

STUDENT HANDBOOK  
2023-24

**ST. FRANCES CABRINI  
HIGH SCHOOL & ACADEMY**

Accredited by Cognia

15305 Wick Road  
Allen Park, MI 48101



# Table of Contents

**NAVIGATION NOTE:** Since this document is fully digital, please use the “Control + F” or “Search” function to find topics / key words within this handbook.

## **INTRODUCTION:**

A Note on Revision  
Letter from Head of Schools  
Notice of Non-Discriminatory Policy  
Who We Are, Vision, & Mission Statements  
Core Values  
Fight Song  
School Administration and Staff  
General School Information  
Daily Schedules

## **ACADEMIC INFORMATION**

Seeking Solutions - Issue Resolutions Protocol  
Grading Policy  
Weighted Grades  
Graduation Requirements  
Dual Enrollment  
Curriculum Requirements  
Christian Outreach Guidelines  
Admissions Policy  
Student Record Policy  
Academic Probation  
Report Cards  
Progress Reports  
Incompletes  
Examinations  
Class Rank  
Honor Roll  
Course Failures  
Schedule Change Procedure  
Online Learning  
Office Assistant  
Drop/Add Course

Withdrawal from Cabrini

## **RULES AND POLICIES**

Attendance

Cafeteria

Custodial/Non-Custodial Parents

Driving Privileges

Exiting at Dismissal

Gymnasium

Identification

Immunization Policy

Lockers

Lost and Found

Restricted Areas for Students

Transportation

School Buses

School Closings

Selling

Senior Privileges

Student Planner/Hall Passes

Emergency Drills Policy

Visitors

## **STUDENT CONDUCT**

Philosophy

Definitions

Detention

Suspension

Expulsion

Academic Integrity

Classroom Behavior

Dress Code

Electronic Devices

Internet Usage

Search and Seizure

Substance Abuse Policy

Alcohol

Tobacco/Vaping

Marijuana/THC

Prescription Drugs

Street Drugs

Distribution and/or Sale of Drugs

Weapons

### **STUDENT SERVICES**

Counseling

College Tests

Special Services

Class Rings

Senior Portraits / Yearbook Photo

Textbooks, Chrome Books, Used Books

Work Permits

### **EXTRACURRICULAR ACTIVITIES**

#### **ATHLETICS**

Athletic Code of Conduct

Academic Eligibility

#### **STUDENT ACTIVITIES**

Academic Quiz Bowl

Art Club

Assemblies, Liturgies and Prayer Services

Book Club

Class Meetings

Dance Regulations, Prom

Drama Club

Field Trips

French Club

Game Club

National Honor Society

Retreats/Kairos

S.A.D.D.

Spanish Club

STEM Club

Student Council

Students for Life

**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 and the CHS portal system. Once that communication has been made, students will be held accountable for adherence to the newly published standards, rules, policies, or procedures.

August 2023

Dear Parents and Students:

**Welcome to the St. Frances Cabrini High School & Academy!**

St. Frances Cabrini High School & Academy strives to deliver a comprehensive college preparatory academic focus on experiential learning and critical thinking. We are committed to educating students today, with the knowledge and faith that will influence the world of tomorrow. To do so we continue to build our technology integration and use of our 1:1 device program while instilling digital citizenship. A St. Frances Cabrini education emphasizes the ability of our students to work together as a community, to grow in friendship, and above all to recognize that final goal to which we are all called: perfect and lasting happiness with God.

Academic learning and faith formation are community efforts – we all help one another grow in our relationship with the Lord. Families are active participants in their child’s education and school. Mass and Faith are regular part of our day for all students, and Christian outreach projects are a part of who we are. As the student body grows, so do the extracurricular activities available. Every student has a voice and has leadership potential at St. Frances Cabrini High School & Academy. It is critically important for every great community to be successful, and there must be policies and rules to promote safety and security of all members. We are providing you with this handbook at the beginning of the school year because we believe its contents are very important in setting the tone for the total education of our students.

St. Frances Cabrini Catholic has standards and rules for religious formation, academic achievement, extracurricular participation and a focus on **kindness, love and respect in all of our interactions**. From enrollment to matriculation all students are expected to honor these rules. To that end, school and parent partnership is essential. Cabrini’s expectation is a partnership with parents to support students in honoring the rules in this handbook. The Administration reserves the right to make and enforce any and all rules it believes necessary for the good of the school community. The Administration of St. Frances Cabrini Catholic High School & Academy reserves the right to make any decision or change deemed necessary which serves in the best interest of our school community.

Enrollment in St. Frances Cabrini Catholic School acknowledges a contractual partnership recognized by law between parents and the school. Parents and students assume responsibility for all obligations – religious, academic and financial, resulting from this contract. Students and parents are expected to be familiar with this handbook and any announced revisions. Parents and students should understand that: tuition accounts must be up-to-date, volunteer obligations must be fulfilled, detentions must be served when given, school days take priority over vacation time, and cooperation with the religious and academic mission of the school is essential.

In order that we may be assured you understand the policies and rules contained in this handbook, we require that all students and one parent/guardian sign the acknowledgement of student handbook form. By doing so, you and your student(s) agree to willingly comply with the policies outlined in this handbook and as a result, all families can expect to enjoy the privilege and protections outlined in this handbook.

I pray that you will share in my excitement in achieving an outstanding, spirit filled and rigorous learning environment as we begin the new 2023-24 academic year.

Thanks and Blessings,  
*Mr. Ryan John*

Head of School

## **Notice of Non-Discriminatory Policy**

St. Frances Cabrini Catholic High School admits students of any gender, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of physical disability, gender, race, color, national and ethnic origin or any other federally protected status in administration of its educational policies, admissions policies, financial aid program, athletic and other school administered programs.

# ABOUT ST. FRANCES CABRINI HIGH SCHOOL & ACADEMY

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## **Who We Are:**

Mother Frances Cabrini (1850-1917) is our patroness, a zealous Italian Sister of the Sacred Heart, who 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

## **VISION STATEMENT:**

“I CAN DO ALL THINGS THROUGH CHRIST WHO STRENGTHENS ME” Philippians 4:13

## **ST. FRANCES CABRINI CATHOLIC’S MISSION STATEMENT**

St. Frances Cabrini Catholic School brings our Catholic Faith to life by instilling wisdom and compassion in our students and community. We are committed to the total development of each student spiritually, academically and physically from early childhood through high school. Our students are confident leaders who, like Mother Cabrini, declare "I can do all things through Christ who strengthens me." (Philippians 4:13)

## **CORE VALUES: FAITH, ACADEMIC EXCELLENCE, SERVICE, COMMUNITY, LEADERSHIP**

### **Faith**

*Students are called to reflect on their relationship with God and demonstrate growth in personal spirituality, by:*

- Making healthy, moral and ethical choices based on Gospel values
- Understanding the Catholic Faith and the role of the Church in the world
- Recognizing the relationship between mind, body and spirit
- Identifying and using their gifts to serve the world

### **Academic Excellence**

*Students are challenged with rigorous intellectual study and achieve academic excellence, by:*

- Demonstrating critical thinking as a habit and becoming lifelong learners
- Communicating effectively through listening, speaking and writing
- Using technology to enhance learning, productivity and creativity
- Exhibiting innovation, creativity and an appreciation of the arts
- Acquiring core knowledge and skills necessary to succeed in life

### **Service**

*Students are called to follow Jesus Christ’s example and become missionary disciples, by:*

- Advocating for human dignity and a respect for life
- Serving family, school and the larger community
- Caring for the environment as stewards of God's creation
- Identifying with those suffering from injustice and working towards change

### **Community**

*Students are welcomed into a community that promotes a spirit of integrity and collaboration, by:*

- Reflecting on life lessons gained through participation in an integrated program that includes academics, athletics, the arts, campus ministry and extra-curricular activities



- Resolving conflict through effective interpersonal skills, healthy social relationships and charitable consideration for the viewpoints of others
- Recognizing our common humanity in the traditions, cultures and people of the world
- Developing and demonstrating a respect for self and others

### **Leadership**

*Students are called to model courageous leadership, by:*

- Embracing an openness to change and a willingness to take risks
- Focusing on effective decision making and problem-solving
- Using emotional and social skills to collaborate and work as a team
- Taking responsibility for their own actions and accounting for the welfare of others

### **Cabrini 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.

## SCHOOL ADMINISTRATION AND STAFF

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**Mr. Ryan John**  
*Head of School*

**Mrs. Isabel Zamarron**  
*Office Manager*

**Mrs. Jill Ferraiuolo**  
*Executive Assistant /  
Tuition Coordinator*

**Mr. Daniel E. Gilbertson**  
*Principal*

**Mrs. Mary Brand**  
*Assistant Principal*

**Mr. Don Timpf**  
*Supervisor of Facilities*

**Mrs. Lisa Hughes**  
*Director of Admissions &  
Enrollment*

**Mrs. Sara Bardelli (Forystek)**  
*Athletic Director*

**Mr. Hunter Myers**  
*Athletic Assistant*

**Open**  
*Guidance Counselor*

## GENERAL SCHOOL INFORMATION

### CONTACT INFORMATION

St. Frances Cabrini Catholic High School  
15305 Wick Road  
Allen Park MI 48101

Main Office: 313-388-0110  
Mobile Attendance: 313-388-0110  
Fax Number: 313-429-1023

**Website:** <https://cabriniparish.org/high-school>

You can also follow us on **Facebook, Instagram** and **Twitter**

Most (not all) staff emails are first initial and full last name @ [cabrinicatholicschools.com](mailto:cabrinicatholicschools.com)

### HOURS OF OPERATION

St. Frances Cabrini Catholic High School & Academy Office Hours are 7:00 am-3:30 pm

Summer hours vary. Appointments are necessary during summer months.

## 2023-2024 DAILY SCHEDULES

#### Regular Schedule:

1 7:40-8:35  
2 8:39-9:34  
3 9:38-10:33  
4 10:37-11:32  
5 A Lunch 11:32-11:57  
5 A Class 12:01-12:56  
5 B Class 11:36-12:01  
5 B Second Lunch 12:01-12:26  
5 B Class 12:30-12:56  
5 C Class 11:36-12:31  
5 C Lunch 12:31-12:56  
6 1:00-1:55  
7 1:59-2:55

#### Liturgy Schedule:

1 7:40-8:20  
2 8:24-10:08  
Liturgy 8:30-9:20  
3 10:12-11:00  
4 A Lunch 11:00-11:26  
4 A Class 11:30-12:18  
4 B Class 11:04-11:26  
4 B Second Lunch 11:26-11:52  
4 B Class 11:56-12:15  
4 C Class 11:04-11:52  
4 C Lunch 11:52-12:18  
5 12:22-1:10  
6 1:14-2:02  
7 2:06-2:55

#### 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

The After School Room is determined by the staff member covering that day and runs from 3:15 – 5:25 p.m.

The After School Room is not open on half days, final exam days, and when previously notified in daily announcements.

## ACADEMIC INFORMATION

### SEEKING SOLUTIONS

From time to time, issues and questions may arise that are not easily resolved by the people 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, Assistant Principal, and then the Principal, in that order.
- Sports-related issues are handled first with the team **coach**, then, if necessary, with the Athletic Director, Assistant Principal, the 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. After this level, appeals of decisions can be made to the Assistant Principal then the Principal.

- Questions and issues related to extra-curricular (non-sport) activities are to be referred to the club/activity **moderator** before contacting 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 contact the appropriate staff member and 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 that while some issues involve multiple students, it is never appropriate to ask, or expect a staff member to disclose personal information about any student other 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.

## GRADING POLICY

		Regular	Honors & AP
A+	100 – 98	4.00	5.00
A	97 – 93	4.00	5.00
A-	92 – 90	3.67	4.67
B+	89 - 87	3.33	4.33
B	86 – 83	3.00	4.00
B-	82 - 80	2.67	3.67
C+	79 – 77	2.33	3.33
C	76 – 73	2.00	3.00
C-	72 – 70	1.67	2.67
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 or fails a quarter and the exam, they automatically fail the semester.
- Any student enrolling in an honors course or an AP course must do so with the approval of the department chair.
- A 65% is required to pass 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 English 10 English 11 English 12 Speech
MATH	4	Placement determined by math department	Algebra I Geometry Algebra II A Senior Math
SCIENCE	3		Physical Science, Biology, Chemistry, and/or Physics
SOCIAL STUDIES	3	10 11 12 11-12	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	1.0	9-12	Keyboarding/Elective (.5 credit) Computer Applications (.5 credit)

THEOLOGY	4	9 -12	Theology 9 Theology 10 Theology 11 Theology 12 (2 days of service each year.)
LANGUAGE	2	9-12	Two consecutive years of the same language are required
ELECTIVES	1.5		
TOTAL REQUIRED	25		* 28 hours possible in four years; these can be filled with electives. * Beginning 2023 Guidance on new Personal Finance requirements for students starting 8 <sup>th</sup> grade in the fall of 2023 will be posted after August. (Michigan.gov)

*\*Seniors will not be allowed to participate in the graduation Ceremony and their diploma will not be issued until all financial and academic obligations are met.*

**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 can be 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 & Academy, 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.
- \* College courses paid for by the State cannot be in physical education, theology, hobbies/crafts, or recreational courses.
- \* Dual Enrollment classes may not interfere with a student’s normal schedule at CHS.
- \* 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. Students who wish to take advantage of this opportunity must be college ready academically as well as emotionally. The student is expected to take responsibility for enrolling, registering, and completing all work required by the course instructor and the dual enrollment institution.

**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)

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. Seniors can make use of a study hall and an office assistant but not in the same semester.

## CHRISTIAN OUTREACH GUIDELINES

### 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, Cabrini High School 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.

**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 student that is absent for the two 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 a weekend or school break and includes documentation through 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).

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 St. Frances Cabrini Academy .
2. Students with siblings currently enrolled at Cabrini High School.
3. Parishioners from St. Frances Cabrini with no siblings.
4. All other students.

### Freshmen:

- Freshmen are accepted based upon their standardized test scores, teacher recommendations, 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 must complete and turn in the Acknowledgement of Student Handbook/Academic Integrity and the Medical Confidential Treatment Release forms. In addition, **All students attending CHS must have on file a signed “Understanding Concussion” form which will be distributed at registration. (Public Acts 3542 and 343 of 2012.)**

- 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 state's middle school curriculum followed and grades received.

### **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 if openings are available. Students must provide the school 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 AOD 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. 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 five 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**

- Any student who receives below a 2.0 GPA on a quarter report card or progress report is placed on Academic Probation. The status of Academic Probation impacts a student in a variety of ways.

Parent(s) will be notified with an email from the school, along with updates for goals that the student should obtain for his/her grades to improve.

Student may not be eligible to participate in extracurricular activities. Please see regulations under Academic Eligibility through the Athletic Department.

Should the student's GPA fall below 1.5 for two consecutive semesters, the student may be required to withdraw, pending a meeting with the administration. If 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 students who have not attained the 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. Parent/Teacher conferences are held during the first quarter, mid-quarter. Middle of third-quarter?

### PROGRESS REPORTS

Progress reports are sent via e-mail at the mid - point of each quarter. The school's Gradebook system is also available to all parents/guardians to check their student's continual progress. Teachers will update the online 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. An "incomplete" grade may only be applied to a final quarter grade or semester exam, not a progress report.

### EXAMINATIONS

- Teachers will administer comprehensive 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 administration to take the exam within two days of returning to school. **If a student has to move the date of their exam due to a planned vacation or absence, a \$10.00 fee per exam will be charged.**
- 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 administration. Or their designee
- The following regulations apply during all exam times:
  1. Students report to the proper class, on time, for each exam.
  3. Students remain in the classroom for the entire testing time.
  4. Only students with valid absences may reschedule a missed exam.
  5. Students with a scheduled study hall must report and remain in the designated room for the entire exam time unless a senior has a signed class exemption.

### 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.

- Senior Top 10- Top 10 or honors students must not have failed a semester course. In addition, these selected students must not be failing a 3<sup>rd</sup> quarter class their final semester.
- The following conditions must be met for above honors:
  - A student must have completed a minimum of five consecutive semesters at Cabrini High.
  - A student must be a model of exemplary behavior with no major disciplinary infractions.

**HONOR ROLL** - Requirements for receiving Honor Roll status are:

A student must be taking 6 subjects per semester or 12 per year.

A student must receive a semester grade point of 3.0 or better.

A student must not receive any grade less than a "C in any class including any honors or AP classes.

Honor Roll will be determined only through the semester 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 the administration):

- Repeat courses at Cabrini High School (except English, World Language, Math, Science, or Social Studies which must be repeated in credit recovery. Theology must be completed at CHS summer school.)
- Correspondence Courses from American School or online courses from Brigham Young University (BYU)
- If a senior student fails in the first semester, or 3<sup>rd</sup> quarter, they are not permitted to be in the “Top Ten.”
- Senior students with a credit deficiency of more than 0.5 credits (one semester class) will not be permitted to walk at graduation.

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

**Seniors who fail a first semester class must complete credit recovery and have the grade to the Counseling 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 Counseling 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.**

**ONLINE LEARNING**-If circumstances arise where students are not in school for an extended period of time, online distance learning will commence. Students are responsible for following the schedule established by the school. Teachers will post assignments and credit will be awarded for completed work.

**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/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):

Consult with a counselor.

Discuss the reasons for requesting to drop or add courses with the teacher(s) involved.

Complete the necessary paperwork.

1. 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.

Parent must contact the guidance department.

The withdrawal form must be completed obtaining all signatures.

The locker must be emptied.

All bills must be paid.

School equipment/materials must be returned including student ID card and parking pass, if applicable.

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 financial 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, 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. **No emails to the school or typed notes.** If a parent/guardian doesn't call the school, the student will be considered truant.
  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. An absence does not excuse a student from the obligation of making up class assignments.
  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 (unless attending a family funeral). Failure to supply proper documentation will result in disciplinary action.

**\*Athletes and students involved in extracurricular activities, please see Athletic Code of Conduct portion of handbook.**

**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:

The parent or guardian is asked to contact the attendance line one day in advance of the appointment. If an emergency arises, the parent/guardian must call the attendance line prior to picking up their child.

On the day of the appointment, the student reports to the main 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)

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 main office.

Students who drive must have authorization to sign themselves out.

When returning to school after the appointment, the student must present a note to the main office confirming the appointment.

Students on school sponsored field trips, in conference with an administrator or counselor, or at one of two allowed 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:

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.

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:

Within five school days of notification of a dropped grade or loss of credit, the parent/guardian must contact the office manager to begin the process.

The office manager will:

Review attendance record of student. Extenuating circumstances for absences may include but are not limited to (hospitalization, death in immediate family, extensive surgery).

Administration will decide if the student should drop a grade or lose credit.

Notify the parent/guardian, in writing, of the decision by administration.

**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 or more minutes after the beginning of class is considered absent for that class. For every three unexcused absences accumulated in the same class, the student will serve a detention. Five tardies in the same class will equal an absence. Regular or excessive excused tardies will be addressed with the student and parent. The following are not considered excuses: oversleeping, missed alarm, waiting on another carpool ride.

**FUNERALS** - A parent or guardian should call the **Attendance Line** 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 Main Office. Students may not attempt to call or text using their cell phone, they must come to the main office to contact their parent. 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/guardian's permission and/or authorized person. 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/FOOD & DRINK** -The following rules must be observed:

All food, soft drinks, and sport drinks should be consumed in the cafeteria and may not be taken into the halls, restrooms, or the classrooms. Energy drinks are not allowed in the school.

Water in clear/translucent plastic water bottles may be taken into the classrooms.

Chewing gum is not permitted.

Students must clear their own tables after eating and dispose of lunch bags, paper cups, bottles, plates, food remnants and tableware.

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.

Students who use the cafeteria before or after any scheduled lunch are expected to leave the cafeteria clean.

Students must remain in the cafeteria during the lunch periods.

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 email, 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 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 weather 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 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 in the church lot, on Wick Rd., on Laurence Ave. or non-designated areas during school days except for pick up after school.

**EXITING AT DISMISSAL** -All students must exit the building by 3:15 unless supervised by a staff member. Unsupervised students will report to after school room and will be charged a stipend for the afterschool supervision unless on an athletic team.

All students parking in the high school lot and parents/guardians picking up students are encouraged to exit onto Laurence Ave. (right turn only) to Moore Ave. Students exiting on Laurence Ave. must use Moore Ave. to turn and cannot U-turn or use the driveways on Laurence Ave. to return to Wick Rd... 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:

**AT NO TIME ARE STREET SHOES ALLOWED ON THE FLOOR, INCLUDING TENNIS SHOES THAT HAVE BEEN WORN OUTSIDE.**

Anyone using the floor must wear athletic shoes—tennis, volleyball or basketball shoes.

Faculty supervision is necessary during any activity on the floor or on the stage.

No one is permitted in the gym with food or drink during school hours.

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.

No one is allowed to sit on the closed bleachers, the mechanism will be damaged.

**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 student's immunization record and MHSAA athletic physical form are due the first day of school. **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:

Lockers are the property of Cabrini High School. Lockers and the contents are subject to inspection and search by school personnel at any time.

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 Administration.

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.

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.

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.

Students may not keep open food or beverage containers in their lockers.

**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 or non-employee should ever be in the following areas:

- Boiler room or kitchen
- Restroom or storage rooms in the kitchen area
- Faculty lounge or teacher 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
- Counseling, Campus Ministry or Admissions Office
- Auction Office

**TRANSPORTATION** - 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 coach/chaperone is required on the bus to and from the destination and has school approved authority regarding passenger conduct and behavior on the bus.

- No food or drinks are allowed on the bus
- When the bus is moving, all passengers must remain in their seats
- Bags cannot be stored in the aisle way
- Passengers must keep hands and personal items inside the bus. Objects should not be thrown out of the windows
- No feet on the bus seats
- Passengers cannot deface the interior or exterior of the bus
- Passengers should respect those around them in regards to language, music, etc.
- Passengers must clean up any garbage or belongings and shut the windows at the end of the ride

**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 or distance learning will take place. There will also be official announcements for school closings over the local radio and television stations. If you are not receiving the automated phone calls/emails please contact the school directly to be added to the call list. Please contact the main office to have change in phone number recorded.

**DO NOT 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.

If the school needs to close for more than 1 day due to weather/illness, we will move to a distance learning model.

**SELLING** - No student, parent or guardian is permitted to sell any item or request donations to raise funds for outside organizations without written 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 a senior privilege. The privilege allows seniors, in good standing, the ability to spend their study hall in the upstairs student lounge. Seniors are issued Senior Privilege 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 student is not on any disciplinary or academic probationary contract. This will be reviewed quarterly.

4. 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 Administration, 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 senior privileges will be revoked for two weeks.
- When receiving a sixth detention, for any reason, senior privileges will be revoked for an additional 5 weeks.
- When receiving a ninth detention, for any reason, senior privileges will be revoked for the remainder of the year.
- If a student is suspended for any reason, senior privileges will be revoked for a minimum of two weeks.

**Please Note:** Senior Privileges may be revoked as a disciplinary measure by the Assistant Principal and/or Principal. Seniors, with the senior privilege, are to be either in the student lounge or cafeteria during free time, not roaming the halls or visiting others. **Cell phones or any personal electronic devices may not be used in the student 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. 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.

#### **EMERGENCY DRILLS/POLICIES**

- 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.
- Emergency drills are posted to the website for three years.

**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 is in effect during school hours. Extracurricular activities use the double entrance doors in the athletic hallway. A closed-circuit security system is 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 and practicing self-discipline at all times, is the foundation of the discipline code. Teachers have the right to teach, and students have a right to learn in a safe and orderly environment.

#### **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, threat 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 are representatives of Cabrini High School in and out of the virtual world. 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 insulting atmosphere, including such activity in online postings on **ANY** social media will be disciplined, up to and including expulsion. Sexting of any kind is also not permitted. Sexting can be defined as the act of sending or receiving sexually explicit messages. Due to the age range of our students, there is a strong chance that any explicit images sent or received may involve a minor and law enforcement may be involved.
- **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.
- **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 scheduled by the Assistant Principal and/or Principal. Students must serve their detention(s) as posted. Failure to do so will result in an additional detention. If a student misses three (3) consecutive detentions, an in-school suspension will occur in addition to the original missed detentions.

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

- Failure to serve a detention.
- Leaving a class without permission.
- Disregard for school policies
- Disrespectful towards a staff member or disruptive behavior in classrooms, assemblies, class meetings, church, etc.
- Out of dress code, Inappropriate language.
- Inappropriate displays of affection.
- Failure to respond to staff or teacher directive.

**SUSPENSION – Suspensions are in-school except in the most grievous cases. Daily schoolwork will be issued for the suspension period and must be completed and turned in that day to receive credit for the assignments. Chromebooks will not be allowed to be used.**

**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 dress code violations. Three consecutive detentions for the same violation.



- Dishonesty or forgery of teacher's or parent's/guardian's signature.
- Possession of, or use of, tobacco products, vape pens, or any item containing nicotine.
- Misuse of the internet/ social media which contain expressions directly opposed to our Catholic Faith mission.
- Gambling.
- Vandalism of school property.
- Use of any personal electronic device.
- Repeated instances of cell phone going off in locker.
- 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:**

- 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 Catholic Faith mission.
- 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** – During orientation, 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 a detention. Cheating on a semester exam will result in a zero percent or a grade of "F" on the exam.

**CLASSROOM BEHAVIOR** – Students are expected to follow all teacher classroom and school rules. If a student is misbehaving or causes a disruption in class, a disciplinary write up may occur. If the misbehavior continues, students may be sent to the Administration for the remainder of the class period. Teachers have the right to teach and students have the right to learn in a safe and orderly environment. In the event that a student chooses to disrupt the class, the use of a behavior plan to take responsibility for their actions and steps to correct the disruptive behavior may become part of the consequences for disrupting the class.

**DRESS CODE - Cabrini High School's official source for school uniform shirts, pants, shorts, skirts, sweatshirts and sweaters 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).**

**Schoolbelles:** Cabrini's dress options for boys and girls are outlined in the Schoolbelles purchase sheets. The purchase sheets are included at the end of this handbook. Old uniform polos, etc. are grandfathered into the dress code until the end of the 2024-2025 school year. Please reach out to administration if you have any questions about approved school dress.

**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:

- All shirts must be tucked in.
- A solid white or colored, short sleeve undershirt, without any writing, under the code shirt.
- Ties must be worn with Oxford shirts. CHS ties, solid color ties, or ties with basic, formal patterns are allowed.
- Belts must be worn with pants/shorts and visible.
- Skorts, shorts, and skirts must be of a modest and appropriate length (**no shorter than mid-thigh**). A suitable hem **must remain intact** to allow for student growth.
- No tears, cuts, or frayed cuffs are allowed on pants.

**Warm Weather Dress Code (Open – September 30 & April 15 – Close): Girls or boys may purchase Schoolbelles shorts that are no shorter than mid-thigh. These are not a requirement. Athletic shoes that tie or solid colored boat shoes that are properly tied, and address code compliant Schoolbelles shirt must be worn with the dress shorts or girls' skirts. Sandals and backless shoes may not be worn.**

**Shoes and socks:** Girls and boys shall wear black, brown, tan, or blue, solid colored leather or canvas dress shoes, sturdy lace up shoes that come up to the top of the middle of the foot with a heel no higher than one inch. All other shoes are not permitted. If you have any questions about shoes, be sure to ask the administration before purchasing. Socks that are solid navy, black or white, or tights shall be worn at all times. Leggings or the like are not permitted.

**Jewelry: (Including belt buckles)** Must be simple and modest. 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. No smart watches or other wearable electronics may be worn

**Makeup/Nail Polish:** Nail polish is only allowed for grades 9-12 students. Any makeup must appear natural and minimal.

**Facial Hair:** A clean and trimmed mustache, above the lip, is acceptable. Sideburns are to be moderate and may not extend below the base of the ear. No other facial hair is permitted.

**Hair:** At all times, a student's hair must be neat, clean, well-groomed, and remain its natural color. 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. Gentlemen's hair must not completely cover the ears or fall below the top of the collar. Hair must not obscure a student's face or cover a student's eyes.

**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) must be kept in lockers during school hours.

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

**CASUAL DAYS** - Jeans or pants must be neat, clean, fit appropriately and without holes, rips or tears. Nylon warm-up suits, track pants, sweatpants, yoga pants, or leggings/jeggings are not allowed. 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.

**SPIRIT OR SPECIAL DRESS DAYS** – In the case of a special dress-up or dress-down day such as a spirit day, pajama day, Sunday best day, service day, etc., listen to announcements and check for an email regarding dress code for that day.

**SPORT SHIRT DAYS** - On game days or for special approved events, athletes may wear the team shirt or jersey over a uniform code shirt and with uniform pants during the school day. Failure to follow the rules may result in the loss of the privilege for the team.

## **CONSEQUENCES FOR BEING OUT OF DRESS CODE**

If a student is out of dress code, any staff member may issue a dress code violation. On the first infraction, the student will receive a verbal warning. The second infraction will result in a formal written warning for the student, and parents will be notified. Excessive

violations of dress code rules may result in consequences such as detention, suspension, a parent meeting, or removal from the school. Administration will determine whether a student's attire is inappropriate for the classroom, and the student 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 Administration upon arrival at school. It must be clear that medical reasons are the only generally accepted reasons for dispensation.

**ELECTRONIC DEVICES** - The use of cell phones, smart watches, wearable electronics, or other personal electronic devices, with or without earphones, are prohibited for individual student use during school hours. Corded headphones or ear buds can be used with chrome books; ear buds with bluetooth capability (such as AirPods) are not allowed. Cell phones and any other communication device must be turned off and stored in the student's locker throughout the school day. If a phone is seen and/or heard (on the student's person or in a locker), it is a violation of this policy. 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.

- The first time a student violates this policy during the school day will result in confiscation of the device, a warning, parent notification, and the phone given back at the end of the day. The second offense will result in a conference with the parent, student, and administration. Repeated violations beyond the second offense will result in additional disciplinary actions as determined by administration.

**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 and agree to the Internet Usage Agreement. Internet usage is dependent upon returning the completed student handbook receipt form. Misuse of the internet may result in denial of the privilege.

### **Cabrini High School Electronic Information Access and Use For Educational Purposes Policy**

Cabrini High School encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats, 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.

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

For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within 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 personal 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, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing 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, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any the School Equipment.
- e) "School Networks" means all School voice and data systems, including, without limitation, the School's Internet, intranet and extranet systems.
- f) "School Systems" means the School Equipment and the School Networks.

- g) “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.
- h) “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.

This 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 also 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 emails and attachments); or (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 School 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 School 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 or 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 infractions 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 within 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 educational 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 educational 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 purposes.
- students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult 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 the School's Systems.
- using caution (Buyer Beware) when considering the purchase of goods or services over the Internet. The School is not liable for any for neither any financial obligations made nor any personal information provided while using School Systems.
- financial restitution for unauthorized costs 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 antisocial 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.

**Declaration**

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 School Systems and in consideration for having access to the information contained or accessed 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 Systems.

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

As the parent/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, bags, purse and/or vehicle. **Signs concerning the search of vehicles are posted in the parking lot.**

**SUBSTANCE ABUSE POLICY** – Since chemical use and dependency are progressive in nature, these offenses accumulate throughout their academic years at Cabrini High School. Each substance abuse policy violation will be addressed individually. Cabrini administration reserves the right to expel or suspend any student whenever the distribution, use or possession of alcohol or substances is involved.

**ALCOHOL** – The use or possession of alcohol is unlawful for individuals under the age of 21, any use or possession of alcohol on or off campus will result in disciplinary action including but not limited to suspension or expulsion.

**TOBACCO/VAPING** - Cabrini High School is a smoke-free environment. The possession or use of tobacco or vaping products including but not limited to cigarettes, e-cigarettes, cigars, chewing tobacco, powdered tobacco, vape devices, vape oil/juice, (containing nicotine or not), or any other smoking paraphernalia on school grounds or at school related functions is not permitted. Anyone found to have engaged in these activities will be subject to consequences including suspension or expulsion from school. Any cigarettes or tobacco-related items will be confiscated and not returned to the student. Course work relating to this behavior may be a part of the consequence.

**MARIJUANA/THC** – Any situation in which a student is in possession and/or using marijuana/THC currently or in the past is subject to suspension or expulsion.

**PRESCRIPTION DRUGS** – Proper use of a drug authorized by a medical prescription from a registered physician must be submitted to the office. A student on a prescription medication must provide administration with written notification from the parent/guardian and signed by a physician if the medication is to be brought in, consumed, or utilized on campus or school sponsored activity. Proper documentation must be submitted to the office prior to the school year. Over the counter medicine must be authorized by a physician.

**STREET DRUGS** – Any situation in which the student is caught using (currently or in the past) narcotics including but not limited to, heroin, cocaine, LSD, barbiturates, amphetamines, etc. on or off school grounds is subject to suspension or expulsion.

**DISTRIBUTION, POSSESSION, and/or SALE OF SUBSTANCES:** Distribution, possession, sale or intent to distribute or sell any vaping substances, vaporizers, tobacco products, alcohol, illegal or unauthorized medicines, drugs, or narcotics, on school property or at school sponsored events may result in disciplinary and legal action.

**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:

- 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.
- 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

**COUNSELING DEPARTMENT** - Cabrini High School is committed to the formation of the total person in the Gospels of Jesus. The counseling department is so structured as to contribute to that primary effort. Through its various programs and services, the 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 counseling office is located on the 2nd 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:

Assist students in the realization of their fullest potential as responsible persons by providing the basic elements of education, career, personal and social counseling.

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.

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.

Create a sense of trust and assurance of confidentiality so the student may experience the freedom to grow as a total person.

Establish good rapport among parents, teachers and other school personnel and to provide an awareness of the guidance services available to our students.

**COLLEGE TESTS - STANDARDIZED TESTING PROGRAM** -The counseling department provides all grades with information, preparation and practice for college entrance exams. Each fall, 9th grade students are offered the PSAT 8/9, 10th grade students are offered the Pre-ACT, and 11th grade students are offered the PSAT/NMSQT. Each of these exams provide predicted scores on college entrance exams, present suggested areas for further study, and can qualify students for college scholarships.

Each spring, 11th grade students are offered the ACT+Writing in school. This exam report qualifies as an official score that can be submitted for college admissions and scholarship opportunities. (Both ACT and SAT scores are accepted by colleges and universities, SAT exams can be taken at an alternative location.)

**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.

**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/CHROME BOOKS/ USED BOOKS**

Textbooks, ebooks, chrome books and class fees, required to begin the year, are purchased and paid for in person during the book sale in August and with a 2<sup>nd</sup> semester book order form in December. Each student must purchase a Cabrini chrome book, 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.

#### **CHROME BOOKS**

- Must be purchased through Cabrini
- E-books are loaded onto the chrome book and classwork is completed on the chrome book
- **Students are responsible for charging their chrome book at home, they cannot be charged at school**
- Cannot be used during the lunch periods
- Can be used for academic reasons only—no games, movies or social sites can be accessed on the chrome book
- High School Students with Chromebooks are responsible to have a working printer available to them and all work is their responsibility to print. Cabrini High School does not have printers available for students on campus.
- Misuse of the chrome book could result in removal from the Cabrini network
- If the chrome book is damaged, beyond repair, the students must purchase another chrome book through Cabrini

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

- 2 **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.
- 3 **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 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:**

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.

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.

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.

After twelve (12) detentions, for any reason, the student will be removed from participation in the extracurricular activity.

An in-school suspension includes suspension from that day's extracurricular activity.

A second suspension will result in a week's suspension from participation in the extracurricular activity.

A third suspension will result in removal from participation

Once a suspension has occurred, any title of captain, president, vice president, etc. will be revoked until reinstated by the administration. After attaining the maximum number of detentions, a student is excluded from participating in any extracurricular activities or athletic teams.

## ATHLETICS

Twenty-one different interscholastic sports and over twenty-five 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), and track & field. Girls' sports include basketball, bowling, cross-country, cheer, soccer, softball, swimming (coed), tennis, track & field, equestrian 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

If an athlete is absent from school, unless attending a funeral or a similar circumstance and have documentation, he/she may not practice or participate in games that day.

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.

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:

Be accompanied by his/her parents/guardians while on vacation.

Notify the head coach at least two weeks in advance of vacation, field trips or retreat.

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, drugs or vapes** is prohibited and will result in, after the first offense, being suspended from practices and games for that day and one week following. 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**

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.

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.

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/EXTRA CURRICULAR ACTIVITIES**

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/extracurricular activities 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 Department. Eligibility evaluations will be conducted weekly, 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 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grades will be evaluated in light of their **4<sup>th</sup> quarter grades from the previous year**. Incoming 9<sup>th</sup> 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.

This is after the administrative team meets discussing grades. The student will then sit out at the beginning of the following week for their particular sport. Grades are looked at what was posted at progress report time and/ or marking period. If the student did not make the required GPA or has 2 F's the student must sit out a minimum of one week until the following Monday.

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.

2. Any athlete who quits a team may be denied the right to practice or participate on another squad during the existing season and their 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 to avoid penalty. During the season, if problems arise with grades, illness, etc., an athlete can request an athletic director to release them from the team without penalty. Varsity letters are awarded at the discretion of the coach. The student must be in good academic standing for the season.

## 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 second hour class in church and share in the togetherness of a school community event.

**BOOK CLUB** - is a group of students who read and talk about books based on a topic or an agreed-upon reading list. The club will meet on a regular basis, usually monthly, at a set location.

**CLASS MEETINGS** - Members of each class meet 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 7:30 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, backpacks, 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, grinding, 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, vaping 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 the beginning of the fifth class 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 the beginning of the 7<sup>th</sup> class the day of the dance in order to participate in prom. Prom attire guidelines will be posted 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. Regular attendance to meetings is required to maintain membership.

#### **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 before the field trip or as required by the teacher. 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.
- Students are driven by school arranged bus transportation or by adults with appropriate insurance.
- **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 or older.**

**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** – Students and staff interested in playing or learning to play a variety of strategy based games are welcome to attend. Among the more popular games are the card games Magic the Gathering and Munchkin and the board games Settlers of Catan, Stratego, and chess. Students are encouraged to bring in other games they like to play and to teach others. Tournaments of the more popular games are held and there is an effort to balance the playing field for both new and experienced players.

**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/KAIROS** - 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

**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 of the hazards of 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.

**STEM CLUB** – students are able to explore subjects like science, technology, engineering and math in a less formal setting. This opportunity is to ignite new interest and to raise attainment in STEM subjects through more imaginative and inventive teaching methods.

**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 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 as a high priority. 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 calendar 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.