one week (seven school days including non-competition and competition days) beginning the day following receipt of the ninth detention.
6. After twelve (12) detentions, for any reason, the student will be removed from participation in the extracurricular activity.
7. An in-school suspension includes suspension from that day's extracurricular activity.
8. A second suspension will result in a week's suspension from participation in the extracurricular activity.
9. A third suspension will result in removal from participation
10. Once a suspension has occurred, any title of captain, president, vice president, etc. will be revoked until reinstated by the administration.
11. After attaining the maximum demerit points and/or detentions, a student is excluded from participating in any extracurricular activities or athletic teams.

ATHLETICS

Seventeen different interscholastic sports and over thirty teams on the varsity, junior varsity and freshmen levels are offered. Boys' sports include baseball, basketball, bowling, cross-country, football, golf,

hockey, soccer, swimming (coed), tennis, and track. Girls' sports include basketball, bowling, cross-country, pom pon, cheer, soccer, softball, swimming (coed), tennis, track, ice skating and volleyball.

ATHLETIC CODE OF CONDUCT

Athletes are representatives of our school and are to conduct themselves with respect for others at all times. They are to follow their coach's directions at all times. Good sportsmanship is to be exhibited at all games, practices and scrimmages.

Attendance

1. If an athlete is absent from school, unless attending a funeral or a similar circumstance, he/she may not practice or participate in games that day.
2. Athletes must attend a minimum of six complete periods unless documentation from a health care professional is provided upon return, in order to participate in that day's game or event.
3. Athletes suspended from school will also be suspended from participation and attendance at all related activities for that day.

****It is important that parents/guardians attend the pre-season sports meeting with the coaches to be made aware of the rules and regulations for each individual sport.**

Vacation

Vacations by athletic team members during a sports season are discouraged. In the event of an unavoidable absence due to a vacation, an athlete must:

1. Be accompanied by his/her parents/guardians while on vacation.
2. Contact the head coach prior to vacation.
3. Student athletes missing games and practices due to vacations may be subject to not playing in games at the coaches discretion.

Code of Conduct

Uniforms are the responsibility of the student athletes. Students must pay for lost or damaged uniforms.

Use or possession of alcohol or drugs is prohibited and will result in, after the first offense, being suspended for up to 1/3 of the games and practices, the second offense may result in removal from the team.

Additional consequences are found in the Disciplinary Code.

Inappropriate language and lack of respect to other players, coaches, officials or spectators will not be tolerated. Coaches will inform players of expectations. Lack of respect toward other players, coaches, officials or spectators can result in immediate benching during a contest

or sitting out the next contest. Continual disrespect can result in dismissal from the team.

Locker Room roughhousing and throwing of towels or other objects is not allowed. Any form of hazing of other players is strictly forbidden.

Vandalism and/or destruction of property to Cabrini High School or other school by an athlete may result in immediate suspension from the team. The Administrative team will meet to decide the consequences of the action. The consequences may be a minimum of a one game suspension up to permanent banning from all athletic contests either as a spectator or participant. Students are subject to Cabrini High School disciplinary consequences.

Unsportsmanlike conduct in a game

If a player receives any penalty in any sport for unsportsmanlike conduct, for the first offense they will receive the penalty of that sport per MHSAA and CHSL rules.

Any further violations of unsportsmanlike conduct, the player will be subject to penalties at the discretion of the head coach and the athletic department.

Ejection from a game

1. If a player is ejected from a game, he/she will not be eligible to participate in the next date of competition, hockey for two games, per MHSAA and CHSL rules.
2. If a player is ejected from a second game during the season, they will sit out the next date of competition per MHSAA and CHSL rules and an additional day per Cabrini rules. The hockey rule is four games.
3. If a player is ejected from a third game during the season, they will be immediately released from the team.

Multi-Sport Participation Policy

If an athlete wishes to play two sports in the same season, they first must consult with the athletic department. If both Varsity head coaches and the athletic department are in agreement, then the student athlete may participate on both teams, but must make one team their primary sport. The athlete must attend all practices and games for their primary sport and will not be allowed to miss a game or practice to attend the secondary sport.

ACADEMIC ELIGIBILITY OF ATHLETES

1. Cabrini High School believes firmly that the total person develops as an entity of the body, mind and spirit. A healthy body is a necessary

component of the total person. Athletics help in developing a healthy body; competitive sports aid in establishing self-discipline and a spirit of teamwork accountability. Tandem with high standards of academics, sports are necessary to personhood totality.

2. To this end, Cabrini High School supports all athletics and provides a sports program for both boys and girls. The athletic director, in direct line with the administration, establishes and implements all regulations pertaining to athletics at Cabrini High School.

3. A student is considered eligible to participate in athletic programs if he/she meets the following criteria:

- Maintains a **2.0 GPA** **AND**
- Has **no more than one failing grade (F)** in any quarter.

A student not meeting **both of these qualifications** during a marking period will be issued a **waiver**. Once a student receives a waiver, the student must improve his/her grades to meet or exceed the criteria listed above or face exclusion from athletic participation. Evaluations take place at the next marking period. A waiver reminds the student he/she has until the next marking period for grade improvement.

Academic eligibility is evaluated and determined by the CHS administrative team and notification will be done by the Athletic Director. Eligibility evaluations will be conducted at progress report and quarterly marking periods. For the purpose of determining eligibility of athletes at the beginning of a school year, students returning to CHS in the 10th, 11th and 12th grades will be evaluated in light of their **4th quarter grades from the previous year**. Incoming 9th graders will face an initial eligibility evaluation at the **end of the first quarter**, with subsequent review at each progress report and marking period.

Note that a waiver is issued only once during an academic year when the student's grades fall below the eligibility criteria. A student who does not pursue serious academic improvement when so warned could face athletic exclusion during a later part of the year, when he/she wants to join a team but has been issued a waiver. Our goal is to have students be in solid academic standing throughout the academic year. After the waiver period, the student's academic eligibility will be determined by reviewing grades at the next progress report or report card. If the student is not meeting the minimum requirements they will then be ineligible to participate in athletics for a minimum one week period (Monday – Sunday). Every Monday the student's eligibility will be checked to determine their eligibility for that week. At the next marking period, if a student does not meet the minimum requirements, they may be removed from the team for the duration of that sport season.

Exceptions to this policy, related to extenuating circumstances, will be examined on a case-by-case basis by the administrative team. If the student is not meeting the minimum requirements they will then be ineligible to participate in athletics for a minimum one week period (Monday-Sunday). Every Monday the student's eligibility will be checked to determine their eligibility for that week.

The CHS athletic department will follow all rules set forward by the Michigan High School Athletic Association (MHSAA). These rules will be considered as the “**minimum**” or baseline standards for our programs. Cabrini High School will continue to exercise its right to exceed MHSAA parameters in order to maintain the high academic, spiritual and personal standards called for by its philosophy and mission.

Changes of this academic eligibility policy may be made by the school administration and implemented at the beginning of the next academic semester, following notification of the school community.

4. Any athlete who quits a team may be denied the right to practice or participate on another squad during the existing season and the following season. If an athlete decides, within two weeks from the start of the season, that they want to switch sports or are having difficulty with making the commitment, they must inform the coach and be released from the team without penalty. During the season, if problems arise with grades, illness, etc., an athlete can request and athletic director to release them from the team without penalty.

STUDENT ACTIVITIES

Clubs and organizations offer opportunities for students to pursue social interests in a social setting. We encourage students to join, participating in the pursuit of shared experiences and community through active involvement in clubs and organizations found at Cabrini. Students may increase their knowledge and enjoyment of their unique interests. We believe participating in extra curricular activities helps to create and nurture a well-rounded, enthusiastic individual. Students participating in school sponsored extra curricular activities such as band, choir, drama, etc. must maintain a 2.0 G.P.A., abide by the extracurricular rules explained above and exhibit responsible behavior and conduct in school and at school sponsored events. A one-time per year, academic waiver, similar to the process used in athletics, will be available.

ACADEMIC QUIZ BOWL –The Quiz Bowl Club is Cabrini's Academic Team and competes in tournaments throughout the school year. The trivia format includes questions from the entire high school curriculum as well as current popular culture. Students work both individually and as a team to showcase their knowledge.

ART CLUB – A group of students who are interested in art and enjoy working together on dance decorations, art shows and visiting various places of artistic interest.

ASSEMBLIES, LITURGIES AND PRAYER SERVICES - Assemblies, weekly liturgies and prayer services are considered part of the school day and attendance is mandatory for all students. On liturgy/prayer service days, students will sit with their first hour class in church and share in the togetherness of a school community event..

CLASS MEETINGS - Members of each class meet regularly to coordinate, plan and evaluate class activities, fundraisers, needs and spirit. These class meetings are times when the voice of each student should be heard to bring that class to unity and growth. School spirit also grows when each class feels a partnership in the school. Class officers and moderators preside over all meetings. Class moderators and staff attend class meetings as a part of their responsibility.

DANCE REGULATIONS

- Students must wear appropriate attire. Attire must conform to standards of decency and good taste. Appropriate attire for each specific dance will be posted in advance. Persons in charge have the right to refuse admittance or require persons not properly attired to leave.
- All CHS High School Discipline Code rules, as related to CHS school activities, apply.
- Dances begin at 7:00 p.m. Doors close at 8:00 p.m. Permission is needed to enter later. All dances end at 10:00 p.m. to comply with the Allen Park City Curfew Ordinance.
- Dances are for Cabrini High School students and their invited guests. Out of school guests are not permitted without a high school ID and Guest Pass. Guest Passes must be completed and submitted for approval by administration at least one week prior to the dance and must be present with the CHS sponsoring student. A photo ID must also be shown upon entering the dance. CHS sponsoring students are accountable for the behavior of their guest. Guests at dances who are uncooperative and/or disruptive will not be allowed to attend dances or other student events and the CHS sponsoring student might also be restricted from being allowed to sponsor guests in the future.

- Students who have been asked to leave Cabrini High School for disciplinary reasons are not allowed to attend CHS dances.
- No student younger than high school age may attend CHS dances.
- All students in attendance must provide student ID upon request from a dance supervisor or administrator.
- Large jackets, purses, etc. are not allowed. Small purses and your person may be inspected by the faculty chaperones before admittance to the dance. Open beverages may not be brought into the dance.
- All dance styles must comply with standards of modesty and safety. The faculty and administrators in attendance will be the final judge of the appropriateness of dance styles. Inappropriate dancing includes, but is not limited to, the following: slam dancing, moshing, freak dancing (including front-to-front, front-to-backside and “sandwich” dancing), or otherwise inappropriate or dangerous dancing.
- All students must stay at the dance until 9:45 p.m. Permission notes from parents, to leave the dance early for specific reasons, must be handed in at school prior to the dance. Leaving the dance early without authorized permission will result in the student being banned from all school dances.
- Students are not allowed to loiter in the parking lot or to sit in parked cars. They must enter the building or they must leave the premises.
- Loitering in the restrooms will not be permitted.
- Smoking or drinking will result in automatic disciplinary action. Students are not permitted to appear at the dance under the influence of alcohol or drugs, with alcohol on their breath or with alcohol in their car or in their possession. All students are subject to random or “for cause” breathalyzer checks.
- Staff chaperones have complete authority. Their directives are to be followed and respected.
- Cabrini High School is not responsible for any lost, stolen, or damaged articles, which includes money, clothing, or other personal effects.

PROM - Cabrini High School’s Senior Prom attendance is limited to Cabrini Seniors and their invited guests (dates) no younger than a sophomore in high school. Seniors must be on time, present in school for a minimum of four complete periods, and leave no sooner than 11:50 am on the day of the dance in order to attend the prom.

Underclassmen must be on time, present a minimum of six complete periods, and leave no sooner than 1:42pm the day of the dance in order to participate in prom. Prom attire guidelines will be posted prior to Christmas in accordance with the Roostertail guidelines.

DRAMA CLUB –This group functions as an additional enrichment group for students who have a keen interest in the theatre arts and as a support to the Cabrini Monarch Theatre Troupe, the extra-curricular performance group for Cabrini Parish Schools. Student members of the group may choose to audition for the plays and be involved in them as an actor/actress or as a part of the tech team working backstage for productions. This group also travels to see shows outside of the school system and as time and talent permits organize and produce a school talent show. Regular attendance to meetings is required to maintain membership.

ENVIRONMENTAL CLUB – Promotes the health and well-being of our planet and all living creatures placed upon it. Students are also involved in a paper recycling program within the school and may be able to participate in off-site environmental studies.

FIELD TRIPS

- Field trips are included in the curriculum to provide educational experiences not available in the school itself. Students must have a school permission slip signed by parents/guardians and a medical treatment release form on file or they cannot participate in the field trip. Students should be aware that a field trip does not excuse them from completing the normal work of other classes.
- Tests and assignments must be completed as required by the respective teachers. In addition, students should inform all of their teachers of the field trips they will be attending when they are aware of them. In some cases, the student may not be permitted to go on field trips if problems with attendance (absences, tardiness or suspensions), failing grades or behaviors warrant such action. Students must also be aware that a field trip does not automatically excuse them for the rest of the day. If time permits, they must return to their scheduled classes. No field trips will be taken the two weeks prior to semester exams.
- **The uniform code is enforced for all field trips unless there is a special dispensation from the administration.**
- **Field Trips are for current Cabrini High School students only. Chaperones must have Protecting God's Children certificate and be twenty one years of age.**

FRENCH CLUB – Promotes an interest in French as a co-curricular activity. The club's main purpose is to provide students with an

additional opportunity to work with the French language and to broaden their understanding and appreciation of the French culture.

GAME CLUB – is a group of students who are interested in playing chess, backgammon and a variety of board and card games.

GERMAN CLUB – Promotes an interest in German as a co-curricular activity. The club's main purpose is to provide students with an additional opportunity to work with the German language and to broaden their understanding and appreciation of the German culture.

INTERNATIONAL CLUB – A blending of the Spanish, French and German clubs for students interested in cross cultural activities.

LITURGICAL MINISTERS - A group of students who are interested in the various aspects of Liturgical Ministry. After participation in the required training program, students will minister, within the high school community, as lectors, Eucharistic ministers, acolytes, music ministers and ministers of hospitality.

NATIONAL HONOR SOCIETY - Membership in the Cabrini High School Clare Murphy Chapter of the National Honors Society is an honor bestowed upon a student based on outstanding scholarship, service, leadership, and character. The purpose of NHS is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character. Membership is not only an honor but a responsibility; therefore, members are expected to continuously maintain these qualities. **Failure to maintain these high standards will result in probation and/or other disciplinary action.** Students must maintain a 3.5 cumulative GPA, participate in all activities sponsored by the Chapter, and perform a 20-hour individualized service project each year of their membership.

RETREATS - It is important to take time to reflect on spiritual aspects of our lives at Cabrini High School. Retreats, days of recollection and other opportunities of spiritual enrichment are available to the students. These activities are coordinated through the Campus Ministry office. It is a graduation requirement that all students must participate in a yearly school retreat.

ROBOTICS – A co-op club with Allen Park High School interested in building robots for competition.

S.A.D.D. – Students Against Destructive Decisions is a national organization that promotes safe driving and encourages students to make positive decisions. The organization meets regularly throughout the school year to raise awareness about issues teens face today. Members promote an awareness and alternative for drunk driving, educate fellow students about being safe, and advise students on how to avoid peer pressure.

SPANISH CLUB – Promotes an interest in Spanish as a co-curricular activity. The club’s main purpose is to provide students with an additional opportunity to work with the Spanish language and to broaden their understanding and appreciation of the Spanish culture.

STUDENT COUNCIL - The Cabrini High Student Council is organized to represent student concerns, feelings, opinions and interests. Its purpose is to help students understand and interpret their role in school government; it encourages harmonious relationships among administration, faculty and students and helps to develop a sense of responsibility for their own conduct and behavior during school hours, at social functions and whenever participating in sporting events.

Members are elected to student council during the early part of the fourth quarter for the following school year. Students are eligible for election if they have a 2.5 G.P.A. or above and have served on student council at least one year. Each candidate must complete an application form. The candidate must have four teachers complete the endorsement form. Two of the forms may be from a teacher that they currently have in class and the other two may be from a teacher or staff member that they have worked with in the past. If the candidate is a current member, the class moderator must also fill out the moderator endorsement form. At least $\frac{3}{4}$ of the endorsements must reflect the candidate’s ability to hold an office and maintain positive student council image, in order to run for an office. A majority of votes is needed for a candidate to win.

Class officers’ elections are held at the same time as Student Council member elections. The candidates must follow the same rules as mentioned above.

If you are nominated as a student council or class officer, including president, vice president, secretary, treasurer or representative, specific permission would need to be obtained from the moderator to run for a National Honor Society office.

Anyone elected to an office or anyone chosen as a representative must consider all student council meetings and activities his or her first and foremost obligation. Student council meetings will be held either before or immediately after school. Additional meetings may be called during special events preparation times or for school improvement staff meetings. **It is mandatory that everyone be present for all meetings.** All issues proposed by the student council must meet with administrative approval.

- Freshmen officers are chosen during the first few weeks of the new school year.

- Student Council members and class officers are expected to lead by their example. A membership in the student council or class office may be terminated under the following conditions:
 1. If he/she is suspended for any reason for a period longer than one day.
 2. If he/she behaves in any manner that requires a formal reprimand.
 3. If he or she accumulates three unexcused absences from the meetings.
 4. If he or she is caught cheating at any time.

Disciplinary measures for student council and class officers will follow the rules for extracurricular activities.

STUDENTS FOR LIFE CLUB – Promote and raise awareness of life issues consistent with the teachings of the Catholic Church. The group also promotes the idea that life is precious from conception until natural death. Students will participate in local and national events such as the March for Life in Washington DC.

YEARBOOK – A dedicated group of students whose responsibilities include the promotion, sale, and production of the CHS yearbook- The Clareon. Members are responsible for selling business and senior advertisements. Club members must meet deadlines associated with assigned yearbook pages and are required to help in the sale and distribution of the yearbook during the August school book sale. There is a yearly cost for the yearbook if a student is interested in obtaining one.

2017 - 2018 TUITION, FEES AND REGISTRATION INFORMATION

REGISTRATION

The School Administration accepts registrants for enrollment. Upon acceptance and receipt of the following, students will be placed on class lists.

1. A \$100 deposit to hold an enrollment spot, per student (due at time of registration). The deposit is applied toward the tuition and is non-refundable.
2. Return of the completed Tuition contract (due at the time of registration).
3. All Tuition obligations from previous year have to be paid in full.
4. Enrollment in the FACTS program for making payments. This is mandatory. The school and parish office are no longer accepting payments for tuition.

TUITION POLICIES - • All financial obligations must be settled before a student will be admitted to any succeeding semester. If the family has difficulty meeting the terms of the Tuition Agreement, he/she should contact the Parish Bookkeeper within the same month as the problem occurs to resolve the situation. (313) 381-5601.

1. Seniors will not be allowed to participate in the Graduation ceremony and their diploma will not be issued until all financial obligations are met.
2. Transcripts, official or unofficial, for college admissions or withdrawing students, will not be released for any student whose tuition account is in arrears.
3. Student with an outstanding tuition balance from the previous year will not be allowed to be put on a class list until this obligation is taken care of.

Mid-year Registrants

Students entering CHS at the second semester or later in the year will be charged one half of the yearly tuition and the full registration fee.

Discontinuance Policy

If a student withdraws prior to the completion of a semester the parent/guardian must request a refund of tuition after completion of the withdrawal process. At that time, the tuition and fees account will be prorated accordingly. All financial obligations must be settled before report cards will be given or transcripts are sent to another school.

CHS TUITION 2017-2018	NON-CATHOLIC TUITION + FEES	CATHOLIC TUITION+FEES
1 student	\$6,670.00	\$5,565.00
2 students	\$12,354.00	\$10,180.00
3 students	\$17,593.00	\$14,370.00
	PLEASE SEE BELOW FOR DESCRIPTION OF NON-CATHOLIC, CATHOLIC RATES AND ALL FEES	

DESCRIPTION OF TUITION RATES

Non-Catholic: you have no affiliation with a Roman Catholic Parish.

Catholic Rate - If you are registered and active at St. Frances Cabrini parish your membership will be verified by the tuition office to receive the Catholic Rate. Registered and active means that you attend mass at Cabrini on a regular basis with an expectation of \$800.00 per year in contributions to the parish. If you are NOT REGISTERED at St. Frances Cabrini, but belong to another Roman Catholic Church, you will be charged non-Catholic rates until a letter from your parish, stating that your family is registered and active, is received in the tuition office. Once this letter is received, your tuition rate will be adjusted to the Catholic rate. A new letter is required every year. This letter needs to be submitted before August 1st of the current year to receive the credit.

DESCRIPTION OF FEES

ALL FEES ARE NON-REFUNDABLE, THE FOLLOWING ARE INCLUDED IN TUITION RATES

Registration Fee \$225.00 Per Student: This fee covers the cost of student acceptance, forms, class schedules for both semesters, and data processing to complete enrollment. Also covered are guidance materials, publications such as course booklets, student accident insurance which supplements parent's coverage, student dues in the North Central Association (NCA), and the postage for mailings to parents. This fee is charged to all students who attend Cabrini High School.

Technology Fee \$75.00 Per Student: This fee covers the cost of developing and updating our computer lab. The fast pace field of technology and the Internet are a significant part of each student's life and must be addressed. This fee is charged to all students attending Cabrini High School.

Fundraising Fee \$250.00 PER FAMILY: This is a mandatory fee that is charged per family. This is the only fundraising that the school will ask of the families, unless your child's class is raising funds for a special purpose like, prom, class trips, etc.

Retreat Fee \$50.00 Per Student: This fee pays for the cost of the retreat director, materials and meals.

Utility/Maintenance Fee \$200.00 per student: This helps maintain the building and grounds of the high school.

Graduation Fee \$75.00 (seniors only): This fee pays for the senior's cap and gown rental, awards, diploma, and ceremony expenses.

OTHER FEES NOT INCLUDED IN THE TUITION RATES

- **Yearbook Fee (optional):** The yearbook is the best source for students' history and memories of Cabrini High. There is a fee charged for this book. The yearbook is an optional purchase.
- **Class Change Fee:** A fee of \$ 40.00 will be charged if a class change is approved. The fee will only be charged for student/family initiated changes. No class change fee will be charged for faculty initiated changes.
- **Parking Fee (optional):** Students wishing to park an automobile on the high school or church grounds pay a yearly parking fee of \$10.00. Student autos found on the high school

or parish lot without a parking permit are charged a \$10.00 fine for each occurrence.

- **Class/Auction Fee:** \$10.00 payable at book sale.
- **Pay to Participate:** A fee of \$75.00 per sport.

GRANTS

1. Archdiocese Tuition Assistance Program: The Archdiocese of Detroit offers tuition assistance through the Stewards for Tomorrow Campaign and the establishment of the Archdiocese Endowment Fund. This grant is extended to CATHOLIC families with children in grades K-12 attending Catholic Schools. Financial need must be demonstrated. The awards for the school year will fall into one of the following tiers: Tier 1-\$1,100.00, Tier 2-\$950.00, Tier 3-\$800.00. Applications can be completed online only. The FACTS Student Grant & Aid link can be found on the school web site. **The deadline for all applications is APRIL 1. Please adhere to the deadline; applications will not be accepted after this date.**

2. Father Clare Murphy Scholarship Fund: This scholarship fund was established by Fr. Clare Murphy to assist St. Frances Cabrini Parish families who have financial needs. This scholarship is available only to registered Cabrini families. Applications are available at the Parish Office beginning in February. **Applications are to be returned by April 1 to the Parish Office.** Awards are based on financial need.

3. Cabrini Scholarship Fund: This fund is for families who are not registered parishioners at St. Frances Cabrini, but attending our K-12 schools. Applications are available at the Parish Office beginning in February. **Applications are to be returned by April 1 to the Parish Office.** Awards are based on need.

\$CRIP PROGRAM

\$crip is a program in which gift certificates or gift cards are purchased at a discounted rate from a variety of stores and restaurants. These gift certificates are sold to you at face value. The certificates are used like cash to make your purchases. Every two months your family's tuition/loan account will be credited the discounted rate you earned through your purchases, minus 1% for administrative costs. \$cript allows you to choose your level of participation. The more you buy, the more you save on tuition. Applications for registration are available at the parish office.

