



GREAT FALLS  
**CENTRAL**  

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**CATHOLIC**  
HIGH SCHOOL

Parent/Student Handbook

2017-2018

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## **STUDENT/PARENT HANDBOOK PURPOSE**

All parents and their students enrolled at Great Falls Central Catholic High School are required to sign the form at the back of this handbook stating they have read the rules and regulations outlined in this handbook and that they agree to abide by those rules. The form must be signed and returned as soon as possible, but no later than two weeks from first day of attendance. Failure to have a signed form on file will not prevent the school from enforcing its policies but may result in the student not being able to continue enrollment at the school until it is signed.

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this handbook. In addition, in view of the unique and essential religious mission of Great Falls Central Catholic High School, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Great Falls-Billings or the Catholic Church, or which interferes with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Catholic Church.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

## **MISSION STATEMENT**

- Great Falls Central Catholic High School is committed to fostering a Christ-centered community, academic excellence and service to others.

## **BELIEF STATEMENTS**

- We believe education must be focused on the Christian vision of the human person as exemplified in Jesus Christ and proclaimed by the Roman Catholic Church.
  - We believe in a pedagogical vision that strives to enkindle in students a lifelong love of learning.
  - We believe that by combining a challenging curriculum with this love of learning, our students develop the tools necessary to lead successful, rewarding lives as contributing members of society.
  - We believe in assisting parents in providing leadership to youth in developing the critical ability to distinguish the good, the beautiful and the true from their opposites and to remain objective and confident when faced with the many dehumanizing attitudes prevalent in today's society.
  - We believe the school must foster the growth of creativity, problem solving, and critical thinking across the curriculum.
  - We believe the parents, school, and community must cooperate to maintain a safe environment that nurtures physical, mental, social, and spiritual growth.
  - We believe that clear goals and clearly stated expectations for student achievement guide the development of curriculum and design instructional strategies and activities.
  - We believe in expressing the religious dimension of our school through the celebration of Christian values in Word and Sacrament, sound religious instruction, service to others, respectful interpersonal relationships, and a community spirit characterized by faith, hope, freedom, and love.
  - We believe it is our Christian duty to equip students with the intellectual and spiritual skills necessary to discern their vocational calling in life.
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- **EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLR's)**

Great Falls Central Catholic High School partners with families, integrating an academic curriculum with religious truth and values. Students engage in learning and living the Catholic faith through experiences of message, worship, community and service. Faculty, staff, parents and students bring faith to life and life to faith through information and formation opportunities. Encountering Christ's presence in scripture, sacrament and community, we transform and are transformed.

### **PERSON OF FAITH**

A graduate of GFCC will be a **Person of Faith** who seeks knowledge and insight through participation in:

- Community of hospitality
- Community of sharing God's word
- Community of worship
- Community of stewards
- Community of witness to Christ's presence in the world

### **MORAL DECISION MAKER**

A graduate of GFCC will be a **Moral Decision Maker** who will:

- *Gather and assess* situations requiring moral judgment and systematically determine the right course of action
- *Interpret* information in light of Catholic traditions and teachings and apply them in various situations
- *Apply* the principles of justice to a love of God, neighbor, and self. The principles of justice include:
  - *Communicative justice* which demands honesty and fairness in all exchanges between people and private groups
  - *Distributive justice* requires society to ensure its social goods are fairly distributed
  - *Social justice* which is the responsibility of society to create structures that protect the dignity of all and allow each member to participate in public life
- Experience the world from the *point of view of others*, especially those who are different from themselves
- Display *empathy* for the needs of others and those around the world
- *Empower* him/her and others to *action* that reflects God's covenant love for all people

### **CRITICAL THINKER**

A graduate of the GFCC will be a **Critical Thinker** who will:

- Raise and *explain* vital questions and problems, formulating them clearly and precisely
- Gather and assess relevant information, using abstractions to *interpret* it effectively
- Come to well-reasoned conclusions and solutions, *applying* them against relevant criteria and standards
- Think open-mindedly within alternative systems of thought, recognizing and assessing, various perspectives, their assumptions, implications and practical consequences
- Communicate *empathetically* with others in figuring out solutions to complex problems
- Engage in *self-directed, self-disciplined, self-monitored and self-corrective* thinking

### **PRODUCTIVE WORKER**

A graduate of GFCC will be a **Productive Worker** who will:

- *Grasp the essential elements of content knowledge* necessary for their career or work environment and will work toward the success of the community. He/she will anticipate the needs of the working environment.
- *Interpret* information in a variety of contexts and situations. He/she will adjust personal behaviors accordingly.
- *Apply* talents and abilities in a variety of work environments
- *Examine, critique and accept differing perspectives* in the work community
- Listen *empathetically* as a cooperative team member, work to avoid misunderstandings and project differing points of view
- Recognize his/her work ethic as well as personal qualities and attributes, which contribute or hinder the growth of the community. He/she is able to *self-assess* as well as accept feedback and criticism.

## **EFFECTIVE COMMUNICATOR**

A graduate of GFCC will be an **Effective Communicator** who will:

- *Explain* thoughts and feelings through a variety of modes and multiple contexts
- *Interpret* information in meaningful ways using context to come to significant and insightful conclusions
- *Apply* information to a variety of modes and multiple contexts. He/she extends information in novel and innovative ways.
- Apply a critical *perspective* to information presented in a variety of formats and create an analysis assessing the intent of the information
- Listen *empathetically* in order to appreciate another's position, find *insight* in another's thinking or ask questions to *extend understanding*
- *Self-evaluate and adjust* communication behaviors after an examination of verbal, nonverbal, and written contexts in which the student is working

## **CREATIVE PERSON**

A graduate of GFCC will be a **Creative Person** who will:

- *Explore and provide explanations* of the cultural expression of a society
- *Interpret* global cultural expression in light of the historical and biographical background of a society/people
- *Apply* creative expression and skill in the visual and performing arts
- *Integrate* a variety of artistic *perspectives* into his/her life
- React *empathetically* to the artistic creation of others: *acknowledging differences* and moving toward and *understanding* of another's creativity

## SCHOOL ADMINISTRATION

### THE DIOCESE

**Most Reverend Michael W. Warfel, Bishop**  
PO Box 1399  
Great Falls, MT 59403-1399  
(406) 727-6683

### THE SUPERINTENDENT

**Dr. Timothy Uhl**  
PO Box 1700  
Helena, MT 59601  
[\(406\) 442-5761](tel:4064425761)

### THE PRINCIPAL

**Phillip VanDenBrink**  
(406) 216-3344 x 323  
[pvandenbrink@greatfallscentral.org](mailto:pvandenbrink@greatfallscentral.org)

### THE CHAPLAIN

**Rev. Oliver Doyle**  
St. Ann Cathedral  
715 3rd Avenue N  
Great Falls, MT 59401

### THE DIRECTOR OF ADVANCEMENT

**Hugh Smith**  
(406)216-3344 x 304  
[hsmith@greatfallscentral.org](mailto:hsmith@greatfallscentral.org)

### THE ADMINISTRATIVE ASSISTANT

**Monica Woelkers**  
(406)216-3344 x301  
[mwoelkers@greatfallscentral.org](mailto:mwoelkers@greatfallscentral.org)

## THE SUPPORTING CATHOLIC COMMUNITY

### HOLY SPIRIT CATHOLIC PARISH

**Rev. Doug Krings**  
201 44th St So  
Great Falls MT 59405-1653  
[Hsparish@holyspiritgf.org](mailto:Hsparish@holyspiritgf.org)

### OUR LADY OF LOURDES PARISH

**Rev. Alphonsus Enelichi**  
409 13th St S  
Great Falls MT 59405-2327  
[Lourdes@bresnan.net](mailto:Lourdes@bresnan.net)

### ST ANN CATHEDRAL PARISH

**Rev. Oliver Doyle**  
715 3rd Ave N (Location)  
Great Falls MT 59403-1708  
[Stannscathedral@Mt.net](mailto:Stannscathedral@Mt.net)

### CORPUS CHRISTI PARISH

**Rev. Ryan Erlenbush**  
410 22nd Ave NE  
Great Falls MT 59404-1513  
[frrvanerlanbush@gmail.com](mailto:frrvanerlanbush@gmail.com)

### OUR LADY OF GUADALUPE

JAFB CHAPEL  
315 72<sup>nd</sup> Street N  
Malmstrom AFB, MT 59402-7515

### MALMSTROM

# SCHOOL ADVISORY COUNCIL

## VATICAN II AND CATHOLIC COUNCILS

- Since Vatican Council II, the Catholic Church fosters the establishment of councils for Catholic Schools to:
- Promote lay ministry and responsibility.
- Develop ownership and stability for the future.
- Offer financial advice.
- Develop and defend policy.
- Serve as a good public relations source.
- Enable the principal to spend adequate time as an educational leader.

## WHAT IS A CATHOLIC SCHOOL COUNCIL?

- GFCC is established and maintained as an entity of the Diocese of Great Falls-Billings to promote the Catholic education of high school-aged children in the Great Falls region.
- The Bishop, as the chief catechist of the diocese, has final authority over the school. He relies on the Diocesan Superintendent of Schools to exercise the administrative jurisdiction in accordance with diocesan policies, state accreditation standards (where applicable) and the laws of the State of Montana. The Bishop also appoints school administrators and members of the school council. Together, these groups are responsible for the operation of the schools.
- Just as a parish council serves with the pastor on behalf of the total parish community, so too does the School Advisory Council serve with the school administration on behalf of the total school community. Today's Catholic school administrators, with the many demands that are made, need assistance from a group of people who are committed to Catholic schools and are willing to work for the good of the schools and Catholic community.
- The Council is a consultative body to the school administration and to the Bishop, subject to the regulations promulgated by the Bishop or the Diocesan Superintendent of Schools acting on behalf of the Bishop.

## GFCC SCHOOL ADVISORY COUNCIL MEMBERS

<b>Dr. Tim Uhl</b>	<b>Tim Laurent</b>	<b>Hugh Smith</b>
<b>Kelby Donnelly</b>	<b>Ed Joyce</b>	<b>Phillip VanDenBrink</b>
<b>David Milkovich</b>	<b>Keith Schumacher</b>	<b>Hayley Leray</b>
<b>Eddie Tarum</b>	<b>Jason Holden</b>	<b>Tom Cook</b>

## FACULTY AND SUPPORT STAFF

### GFCC FACULTY AND STAFF

Art	Gwen Keele	<a href="mailto:gkeele@greatfallscentral.org">gkeele@greatfallscentral.org</a>
Biology	Kristine Warren	<a href="mailto:kwarren@greatfallscentral.org">kwarren@greatfallscentral.org</a>
Chemistry / Physics / Earth Sci.	Crystal Van De Riet	<a href="mailto:cvanderiet@greatfallscentral.org">cvanderiet@greatfallscentral.org</a>
English / ESL	Sarah Kubick	<a href="mailto:skubick@greatfallscentral.org">skubick@greatfallscentral.org</a>
Librarian / English	Noël Osterman	<a href="mailto:nosterman@greatfallscentral.org">nosterman@greatfallscentral.org</a>
Math	Mike Nelson	<a href="mailto:mnelson@greatfallscentral.org">mnelson@greatfallscentral.org</a>
Math	Lisa Johnson	<a href="mailto:ljohnson@greatfallscentral.org">ljohnson@greatfallscentral.org</a>
Band/Music	Andrea Hubbard	<a href="mailto:ahubbard@greatfallscentral.org">ahubbard@greatfallscentral.org</a>
Choir	Karlene Schraner	<a href="mailto:kschraner@greatfallscentral.org">kschraner@greatfallscentral.org</a>
Religion	Deacon Bob Ferguson	<a href="mailto:bferguson@greatfallscentral.org">bferguson@greatfallscentral.org</a>
Social Studies	Greg Horton	<a href="mailto:ghorton@greatfallscentral.org">ghorton@greatfallscentral.org</a>
AP Gov /AP US Hist/Stud	Eric Vincent	<a href="mailto:evincent@greatfallscentral.org">evincent@greatfallscentral.org</a>
Student Services		
Business	Ann Ambuehl	<a href="mailto:aambuehl@greatfallscentral.org">aambuehl@greatfallscentral.org</a>
Spanish	Ana Micheli	<a href="mailto:amicheli@greatfallscentral.org">amicheli@greatfallscentral.org</a>
Counselor/Student Services	Trina Thayer	<a href="mailto:tthayer@greatfallscentral.org">tthayer@greatfallscentral.org</a>
Custodian	Jeff Keele	<a href="mailto:jkeele@greatfallscentral.org">jkeele@greatfallscentral.org</a>
Food Service	Robbi Shirley	<a href="mailto:rshirley@greatfallscentral.org">rshirley@greatfallscentral.org</a>
Food Service	Angela Hill	<a href="mailto:ahill@greatfallscentral.org">ahill@greatfallscentral.org</a>
Foreign Exchange Director	Kyler Baker	<a href="mailto:kbaker@greatfallscentral.org">kbaker@greatfallscentral.org</a>
Bookkeeper	Lynn Masterson	<a href="mailto:lmasterson@greatfallscentral.org">lmasterson@greatfallscentral.org</a>

### GFCC COACHES

Athletic Director	Jamie Stevens	<a href="mailto:centralmustangcheer@gmail.com">centralmustangcheer@gmail.com</a>
Softball / Boys' Basketball	Eric Vincent	<a href="mailto:evincent@greatfallscentral.org">evincent@greatfallscentral.org</a>
Cheerleading	Jamie Stevens	<a href="mailto:centralmustangcheer@gmail.com">centralmustangcheer@gmail.com</a>
Cross Country	Sue Olson	<a href="mailto:solson@greatfallscentral.org">solson@greatfallscentral.org</a>
Football	Greg Horton	<a href="mailto:ghorton@greatfallscentral.org">ghorton@greatfallscentral.org</a>
Girls' Basketball	Greg Horton	<a href="mailto:ghorton@greatfallscentral.org">ghorton@greatfallscentral.org</a>
Golf	Kris Warren	<a href="mailto:kwarren@greatfallscentral.org">kwarren@greatfallscentral.org</a>
Tennis	Jason Purpura	<a href="mailto:jpurpura@dadco.com">jpurpura@dadco.com</a>
Track & Field	Zach Bumgarner	<a href="mailto:swichwork@gmail.com">swichwork@gmail.com</a>
Volleyball	Danielle Baeth	<a href="mailto:dbaeth14@yahoo.com">dbaeth14@yahoo.com</a>
Pep Band	Andrea Hubbard	<a href="mailto:ahubbard@greatfallscentral.org">ahubbard@greatfallscentral.org</a>
Wrestling	Eric Hinebauch	<a href="mailto:ehinebauch@greatfallscentral.org">ehinebauch@greatfallscentral.org</a>

# THE ACADEMIC PROGRAM

## SCHOOL SCHEDULES

### Hours of Operation

Students are permitted on the school grounds between 7:00 AM and 4:30 PM. They may be on school grounds at other times in connection with school functions when there is staff supervision.

### GFCC Daily Schedule 2017-2018

#### A LUNCH SCHEDULE

1 <sup>st</sup>	8:00 - 8:53
Morning break	
	8:53 - 9:03
2 <sup>nd</sup>	9:03 - 9:55
3 <sup>rd</sup>	9:58 - 10:50
4 <sup>th</sup>	10:53 - 11:45
Lunch	11:46 - 12:16
5 <sup>th</sup>	12:18 - 1:10
6 <sup>th</sup>	1:13 - 2:05
7 <sup>th</sup>	2:08 - 3:00

#### B LUNCH SCHEDULE

1 <sup>st</sup>	8:00 - 8:53
Morning break	
	8:53 - 9:03
2 <sup>nd</sup>	9:03 - 9:55
3 <sup>rd</sup>	9:58 - 10:50
4 <sup>th</sup>	10:53 - 11:45
5 <sup>th</sup>	11:48 - 12:40
Lunch	12:41 - 1:10
6 <sup>th</sup>	1:13 - 2:05
7 <sup>th</sup>	2:08 - 3:00

#### MASS DAY SCHEDULE

1 <sup>st</sup> Period:	8:00 - 8:44
2 <sup>nd</sup> Period:	8:47 - 9:30
Mass/Breakfast	9:30 - 10:30
3 <sup>rd</sup> Period:	10:33 - 11:17
4 <sup>th</sup> Period:	11:20 - 12:04
5 <sup>th</sup> Period:	12:07 - 1:26
A Lunch:	12:04 - 12:34
B Lunch:	12:34 - 1:04
6 <sup>th</sup> Period:	1:29 - 2:13
7 <sup>th</sup> Period:	2:16 - 3:00

#### HALF DAY SCHEDULE

1 <sup>st</sup>	8:00 - 8:31
2 <sup>nd</sup>	8:32 - 9:03
3 <sup>rd</sup>	9:06 - 9:37
4 <sup>th</sup>	9:40 - 10:11
5 <sup>th</sup>	10:14 - 10:45
6 <sup>th</sup>	10:48 - 11:19
7 <sup>th</sup>	11:22 - 11:53

## **STATE OF NON-DISCRIMINATION**

In an ecumenical spirit, GFCC welcomes students of all faiths into the educational environment of the Catholic School.

GFCC does not discriminate on the basis of race, color, national or ethnic origin. It remains the primary purpose of Catholic schools to serve the Catholic members of the parish.

Regardless of the student's faith or religious background, all students attending GFCC shall support, attend, and participate in school-sponsored Catholic liturgies, services, and/or retreats.

GFCC admits students of any sex, race, color, national and/or ethnic origin to all the rights, privileges, programs and activities accorded to student.

## **THE PARENT AS PRIMARY EDUCATOR**

The Catholic Church recognizes parents as the primary educators of their children. In this handbook, the term parent refers not only to a student's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

GFCC employees and parents have the responsibility to mutually partner with each other to provide the best Catholic education possible for the children who attend the school. Employees and parents will display an attitude of respect and support toward each other, and the educational process by:

- Supporting the school's mission and commitment to Christian principles;
- Supporting the school policies as outlined in the school handbook and regulations;
- Ensuring they have read and are familiar with this handbook;
- Participating fully in school programs that are developed to support the education of the children;
- Remaining informed about and involved in the religious instruction of the children. The Parent / Guardian · Catholic parents of students in Catholic schools serve as the primary educators and faith formation leaders for their children and are expected to participate actively in the life of their parish by:
  - Attending Mass if Catholic
  - Contributing to the financial support of the parish
  - Conscientiously developing a sense of Catholic community among the students, parents, administration, faculty, support staff, and parish
  - Participate in school-related and church-related organizations and activities.

In the event a parent desires to discuss a problem with their child's teacher, the parent should make an appointment for a private meeting with the teacher. All GFCC teachers welcome the opportunity to discuss a matter of concern with parents. Any parent who wishes to speak with the principal may do so, but after an initial meeting with the classroom teacher.

## **PARENTAL BEHAVIOR**

Parental cooperation with the teachers and administrators of GFCC is essential for the welfare of all students. Parents are expected to behave in a manner consistent with the GFCC philosophy and be excellent role models for their children at all school sponsored functions and activities. · The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership with the parent is irretrievably broken.

## **ACADEMIC PROBATION**

- A student failing two subjects or more during any single semester will be placed on academic probation for the following semester. During the probation period, limitations will be placed on participation in school-related activities that detract from study opportunities. The administration will determine what activities are to be excluded to encourage and influence students to improve academic standing, motivation, and interest in school.
- GFCC understands that its curriculum is more demanding than some schools. Therefore, reasonable accommodations may be made for transfer students. However, it is expected that transfer students work hard and acclimate to GFCC's academic standards as soon as is reasonably possible.
- If a student fails the same classes the second semester the student will be placed on an academic contract. If a student demonstrates a lack of substantive improvement, it may result in dismissal from GFCC.
- All students participating in Montana High School Association sponsored activities will be required to pass a minimum of five classes per semester or they will be ineligible for the following semester.

## **ADMISSION REQUIREMENTS**

- Students entering GFCC must be qualified by their previous studies to pursue the course of studies outlined by GFCC, have successfully completed their previous course of study and are expected to have a disciplinary, academic and attendance record in good standing from the previous school.
- Placement of all 9<sup>th</sup> grade students in specific curricular areas will be made through a review of the student's middle school record and/or standardized test scores.
- A math placement test is required for incoming 9<sup>th</sup> grade student.
- A copy of the student's official transcript (report card) and immunization records must be on file to complete the enrollment process.
- All transfer students must provide an official transcript of grades, complete the admission form including the confidential school report and transcript report form, and be personally interviewed by a member of the administration or counseling staff. Prospective students should contact the counseling office as soon as possible. Orientation for new students is conducted prior to the first date of attendance for the school year.
- All students entering GFCC are admitted on probation for the first quarter of their attendance. During this probationary period, the school will determine whether or not it can meet the needs of the student. The school reserves the right to extend the period of probation should it deem it necessary to do so.

## **CONDITIONAL / PROBATIONARY ADMISSION**

- GFCC may decide to admit a student on a conditional or probationary basis if it has reason to believe any of the following apply:
  - Student history of poor attendance
  - Student history of poor academic performance
  - Any educational or physical disability which makes demands on the school which the school cannot meet
  - Student history of poor disciplinary performance
  - Student history of emotional instability
  - Midyear transfer
  - Parent or guardian history of poor financial responsibility
  - Other reasons as determined by the School administration on a case by case basis

The written terms of the Probationary Admission shall be determined by the administration and made available to the parents/guardians prior to the student's admission into school.

- By accepting the written document, parents/guardians signify that they support and are willing to cooperate with the probationary terms of admission.
- At the end of the probationary period, the administration shall either

- 1) cancel the student's probationary status or
- 2) extend the student's probationary status or
- 3) request the parents or guardians to remove the student from the school according to the terms of the Probationary Admission,

### **ACADEMIC TRANSCRIPTS / REPORT CARDS**

- Periodic evaluation of student progress is an important aspect of a student's academic growth and development through each curriculum. The administration, teachers, students and parents consider these reports very useful in determining each student's level of progress in his/her academic program.
- Report cards are issued four times per semester. The Mid-Quarter Report is an accounting of academic progress for the first five weeks of the Quarter. The Quarter Report is an accounting of academic progress for ten weeks. The Semester Report is an average of Quarter Reports.

Mid-quarter Week 1-5	Quarter Week 6-10	Semester 1 Week 11-15	Quarter Week 16-20	Semester 2
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- If there is a question about any academic report, the student and/or the parent may request an appointment with the teacher to discuss the report.
- Report cards may be withheld pending payment of fines, fees, or tuition.
- Normally report cards are mailed within four days of the end of each reporting period. Refer to the enclosed school calendar for the report periods.
- Parents and students may access their current grades via the school's web site at <http://schoolmaster.greatfallscentral.org/familylink>
- Class standing will be determined by student grade point average (GPA).

### **EXTRACURRICULAR ELIGIBILITY**

- Students earning a failing grade due to excessive absences and incomplete work in any class may lose their eligibility to participate and/or competition. This is determined by weekly grades. Students participating in MHSA activities will comply with the academic eligibility rules.
- Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective.

### **FIELD TRIPS**

- Field trips are considered an extension of the school day and the code of conduct will apply.
- A student must give to the sponsoring teacher the school's permission form signed by a student's parent(s) prior to the student participating in each activity.
- In the event private automobiles/vehicles of students, or other authorized adults are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical and uninsured motorist insurance coverage as defined by the school. Evidence to this effect must be presented to the school administration for review and approval prior to the use of such vehicles.
- School administration shall have the right to prohibit, for any reason, a proposed driver from transporting students on a field trip.
- Parents have the right to refuse to allow their child to participate in a field trip.
- In case of serious disruption by the student, the school reserves the right to have the student removed from the group. The parent will be called and expected to make arrangements to pick the student up immediately.

- Students who fail to submit the proper standard school form prior to the event's departure time will not be allowed to participate in the field trip.

## GRADING PROTOCOL

- Grades are the means by which teachers report student progress during each grading period culminating with the semester grade.
- The grading scale and course requirements will be available to each student through an individual class syllabus. This information will be on display in the classroom and available through the counseling office. This information is available to parents upon request.
- GFCC believes that students should be held to high grade performance standards. The school has therefore determined that students scoring grades below 60% do not demonstrate a level of competency necessary to utilize the information presented on a daily basis after completion of the course of study. Grades are determined by percentages.

## GRADUATION REQUIREMENTS

All graduates are required to earn a minimum of 24 credits including 4 credits of Religious Studies.

**Note:** Religious Studies is a required subject and all students, regardless of church affiliation, are required to participate in these classes. Students who fail a Religion course will be required to repeat the course. In addition, all students must participate in the annual retreat, attend Mass and participate in other religious activities and services.

In addition to the Religious Studies course and credit requirements, each student is required to engage in a minimum of 20 service hours in their parishes/churches/community during each school year. Seniors must accumulate a minimum of 80 service work in order to graduate.

### *Graduation Requirements*

Credits	Course	
4.00	Religious Studies	
4.00	English	AP courses offered
3.00	Social Studies	World History (9th) - US History (11th) - US Government (12th) AP courses offered
3.00	Math	Minimum req. Algebra 1, Geometry and Algebra 2 *
3.00	Science	Minimum req.: Earth Science and Biology 1
1.00	Fine Arts	Music, Art, Drama
1.50	Health Enhancement	PE and Health (9 <sup>th</sup> and 10 <sup>th</sup> )
1.00	Practical Arts/Vocational Ed	.50 cr. Computer Literacy required.
2.00	Practical Arts/Vocational Ed., Foreign Language, ESL, Business	
2.50	Open Electives	

## HOMEWORK

- Homework is an extension of a meaningful classroom activity to help the student master skills and subject matter, and to develop responsibility and independent study skills. Homework is required at all grade levels with a mix of mandatory and voluntary homework for extra credit.
- Parents are instrumental in encouraging good homework habits and establishing an atmosphere conducive to study. While it is the primary responsibility of the student to complete homework assignments, parents are encouraged to take an active interest in their child's homework.
- Teachers will assign homework, which is an appropriate extension of class work. Each teacher's homework expectations, policy for grading homework, and its effect on the final grade will be part of the class syllabus given to the students at the beginning of the class.

- Because homework is critical to enhancing student understanding of course work, we are committed to increasing the quality and timeliness of the work completed by students. Well-constructed homework provides each student with an important opportunity to apply his/her knowledge independently. This gives teachers quality feedback about the student's level of understanding.
- A student who does not submit completed homework by the deadline will be required to talk to the teacher, complete the homework and turn it in immediately.

## **HONOR ROLL**

- Students in a minimum of 7 credited classes with a semester grade point average of 3.20 and above shall be recognized as members of the Honor Roll each semester.
- Students graduating with a 3.50 grade point average through 7 semesters will be recognized as graduating with Honors.
- Students graduating with a 3.75 grade point average through 7 semesters of study will be recognized as graduating with High Honors.

## **ADVANCED PLACEMENT CLASSES**

- The Advanced Placement (AP) program is a curriculum sponsored by the College Board which offers standardized courses to high school students that are generally recognized to be equivalent to undergraduate courses in college. Participating colleges grant credit to students who obtained high enough scores on the exams to qualify. Advanced Placement Classes (AP) offered are Biology, English Literature, English Composition, Government and US History.

## **INCOMPLETE GRADE**

- Incomplete grades are given on administrative discretion when circumstances such as illness or parent excused absences prevent students from completing course material.
- With the approval of the instructor, a failing grade will be given for incomplete work at the end of each semester. The student will then be given 5 school days after the end of the first semester or 5 days following the end of the school year in June to complete missing assignments. If work is not completed during the given time the work not completed will become a zero.

## **LATE WORK**

- GFCC offers a seven period a day academic schedule. It is extremely important that all work is submitted on time. All work submitted after the established deadline will be considered late and may receive less credit.

## **MAKE UP OF CLASS WORK**

- A student who has been absent from school must complete his/her assigned makeup work in order to receive full credit.
- Although the time allotted to make up work is determined by the teacher, generally a student will have 2 days make-up time for 1 day absence, 3 days make-up time for 2 days absence, and 1 week make-up time for more than 2 days absence. If the make-up is completed during the assigned time, there is no deduction for an excused absence.
- Students are expected to take tests immediately upon return to school after absences if they had prior knowledge of the test schedule, otherwise, students will arrange make-up tests with their instructor.
- Homework assigned prior to absence is due on return.

- If missing academic work is not completed in the time allotted by the teacher, less credit may be given for the late work.
- When there is prior knowledge of an absence, students may request assignments from teachers prior to the absence.
- Assignments completed while a student is suspended, in or out of school, will receive full credit if completed on time.
- Refer to the “**School Sponsored Activity Absence Policy**” for absences for scheduled school activities.

## **PARENTAL COMMITMENT**

- GFCC requests parental support of the school’s efforts to assist students to earn grades more reflective of their ability and to ensure the proper progression of the school’s curriculum.

## **SCHEDULE CHANGES AND WITHDRAWALS**

- Once a student is enrolled in a class, he/she is expected to remain in that class for the duration of the semester or school year. Students may not change or drop subjects without a valid reason. A drop determination will be made by the school administration in consultation with the school academic counselor and the student’s parents.
- Changes must be completed during the first 10 school days of the start of the quarter or semester.

## **SCHEDULING**

- Selection of courses for the next school year is one of the most important tasks students are required to perform. Parents are expected to be involved in the selection process and are encouraged to contact a counselor if any information is needed.
- Incoming eighth graders will be scheduled at the end of their second semester in middle school for their ninth grade year. A counselor will visit the middle school to explain the classes and scheduling process.
- Scheduling information for current high school students will be made available midway through the second semester. The counselor will meet with students prior to scheduling, and individual scheduling will take place in late May. Students taking semester-only classes first semester will have the opportunity to schedule for the second semester in late November.
- All GFCC students are enrolled in seven credit bearing classes.
- If a student fails a required class the class must be retaken.

## **SCHOOL SPONSORED ABSENCES**

Students are excused from classes in order to participate in school related activities which may include, but are not limited to: field trips, class activities, individual student activities (while representing Central), and all co-curricular and extra-curricular activities. In these circumstances, the student’s responsibilities include but are not limited to:

- All homework and assignments given while the student is absent for school-sports events.
- Assignments are due as if the student had been physically present. Assignments due on the date of the absence must be turned in prior to leaving the school for the event.

### ***Example:***

*When a student is in school and will be leaving with the team after lunch hour, it is the student’s responsibility to turn in his/her assignments prior to leaving. Any assignment given during the school-related absence is due as if the student were in class. It is the responsibility of the student to find out the assignment prior to leaving the school.*

It is expected that the student is responsible for all of the material covered in class during the school-sponsored absence. The student must arrange a time outside of the normal teaching periods to meet with their instructor(s) to get and understand the missed information and assignments.

### **TRANSFER OR WITHDRAWAL FROM SCHOOL**

- A student transferring or withdrawing from school must have parental permission prior to the beginning the withdrawal process.
- A withdrawal form must be presented to each teacher for signature, verification of textbook/equipment return, and current grade. Fees for damaged textbooks and equipment will be assessed. All fines, tuition and other obligations must be cleared prior to grades being awarded and/or academic records transferred.
- Academic information will be sent to the new school upon a “Release of Student Records” from the new school, provided that all fees and tuition have been paid in full.

### **VALEDICTORIAN(S)**

The valedictorian for the graduating class shall be the senior student who best exemplifies the school’s commitment to its stated mission of fostering Christ-centered community, encouraging academic excellence, and nurturing the integrity of every student so that each may live fully God’s will for his or her life. The following minimum requirements will be necessary for a student to be considered for the honor of valedictorian.

The valedictorian will be the student who earns the highest average, cumulative percentage. The salutatorian will be the student who earns the second highest average, cumulative percentage. In the event that two or more students earn the highest average, cumulative percentage. They will share the honor of co-valedictorian. In this case no salutatorian will be awarded. The following minimum requirements will be considered necessary for a student to be considered for the honor of valedictorian:

- The student must have the highest average, cumulative percent.at the end of the 7<sup>th</sup> semester.
- The valedictorian’s coursework will consist of at least five advanced courses, which include Honors and advanced placement classes. The following courses will be considered to be jAP or honors and used to determine the weighted percent average:

A.P. English III	A.P. Biology	Pre-Calculus
A.P. English IV	Adv. Biology	Calculus
A.P. U.S. History	AP Chemistry	Geometry (H)
A.P. U.S. Government	A.P. Art	Physics
Anatomy	College Core Classes	

- The student must have attended GFCC for a minimum of four semesters prior to graduation.
- The student must be a member in good standing of the National Honor Society.
- They must have 20 documented hours of qualified service during each year of attendance.
- The student must have participated in co-curricular and/or extra-curricular school activities

Diplomas will be awarded to those seniors who have successfully completed the course requirements for graduation and whose financial and disciplinary obligations to the school have been satisfied. Attendance at all practices and ceremonies connected with graduation (Senior Retreat, Baccalaureate Mass, and Commencement) is mandatory unless pre-approved by the school administration.

## **GUIDANCE PROGRAM**

A professional school counselor is available to assist students and parents in the following areas:

- Personal and social concerns (family, friends, self-esteem, etc.);
- Academic and school-related issues;
- Guidance for college selection, financial aid, paperwork completion, etc.;
- Exploration of career/life planning;
- Understanding and taking standardized tests;
- Referrals to community resources when necessary (tutors, therapists, educational testing services, etc.)

## **FORMAL COMMUNICATION PROBLEM RESOLUTION (DUE PROCESS)**

- As people in a Catholic environment, we have the responsibility to be “Christ-like” with each other, treating all fellow people with dignity, respect, and trust. As people involved in an educational institution, we have an obligation to learn from each other, acknowledging that learning best occurs when people listen and talk with compassion and honesty. As people who are dedicated teachers and supportive parents, we tend to be far more receptive to information received directly, rather than through “the grapevine”.
- In order to facilitate productive communication and trust among us, when there is a suggestion, concern, or complaint – take it immediately to the person(s) involved. If a concern or complaint has been communicated to the involved person(s) and there is not a satisfactory dialogue or resolution, please present the concern or complaint to the next level of administration.
- If a parent disagrees with established rules of conduct, policies, or practices, or if a situation occurs when a parent has knowledge that a decision is negatively affecting a child’s education, the parent is encouraged to engage the following communication protocol.
  - 1) Within five (5) calendar days of the incident occurrence, the parent will present the problem to the school employee responsible for the decision or action.
  - 2) The employee will listen to the parent, seek a resolution, and respond (in writing).
  - 3) If, in the opinion of the parent, the employee’s initial resolution is unsatisfactory, the parent may request a re-evaluation of the resolution by formally requesting (in writing) a re-evaluation.
  - 4) The employee will formally respond to the parent and submit a copy of this response to the next level of administration.
  - 5) If, in the opinion of the parent, the employee’s re-evaluation of the matter is unsatisfactory, he/she may formally present the matter to the next level of administration.
  - 6) After receipt of the written documentation from the parent, the next level of administration will review the matter, and submit his/her decision in writing, to the parent and employee.
  - 7) This process continues until the next level of administration is the Superintendent. After receipt of the written documentation from the parent and employee(s), the Superintendent will render a decision, stating findings of fact, and present his/her decision, in writing, to all involved parties.

The Superintendent’s decision is final, except as stipulated by canon or state law.

## **FINANCIAL PROGRAM**

### **TUITION**

Each family who enrolls a student at GFCC shall be notified in writing of specified tuition and fees. These families will also be required to comply with all the tuition policies and procedures stipulated in that agreement as well as those stipulated in this handbook. Tuition and fees are set on an annual basis.

### **TUITION PAYMENT OPTIONS**

All families must have a payment plan. Payments shall be through FACTS. Students will not be permitted to attend classes unless all matters pertaining to tuition, including the development of the payment plan, have been completed. There are three tuition payment options:

- **TOTAL PAYMENT:** Payment in full to the school office by cash, check or credit card (Visa, Discover, MasterCard) by August 20, prior to the start of the school year.
- **SEMI-ANNUAL PAYMENTS:** Register through the school office for two payments, the first by August 20 and the other in January of the school year.
- **MONTHLY PAYMENTS:** Arrange through FACTS and make 10 or 12 monthly payments due on the same date each month. There is an annual FACTS administrative fee associated with this option.

**FINANCIAL OBLIGATIONS**

GFCC shall provide educational services in consideration of the tuition, fees, and other charges declared by the school to be applicable during the period of enrollment for the above student.

Tuition payments are due on the 1<sup>st</sup>, 10<sup>th</sup> or 15<sup>th</sup> of each month.

A \$25 late fee may be assessed for each month for which payment is not received by the arranged payment date.

A 3% credit card transaction fee will be applied to all credit card charges

Parents and/or guardians agree to pay the tuition, fees and other charges as outlined in their tuition/FACTS agreement.

Parents and/or guardians understand that non-payment or late payment of tuition, fees, and other charges may result in one or more of the following consequences:

- Late Fees as established by the school
- Dismissal of the student from school
- Graduation penalties
- Withholding of the academic transcript

In the event of delinquent payment, parents are responsible for payment of all penalty costs and all costs of collection including reasonable attorney fees incurred by the school. In all cases where GFCC has exhausted its ability to collect tuition, the delinquent account may be turned over to a third-party tuition collection agency. GFCC has the further right to refuse re-enrollment for the following school year until financial commitments have been met. GFCC may deny admission to a student if his/her prior year's tuition account is not paid in full. Families seeking financial support need to contact the business office.

**FINANCIAL ASSISTANCE**

- Financial assistance is available relative to the financial needs of other families at Central Catholic High School and the amount of financial aid available.
- In order to be eligible for financial aid, parents must complete an application through FACTS. There is a nominal fee associated with this application process.
- Applications must be completed as soon as possible but no later than April 15 prior to the next school year.

**TUITION REFUND**

- Tuition refunds will be made in a timely manner. Tuition payments and fees for any semester are non-refundable once the student has attended any part of that semester. Registration fees are non-refundable.

## FAIR SHARE PROGRAM

- The cost of educating a student at Great Falls Central is \$9,016 for the 2017-2018 school year.
- The Fair Share Program helps GFCC by enabling it to receive services to provide a variety of programs, services and events for which it would otherwise have to hire outside workers or additional school staff. This in turn helps families by keeping the cost of tuition as affordable as possible. Additionally, this program assists in providing quality programs for students and helps build community among our school families.
- The Fair Share Program requires that each family - specifically the responsible parents – provide 30 hours of service to the school each year. Five of those hours must be dedicated to the school’s largest fundraiser, “Celebration!”, which is held in the spring.
- While there are great benefits to both family and school when family members provide these service hours, a family may instead choose to “buy out” of the service commitment calculated at a rate of \$25.00/hour.
- A family electing to opt-out of this commitment will be required to remit \$750 (\$25/hour x 30 hours). The “Fair Share” balance amount will be due by May 15. After that date, families will be charged at the \$25/hour rate for each hour short of the 30 hours requirement. ***Families requesting modifications to this requirement should contact the school administration.***
- In order to assure proper accounting for each families work commitment, Fair Share clipboards will be available at each event. It is each family's responsibility to locate the sign in sheet and complete information on hours whenever they work. This is the only accepted method of submitting hours to fulfill the Fair Share commitment, unless prior written approval for an alternative is received from the school administration.
- Each family shall be sent a quarterly statement showing service hours reported, service hours approved, service hours remaining to complete commitment, cash equivalent of the hours owed and suggestions on how hours may be completed via upcoming volunteer opportunities.
- Included below is a list of just a few of the activities ways a family can log hours. They range from participating in fundraisers to working sporting events and helping maintain the school building and grounds. This listing is not all-inclusive, just a sampling of the many volunteer opportunities that qualify for “Fair Share” credit. If you have any questions, please don’t hesitate to contact the school principal.
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## FUND RAISING

- As a private religious institution, fundraising is an essential element of our financial success. The cost of educating each of our students is \$9,016 per year. The average tuition paid by Central families is \$5,300 a year. The school must make up the difference between what families pay in tuition and the cost to educate students. It is through our fundraising programs and other donations that we attempt to bridge this gap.
- Every family is required to raise or buy out a \$500 fundraising obligation. We are not expecting families to pay an additional \$500 out of pocket unless they choose to do so. The requirement can be achieved through participation in any or all of our four fundraising programs, with the help of friends and families.
- Any program of fundraising at the school must be approved by the Principal and Development office. Fundraising activities should be organized and executed so that the school program is not interrupted.

# STUDENT ATTENDANCE

## DAILY ATTENDANCE

- School attendance, according to the State of Montana, is ultimately the responsibility of the student and his/her family and the responsibility of the Catholic School is to provide, monitor, and adjust appropriate attendance procedures to enhance the curriculum and educational opportunities
- Students should be absent only when necessary, as the classroom experience cannot be replaced in the home. The benefits of scholastic development are lost to those who are absent from school and daily classroom attendance is a vital key to student success.
- Catholic Schools support communication efforts between the school and family and therefore will notify the family of deficient attendance in an appropriate and timely manner.
- In the case of those students who repeatedly abuse the school's attendance requirements, GFCC will provide continual consequences that may ultimately end in a student dismissal.

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## MAXIMUM ALLOWABLE ABSENCES

- In order to receive credit a student shall not miss more than 11% of the academic term
- For a school year with 180 instructional days, the maximum absences allowed would be 10 days per semester or 20 days per year.
- If a high school student exceeds the maximum allowable absences for any given class/course for an academic grading term, he/she shall not receive credit for that class/course.

After a student has reached 10 absences in a semester, no *work* will be accepted from that student for any days missed beyond the 10 allowable absences. *Work* may be defined as any written assignment, quiz, test, science lab, project presentation, etc.

In these circumstances, GFCC may deny the student admission into the next grade level at GFCC and/or require the student to successfully participate in summer school in order to advance to the next grade level.

## EXTENSION REQUEST

- In the event a student exceeds the maximum allowable number of absences, his/her family may formally request an extension to this absence policy by contacting the school administration and following the protocol the school has established.
- Reasons for requesting an extension include extended illness or extenuating medical circumstance and/or extenuating personal or family circumstances.
- Parents and students will meet with the administration to receive approval for the extension. A doctor's note will be required for each absence over 10 per semester. A contract for improved attendance will be required.

## ABSENCES - DEFINED

- Student not present in class, school liturgy (Mass), assembly, or retreat.
- Student is present at the beginning of the period, but leaves class without the teacher's permission.
- Student is tardy in excess of fifteen (15) minutes to a class.

## **ABSENCE CATEGORIES**

- **EXCUSED ABSENCE:** An excused absence is any absence that the parent authorizes before, the day of, or the day following the day of the absence. Excused absences may include: illness, serious illness or death in the immediate family, scheduled medical or dental appointments, emergency situations approved by the Administration, requirements to satisfy the law, and pre-arranged absences requested by the parent and for which student work is made up in advance.
- **UNEXCUSED ABSENCES:** An unexcused absence is defined as an absence of a student from school, school liturgy (Mass), or other school activities that have not been authorized by the parent or school personnel, or for reasons considered unacceptable by the school. Examples of unexcused absences are:
  - Failure to sign out of the building during the school day.
  - Failure of the student's parent to clear an absence by phone or email before the start of the school day following the absence.
  - Unauthorized absence including a tardy beyond the 15 minute limit.
  - Student detained by the legal authorities for legal action.
  - Leaving the classroom without the teacher's permission.
  - Skip Days (truancy)
  - Leaving school without permission and/or prior notification to the attendance secretary by a parent, or administrator.
  - An out-of-school suspension or expulsion (with no credit).
  - **NOTE:** Refer to the Discipline Code for further information regarding the penalty for unexcused absences and truancy.
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### **SCHOOL-RELATED ABSENCES:**

Absenteeism that occurs as a result of student participation in a school activity (music, speech, drama, athletic events, field trips, club competition, student government, etc.) is excused. Students will be responsible for all work missed. Students will adhere to the "School Sponsored Activity Absence Policy" explained in the General Information and Extra-Curricular sections of this handbook.

## **ABSENCE PROTOCOL**

- The parent is requested to notify the school office (216-3344) prior to 9:00 am on the day of the initial absence and every day of continuous absence. Email is an accepted means of notification. After that time the Attendance Secretary will contact the parent to confirm the reason for the absence.
- Students are reminded that attendance is their responsibility, and that having their absence excused is the responsibility of the student and their parent. A message machine is available after school hours.
- Students must make up work missed during their absence. Refer to the section on “Make-up of Class Work, Homework, or Tests”.
- If a student is to be absent from school during a portion of any school day, the student must present a note from his/her parent or have parent call the school office before the school day begins.
- After ANY absence, students must report to the office and obtain a pass to return to class.

## **ANTICIPATED ABSENCES**

- Whenever a parent has prior knowledge of a pending absence (other than school-related absences), parents should contact the school as soon as possible, one week’s notice preferred, to the office.
- Whenever possible, staff will be notified of the upcoming pre-arranged absence. The student who will be absent should approach each teacher to receive assignments in advance.

## **STUDENT RELEASE FROM CLASS**

- Students will not be released from school during the day without written or verbal parent permission.
- Parents should not request to have their child released from school during the school day for activities which can take place after school (e.g., medical or photo appointments).
- The scheduling of vacations during the school year for more than 1 or 2 days may be detrimental to student success and is therefore discouraged.

## **STUDENT RELEASE FOR ILLNESS**

- If a student is ill, while at school or a school-sponsored event, the parents or other authorized person will be notified.
- Parents are expected to complete all emergency information and to notify the school of all changes in emergency contact information. Students will only be released to parents or to authorized individuals.
- Students who drive will not be released to leave the school unless a written request to release the student is received from the parent. Email is an acceptable form of notification for this purpose.

## **TARDIES**

- It is the responsibility of each student to be in class on time, prepared with necessary materials, and ready to learn. The following rules will apply:
  - If a student is not in the assigned room when the bell rings, the student is tardy.
  - If a student is tardy more than 15 minutes, it is considered an unexcused absence.
  - Any student not in an assigned room by the first scheduled class of the day is tardy and must receive an admittance slip from the office before reporting to the first class. If a student is detained from class by a teacher or the office, the student will obtain a note from the person detaining the student resulting in the tardiness.

- Teachers will admit students and discipline according to the following standards:
- 1st and 2nd unexcused: 1/2 hour detention
- 3rd unexcused tardy: 1 hour detention and parent contact
- 4th unexcused tardy: refer to principal for In-school suspension
- Students are reminded that attention to personal needs should be handled during the passing period between classes.

## **STUDENT CONDUCT**

### **STANDARDS OF STUDENT EXPECTATIONS**

The good name, reputation and personal safety of each student, faculty, and staff member are vitally important to the existence of GFCC. In order to protect students, employees, and the institution itself, each student is expected to treat the good name and reputation of other students, school employees and the school with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this policy and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion.

As a Great Falls Central Catholic High School Student, you are expected to:

- UNDERSTAND and FOLLOW school policies and procedures
- ATTEND school on a regular basis and be on time
- RESPECT the rights, property, and safety of others
- TAKE PRIDE in the care and appearance of yourself, your school, and its property
- DEVELOP a personal code of ethics, honesty, and trust
- COOPERATE and be willing to listen to others
- WORK to achieve personal excellence in each of your classes
- CONDUCT yourself in a reasonable and Christian manner
- RECOGNIZE and praise classmates who have done well
- BE WILLING to help others who are in need
- TAKE ADVANTAGE of activities at the school, be actively involved, and
- LEARN, PRAY, & HAVE FUN!

## **STUDENT DISCIPLINE**

- Students at GFCC have the right to an education in an orderly and safe environment. Students are expected to take full advantage of their educational opportunities. As they progress in school and advance in age and maturity, they are expected to assume greater responsibility and accountability for their decisions.
- It is the duty of the administration to establish and enforce regulations that contribute to a productive, orderly, and safe school. GFCC encourages students, parents, teachers, administrators, and community members to work together in an atmosphere of respect, cooperation, and courtesy to ensure an effective educational program. The disciplinary process will be enforced in a professional manner that is:
  - Consistent from day-to-day and student-to-student
  - Appropriate to the student's prior behavior
  - Fair to student, parent, and others
  - Effective
  - Administered as an integral part of the education process
- Students have the responsibility to abide by the rules and policies of GFCC as well as state and federal law. Students who fail to own this responsibility and violate the policies within this handbook can expect disciplinary action. Each offense will be addressed on an individual basis according to the nature of the infraction and the severity of the case.
- In cases where a student is continually disruptive of others or in a single serious disciplinary infraction, the school will address the unacceptable behavior or words. Discipline Plans may be written as a method to modify inappropriate behaviors. The principal may modify the plan, on an individual basis, as needed to ensure safety in the school.

## **DISCIPLINARY MEASURES**

- The following are some disciplinary measures that may be employed by the staff and administration:
- Counseling and/or conference with the student and family
- Assignment of special tasks
- Denial of privileges (examples: extra-curricular activities, Senior off-campus lunch)
- Detention
- Probation
- Suspension
- Dismissal
- Expulsion
- Any individual infraction may require the school to administer serious disciplinary action, up to and including expulsion.
- Additionally, the school may need to notify legal authorities and, in the case of a major violation, press charges.

## **PHYSICAL RESTRAINING**

- Any reasonable and appropriate means, including the use of physical restraint, may be used by school personnel for the purposes such as the following:
  - To quell a disturbance that threatens physical injury to any person
  - To obtain possession of a weapon or other dangerous object within a student's control
  - For the purpose of self-defense or the defense of others
  - For the safety and well-being of a student or other students
  - For protection of property.

## DISCIPLINARY DEFINITIONS

### Conduct Code Violations:

- As spelled out in the **Discipline Plan** for GFCC, violations include but are not limited to the following:

<b>Alcohol or Drugs</b>	The use, possession or being under the influence of alcohol or other mood altering drugs.
<b>Assault/Fighting</b>	Intentional, unauthorized physical contact with another person that causes injury or threatens the safety of others. Any physical assault upon a staff member may bring an automatic recommendation for expulsion on the first offense.
<b>Attendance/Tuancy</b>	Refer to the section on attendance and Discipline Code.
<b>Cheating/Plagiarism</b>	Refer to the ACADEMIC HONESTY CODE OF CONDUCT below.
<b>Defiance of Authority</b>	Refusal to follow the reasonable requests of school personnel or language that is used to cause disruptive, personal attacks.
<b>Disorderly or Disruptive Conduct</b>	Behavior, language, or dress, which is disruptive to the orderly educational procedures of the school (e.g., amplified music, profanity, beeper, cellular phones).
<b>Harassment</b>	See Hazing, Harassment or Intimidation below.
<b>Sale or Distribution of Alcohol, Illegal Drugs or Substances</b>	Refer to Chemical Use Policy and Discipline Plan.
<b>Tardiness</b>	Refer to the section on Attendance.
<b>Tobacco</b>	GFCC is a tobacco-free building where the use and possession of tobacco in any form on school property or at school sponsored activities is prohibited and use or possession is penalized under the Discipline Plan.
<b>Theft</b>	Taking, giving, or receiving property not owned by the student
<b>Vandalism</b>	Willfully damaging, defacing, or destroying property owned or under the responsibility of the school, school officials, or others.
<b>Weapons</b>	Possession and/or use of a dangerous instrument, including but not limited to firearms, knives, clubs, explosives, (including fireworks), or any instrument which may inflict bodily injury on another person.

## DISCIPLINARY MEASURES

### Conference

- A conference is a formal meeting of the student and one or more school administrators. The student must agree at this time to change his/her behavior. Written documentation will be recorded by the administration.

### Contract

- A behavior contract is a written agreement between a student and teacher or administrator that indicates a student will improve failing grades, misconduct, etc. The student's parent will be informed of the development of a contract.

### Detention

- Detention is time served at the request and under the supervision of a teacher for infractions against classroom rules. Time will be served before or after school at the teacher's discretion. Students will normally be given 24-hour notice for when the detention is to be served.
- A detention will be served from 7:30am – 8:00am. If a student does not show for a detention, that student will receive an additional a detention, which will accumulate toward further disciplinary measures.

- Some examples of violations (but not limited to) are:
  - Late to class
  - Disruption (interfering with the orderly process of classroom education or religious services such as Mass and retreats)
  - Eating: candy, food, drink (other than water). Candy, food and drinks are permitted only at breakfast, lunch or if a teacher gives permission in his/her classroom for a specific reason. Gum is never allowed at Mass.
  - Inappropriate language (spoken, written, or obscene gestures)
  - Disobedience and disrespect and/or failure to comply with staff expectations
  - Leaving class before the bell
  - Dress code violations

### **Disciplinary Probation**

- Students who manifest negative and/or non-cooperative behaviors may be placed on disciplinary probation for a period of time determined by the principal. The principal will notify the parents of the probation, the school's concerns, and the specific areas of improvement required. Should there be insufficient improvement in behavior, the school may require the student to withdraw from school.
- The administration may remove certain privileges during the probation. For example, a student placed on disciplinary probation may not be allowed to participate in school sponsored activities/athletics for the period of the probation or be entitled to senior privileges such as Senior Lunch.
- In situations where a student's behavior is affecting his/her academic performance, disciplinary record, personal wellbeing or that of another student (s), the school reserves the right to require professional evaluations and/or on-going professional counseling as a condition of continued attendance.

### **Warning**

- A warning is a discussion between a student and teacher, counselor, or administrator to reach an agreement regarding acceptable behavior.

### **In School Suspension (ISS)**

- ISS is the temporary exclusion of a student from participating and/or attending a course of instruction or from participating in a school activity. In this case the student is allowed to remain in the school facility or premise in a location as directed by the principal or the principal's designee away from the normal operation of the school. Student's parent will be notified of the reason for the suspension.
- While on ISS, students are expected to complete all assignments as if they were in attendance. Work must be turned in upon return as arranged with teacher. No personal electronic devices may be used during ISS.

### **Out of School Suspension (OSS)**

- OSS is a means through which the student is temporarily excluded from participating and/or attending a course of instruction or from participating in a school activity and is excluded from entering all school facilities and premises during the suspension period. OSS days are counted as unexcused absences in reference to the "5-day rule" (see Formal Communication Problem Resolution, Due Process section for more information about the 5-day rule)
- Prior to the suspension, the parent will be notified of the reason for the suspension, the time/length of suspension and the requirements for reinstatement.
- While on OSS, students are expected to complete all assignments as if they were in attendance. Work must be turned in upon return as arranged with teacher.

### **Dismissal**

- Dismissal is the school's disenrollment of a student from GFCC for reasons other than serious violations of the school's disciplinary code which lead to expulsion.

### **Expulsion**

- Expulsion is the permanent removal of a student from attendance at GFCC. The school principal, in consultation with the diocesan Superintendent of Catholic Schools, may make the decision to expel a student for any serious violation of the school's disciplinary code.
- If the decision to expel a student is made, the school will be notified of the decision promptly. They will also send written notification to the student's parent within three days of the expulsion decision. Parents are permitted to appeal the expulsion to the Superintendent of Catholic Schools.

### **Parent Notification**

- The parent will be notified by school personnel about an infraction via telephone or letter, and may result in a conference with appropriate individuals.

### **MISCONDUCT OUTSIDE OF SCHOOL**

- Misconduct by students outside of the school reflects negatively upon the reputation and/or integrity of the school. This misconduct may be considered grounds for disciplinary action by the school administrator in consultation with the Superintendent of Catholic Schools.

### **PASSIVE ALCOHOL SENSOR (PAS)**

- School authorities may use a Passive Alcohol Sensor device, or other lawful alcohol sensing device, when they have reasonable suspicion that a student has used alcohol based upon such factors as alcohol on breath, impairment of speech and motor control, admission by the student or reports of student's consumption of alcohol by reliable sources.

### **HAZING, HARASSMENT, OR INTIMIDATION**

- Harassment, hazing, or intimidation has no place in the GFCC experience. It is the antithesis of the purpose and mission of Catholic education where students are called to grow in their commitment to God, one another, the Church and the wider community.
- GFCC is committed to a positive and productive community environment free of harassment, hazing, and intimidation. It is the explicit policy of GFCC to prohibit harassment or intimidation whether committed by a student, employee, volunteer, and/or parent. We will treat allegations seriously and will review and investigate such matters in a timely manner.
- GFCC is committed to an environment that is free of unsolicited and unwelcome harassment, hazing, or intimidation whether intentional or not, while in school on school property, and during school-sponsored activities, including transportation to and from.
- Furthermore, GFCC prohibits retaliation against any employee, student, or parent who has testified, assisted, or participated in the investigation report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation itself is a violation of the Federal Civil Rights Act of 1964 as amended, 42 U.S.C. @ 2001.

### **Definitions**

- **Harassment** occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical abilities, sex, age, or sexual orientation. Harassment can occur at any time during the school hours or during school related activities.
- **Hazing** occurs when an individual is subjected to treatment that is intentional or unintentionally meant to induce pain, embarrassment, humiliation, deprivation of rights or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team sponsored or supported by the Catholic school. It does not matter whether such hazing practices were mandatory or voluntarily entered into by any student or organization in question.
- **Intimidation** occurs when an individual is subject to verbal, physical or psychological action or implied action intended to cause harm or distress. A person subjected to intimidation has a difficult time defending him or herself. Intimidation may be carried out directly through physical or verbal means, or indirectly through relational means. When one person fears another because of real or implied threats or coercion that may result in harm to the individual, intimidation exists. Intimidation can also be called bullying or cyber bullying.
  - Harassment, hazing, and intimidation include but are not limited to any of the following:
    - Verbal: derogatory comments, jokes, or slurs. It can include belligerent or threatening words between individuals and may include offensive, negative remarks concerning an individual's gender, physical abilities, race, creed, and/or physical appearance. In addition, the willful or unintentional spreading of rumors and gossip is considered a form of harassment.
    - Physical: unwanted deliberate touching, pinching, bruising, or patting. Additionally, any deliberate attempts to impede or block one's movement (e.g. assaults of any nature), with normal activities will be regarded as harassment
    - Visual: derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures
    - Sexual: sexually suggestive remarks, gestures, or jokes. Moreover, any unsolicited verbal or physical conduct of a sexual nature (e.g. sexual assaults, etc.) will be regarded as harassment.
    - Cyber bullying: any unwelcome acts or gestures through the use of electronic communication. Cyber bullying includes but is not limited to harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, web site posting, blogs, and all social media, whether accessed on campus or off campus, during or after school hours.

## **Responsibilities**

### **It is the responsibility of GFCC to:**

- Implement this policy and ensure that all students, employees, and volunteers understand the policy and its importance
- Make all school employees, volunteers, students, and parents aware of this policy and the commitment of the school toward its strict enforcement
- Remain watchful for conditions that create or may lead to a hostile school environment
- Establish practices designed to create a school environment free from discrimination, intimidation, or harassment

### **It is the student's responsibility to:**

- Conduct himself or herself in a manner which contributes to a positive school environment
- Avoid any activity that may be considered discriminatory, intimidating, or harassing
- Not stand silently if he/she observes harassment, hazing, or intimidation. (Silence condones these activities and may make the observer just as guilty as the offenders.)
- Report all incidents of harassment to the administration
- If informed that he or she is perceived as engaging in intimidating, discriminatory, harassing, or unwelcome conduct, to discontinue that conduct immediately

## **Reporting Process / Investigation Procedures**

- The victim-student shall report any offensive conduct to the administration or to an employee who will report it to the administration who, in turn, will take immediate corrective action.

### **Adult – Student:**

- Should a report be filed that alleges harassment, hazing, or intimidation by an adult toward a student, the administration will immediately conduct a preliminary investigation of the complaint of harassment, hazing, or intimidation, involving only the necessary parties,
- Confidentiality will be maintained as much as possible.
- When there is sufficient evidence that harassment, hazing, or intimidation has occurred, the administration will immediately notify the Diocese and comply with the procedures as prescribed in the Diocesan Code of Pastoral Conduct.

### **Student – Student:**

- Should a report be filed that alleges harassment, hazing, or intimidation by a student toward another student, the administration will immediately conduct a preliminary investigation of the complaint of harassment, hazing, or intimidation, involving only the necessary parties.
- Confidentiality will be maintained as much as possible.
- When there is sufficient evidence that harassment, hazing, or intimidation has occurred, the administration will immediately inform the parents of all involved students and comply with the disciplinary procedures as prescribed in the parent / student handbook.

### **Student – Adult:**

- Should a report be filed that alleges harassment, hazing, or intimidation by a student toward an adult, the administration will immediately conduct a preliminary investigation of the complaint of harassment, hazing, or intimidation, involving only the necessary parties,
- Confidentiality will be maintained as much as possible.
- When there is sufficient evidence that harassment, hazing, or intimidation has occurred, the administration will immediately notify the Diocese and comply with the procedures as prescribed in the Diocesan Code of Pastoral Conduct.

## **ACADEMIC HONESTY / CODE OF CONDUCT**

- In order to create a learning environment that fosters and is conducive to the educational development of students in a manner consistent with Catholic values, the GFCC community conducts itself with a sense of integrity, honesty, fairness, accountability, responsibility and trust in all academic matters. Any violation of the school's academic honesty code of conduct is an act of lying, cheating, stealing, or other forms of dishonesty, including using or representing the work of another as one's own, or giving one's work to another for that person to represent as his own, as related to any academic task. This includes, but is not limited to:
  - Bringing unauthorized notes or materials into or out of a quiz or testing situation (including via electronic devices);
  - Theft of quizzes, tests or exams or giving answers to another class or person;
  - Entering testing area with an unfair advantage; violating testing procedures of teacher or proctor;
  - Violating rules governing administration of quizzes, tests or examinations;
  - Giving or receiving information from a prohibited source before or after a quiz, test, or examination;
  - Giving or receiving assistance from others while taking a quiz, test, or examination whether by talking, signs, writing or other means;
  - Looking at and/or copying the answers on any other student's paper;
  - Tampering with student grades;
  - Copying homework answers from another student or other source (such as other persons, websites or teacher editions of texts), lending or copying homework or lab notes or submitting homework as one's own that was completed by another person. An exception to this occurs if the teacher specifically states what help is allowed for a particular assignment;
  - Committing an act of plagiarism. Plagiarism is a serious academic violation. A student's assignments must reflect his or her own thoughts and words. When a student summarizes paraphrases or quotes the works or thoughts of another person or source, proper credit must be given to the original source. Failure to do so may constitute plagiarism. All students learn how to avoid plagiarism in the Computer Literacy course, and in English courses.
  - In addition, multiple submissions of a student's work (such as turning in the same paper for two different courses) without the permission of both teachers, use of false or fabricated citations, and use of knowingly false or fabricated data constitute acts of academic fraud that are violations of the academic honor code.

### **Consequences for academic dishonesty**

- **First offense** – student will not receive credit for the assignment and will be required to complete alternate assignment of equal weight, parents will be notified by the teacher, student is suspended (1 day of ISS), and student is suspended from school activities for 1 week.
- **Second offense** – student will receive a zero “0” grade, parents are notified, student is suspended from school for 2 days (OSS), and student is suspended from school activities for 2 weeks.
- Any leadership positions and membership in Honor Society may be affected by acts of academic dishonesty and inappropriate behavior as referred to in the school discipline policy and recorded in the student’s record.

## **THE SCHOOL PROGRAM**

### **ASSEMBLIES**

Students will attend assemblies and pep rallies scheduled at the school. This break in the regular routine is intended to be informative, educational, and enjoyable. It is the intent of the school administration to have a proper balance of assemblies/pep rallies so as to complement the total academic and co/extra-curricular program. Whenever an assembly/pep rally is held, students are to act in an orderly, polite, and courteous manner.

### **ANNOUNCEMENTS**

Announcements are made each day at the beginning of first period, following the Morning Prayer.

### **BUS STUDENTS**

Parents will be informed of the cost of sport/activity transportation prior to the beginning of the sport/activity season. Students who are disorderly and consistently disruptive are at risk of losing bus privileges and of being suspended or permanently removed from the bus. Bus drivers will report misconduct to the administration for disciplinary action.

### **CARE OF SCHOOL PROPERTY**

- Students are to care for school property in a respectful manner. Students who deface or damage school property or the property of others will make financial restitution.
- If library or text books are damaged or not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the principal or administration.
- Students are fully responsible for the security and contents of their assigned desk and locker. Students must be certain that the locker is locked and that the combination is not available to others.

### **CELL PHONES AND OTHER ELECTRONIC EQUIPMENT**

- Unless otherwise determined by the school in its discretion, students may use cellular phones and personal electronic devices before school and after school. During the school day, cell phones must be secured in student’s backpack, purse, locker or pocket as long as they remain silent.
- If at any time, school personnel determine that an electronic device is being used inappropriately (e.g. showing inappropriate web sites) the school official will confiscate the device. Unauthorized use of such devices is grounds for immediate confiscation by school officials and/or classroom teachers.
  - 1) The first violation will result in the device being taken by the teacher.
  - 2) On the second violation, the device will be checked into the office daily for a day.
  - 3) Failure to turn over an unauthorized device to school officials and/or classroom teachers upon request, will result in disciplinary consequences for willful disobedience and/disrespect.

- 4) At no time will any student operate a cell phone or other electronic device with camera/video or voice recording capabilities in a locker room, bathroom, classroom or other location within the building where such operation may violate the privacy rights of another person.
- 5) Cell phones are subject to searches by school staff based on reasonable suspicion when law or school policies are alleged to be violated. Reasonable suspicion is satisfied when two conditions exist:
  - The search is justified at its inception, meaning that there are reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating the law or school rules
  - The search is reasonably related in scope to the circumstances that justified the search, meaning that the measures used to conduct the search are reasonably related to the objectives of the search and that the search is not excessively intrusive in light of the student's age and sex and the nature of the offence.

### **CLASS RETREATS**

These activities are meant to be special opportunities to deepen and practice Christian faith. All classes will have the opportunity to make a retreat each winter. The location of the retreat will be developed by designated faculty and school administration.

### **CLOSED CAMPUS**

The GFCC campus is closed from the beginning until the end of the school day for students. This includes lunch and passing time between classes. If a student must leave the campus during the school day for outside appointments, permission from the student's parent must be received by the main office prior to the student leaving campus. Leaving campus outside of this guideline and without permission will be treated as a serious disciplinary matter. An exception to this policy is the Senior Lunch privilege as defined in the lunch policy.

### **COMPUTERS AND IT**

Computers in the classrooms and library are for student use. The proper use of the computer network is the responsibility of the students and staff. All students at GFCC shall conduct themselves while using the computer system in a responsible, ethical, and polite manner and must comply with all the regulations of the school's "Computer and Internet Use Policy" in this handbook.

### **DANCES**

When dances are sponsored by GFCC the following regulations will exist:

- Only GFCC students are allowed at the dances unless a student has obtained a guest pass signed by the principal in advance.
- Guests must be enrolled in a high school program to attend dances. (An exception may be granted for the guest of a senior attending the Prom, if guest is enrolled in a college or university program.)
- The doors will be closed at 9:00 PM. Only students who have received a late pass from the principal may be admitted after 9:00 PM. If the dance is scheduled after a school athletic activity special time allowances will be made for that specific dance and announced to students.
- Once a student leaves the dance after 9:00 PM, without permission of the principal, the student will not be readmitted and parents will be notified.
- No inappropriate dancing and displays of affection are allowed.
- Students must comply with all regulations of the school's handbook related to discipline.
- Dress for the dances will be in accordance to the school dress code. Special dances such as the Prom will have separate dress codes, and those guidelines will be sent out three months prior to the dance.

## **DECORATIONS**

No decorations will be allowed in the hallways outside of the classrooms or in the classrooms without prior approval. Specific restrictions and methods of securing material to the walls will be available from the activity sponsors.

## **DRESS CODE**

The manner in which a student dresses has an important influence on the school's educational environment. Values and behaviors that may be promoted through personal attire and grooming include modesty, cleanliness, respect for self and respect for others. To encourage these values and behaviors, dress code policies have been established.

Administration reserves the right to make definitive decisions concerning the appropriateness of any clothing or other item related to the school's dress code.

If a student has a question related to whether a piece of clothing meets the dress code, he/she should seek permission prior to wearing it. If a student is not in compliance with the dress code, the school may contact the parent to bring the necessary change of clothing to school. Students will not be released from school to change clothing without written parental permission, phone call, or email. If student is unable to obtain proper clothes, they will be expected to wear school-provided alternatives.

Students should refer to specific dress requirements while representing GFCC in school-related activities. Any clothing or grooming activity that may cause safety concerns or disruption to the learning environment is prohibited.

Violations of the school's dress code will result in disciplinary action.

### **The Dress Code**

- Pants will be in good repair (i.e. no frayed edges at all, no rubbed areas or worn cuffs and no holes of any type, even in newly purchased items) hemmed, clean, mended, properly fit and worn about the body as designed. Sweat pants, athletic pants, military fatigues, and pajama-type pants are not permitted. Leggings are allowed only with a dress. Jeggings are permitted.
- Shirts will have sleeves and must be long enough to be tucked in. Tank tops (of any width), undershirts, bare midriffs/bareback styles and mesh shirts are not permitted. Girls may wear short-sleeve blouses; however, visible bras and cleavage are not permitted. Shirts/blouses that are sleeveless must cover the top of the shoulder with straps that are at least the width of one-hand.

- Full cut walking shorts that end just above the knee are the only shorts allowed and may be worn throughout the school year. Gym shorts, athletic shorts, mesh shorts, running or biking shorts are not permitted.
- Male students are to be clean-shaven and may not wear earrings or any other visual piercing to school or while representing the school during school activities. Hair must be clean, well groomed, above and not touching the neck of the shirt, no longer than the ear lobes on the side of the head, and above the eyebrows in the front. Sideburns may not extend below the ear lobes.
- Gang-related jewelry, spiked bracelets, necklaces, and dress associated with gang activities are prohibited.
- Hats and sunglasses may not be worn in the building.
- Hair deemed bizarre or disruptive due to style and/or color is prohibited.
- Dresses and skirts hems must be no shorter than the width of a 3 X 5 card width above the knee.
- Visible tattoos are not permitted. Students with tattoos prior to entering GFCC must keep them covered when at school or attending school activities.
- Facial piercing (other than earrings on female students) and tongue piercing is prohibited while at school or school activities.
- Slippers may not be worn.

### **School Uniform**

- The school activity uniform will consist of:
  - Royal blue polo shirt with school logo, long or short sleeved.
  - Long khaki or black dress pants (no Capri-length).
  - Optional: Students may wear the school-issued sweatshirt, approved team jacket, or the school letter jacket OVER the required polo during Mass. No other outer wear may be worn during Mass. A black, white, royal blue or gold shirt may be worn underneath the school polo.
    - Logo shirts may be ordered through the school.
- Students will dress-up in the school activity uniform for weekly Mass and special occasions, such as all-school Mass, liturgical events, when representing the school out of the building or on field trips, and special events determined by the administration.
- Coaches may require a stricter dress code that goes above and beyond the minimum (i.e.: dress shirt, slacks and ties for boys or dress or blouse and skirt for girls). Coaches, with the approval of the administration, may allow students to dress in the team travel sweats.

### **DRIVER'S EDUCATION**

- Driver Education is offered through the Great Falls Public Schools (GFPS). Central's students will be informed of the sign up dates set by GFPS. As a general rule students must be 15 years of age prior to the beginning of the Driver Education class. The cost of the class will be the responsibility of the student's parent and paid directly to GFPS.

### **DRIVING AND PARKING**

- Students are permitted to drive and park on school premises as a matter of privilege, not right. Students must register their cars by bringing a copy of the car registration, insurance, and driver's license to the main office. Students are not to park in fire lanes, handicapped parking spaces (unless the student has a handicapped pass), or on grass areas. Cars improperly parked may be towed away at owner's expense. Speed in the school parking lot is not to exceed 10 miles per hour. Violators may have their privilege revoked. Refer to the "Search and Seizure" policy in this handbook.

## **EMERGENCY DRILLS**

- Periodic fire drills and emergency preparedness drills are held throughout the school year. Procedures for evacuating the school building are given to the students at the beginning of the school year and are posted in the GFCC classroom area. All visitors as well as staff members and students will follow the evacuation procedures.

## **FOOD AND DRINK**

- Food and/or drinks (other than water) are not allowed in the classroom EXCEPT for special occasions approved by the classroom teacher. The following rules and exception should be noted:
- Lunch and breakfast: dispose of all sacks and cans in the appropriate bins and clean up any spills for which you are responsible.
- To keep classrooms and hallways clean, be responsible for cleaning up your own litter and spills.
- Water may be taken to class any time during the day (no glass bottles). Only clear containers will be allowed.
- Soda, juice, or a snack may be kept in the student's locker for consumption between classes or before and after school.
- In compliance with the school wellness policy, soda will not be sold on campus during the school day. Machines with approved beverages (water, juices) will be available on campus during the school day. Soda may be sold through the concession stand at school activities.

## **SCHOOL PROVIDED MEALS**

- Hot lunch and breakfast will be provided by the school. High school students are invited and encouraged to participate in this program. Application for free or reduced lunches is available to students/parents in the main office. Students may bring a sack lunch at any time. A microwave is provided for student use.
- All students will be required to abide by the following:
- Deposit all lunch litter in waste containers provided.
- Return all trays and utensils to the dishwashing area.
- Leave tables and floor clean for those who follow.
- Students are required to eat in the dining area. No food is allowed to be consumed outside the dining area during lunch.
- Courteous conduct is expected from all students who use the dining area.

## **FUND RAISING PROJECTS**

A school wide fund-raising project will take place at the beginning of the school year. The Development Director will inform students, teachers, parents, sponsors and coaches about this major fund drive. All fund-raising efforts must be approved by the school administration. From time to time, students will be expected to assist with fund-raising events sponsored by the booster clubs, school advisory council, or parents.

## **HALL PASSES**

Students must have a "hall pass" signed by a teacher whenever they are in the hall during instructional hours

## **LIBRARY**

Students at GFCC will have the opportunity to use the school library on a scheduled basis when arranged by each instructor during the school day. Students will adhere to the school's library use rules. Use of the library after school hours will be in accordance with library access rules. Books and other materials may be checked out of the library by a student. If lost, the library book must be replaced or the student must pay for the replacement. All library fines and fees must be paid before the close of each semester. Report cards will not be distributed until library fines have been paid.

## **LOCKERS**

Students will be assigned a locker during the first day of school along with the combination for that locker. All backpacks, purses and coats must be left in the locker during the school day.

## **LOST AND FOUND**

Students who find lost articles are asked to take the items to the main office. If you have lost something, contact the office. Lost articles which are not claimed by the end of the school year will be taken to St. Vincent de Paul Society for donation.

## **NON-CATHOLIC STUDENTS**

- The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such, ALL students, Catholic and non-Catholic, are expected to participate in the religious formation and educational programs of the school and must participate in school Masses, retreats and other religious activities.
- While Catholic teaching respects the various faith traditions of the students attending the Catholic school and their families, parents must be aware that it is the Catholic position that will be taught.

## **PARENTAL CUSTODY**

- The custodial parent has the responsibility to provide the school administration with all official court orders which affect the well-being of the student when she/he is in the care of the school.
- Non-custodial parents will not be permitted to use the school for child visitation.
- The school will not refuse the request of the non-custodial parent who requests to pick up a child at the end of the school day unless there is a court order that states otherwise.
- By the provisions of the Buckley Amendment with respect to the rights of the non-custodial parent, in the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. It is the responsibility of the custodial parent to provide the school with an official copy of that court order.

## **PARENT - TEACHER CONFERENCES**

Conferences are a valuable means of communication, providing an opportunity to get acquainted, share common problems, and understand one another better. Regular scheduled conferences are set for the month of November. Evening appointments will be made available. Notices will be sent home with the students during the last week of October. Requests for specific conferences will be made by instructors. Parents and teachers are encouraged to request conferences at any other time during the school year as needed. Parents should call the high school to make arrangements for unscheduled conferences.

### **USE OF SCHOOL NAME, LOGO AND PICTURES OF SCHOOL ACTIVITIES**

The use of the school name, logo and pictures of school activities or of other students without the prior approval of the school is prohibited whether done in the printed word, through technology, or by any other means.

### **VEHICLES ON CAMPUS**

- Any vehicle driven by a GFCC student and parked on school grounds is under the jurisdiction of the school.
- A student has full responsibility for the contents of their vehicle and for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

### **VISITORS**

- Parents are always encouraged and welcome at GFCC. Appointments should be made to see a teacher, counselor, and administrator or to visit a student's class by calling the main office. All visitors must report to the main office before proceeding to a classroom. Guests of students will not be allowed to accompany them to class without administrative or faculty permission, which must be secured a minimum of one school day in advance.
- Trespassers who do not have legitimate business in the GFCC classroom area will be requested to leave the premises.

## **STUDENT HEALTH, SAFETY & WELFARE**

Parents have the primary responsibility for the health and wellbeing of their children. Any services provided by GFCC are intended to supplement, rather than substitute, for parental care and concern for the health of the students.

Great Falls Central Catholic High School is a diocesan Catholic Secondary school. The mission, policy, and regulations of the school are consistent with the teachings of the Catholic Church. Topics of moral and ethical concern have been addressed by the Church through its Bishops. These include issues of life, dignity, and respect for life of every person. Students who seek help in areas of personal concern will be afforded an atmosphere of respect, trust and confidentiality.

### **AIDS AND OTHER COMMUNICABLE DISEASES**

- Students, administration, faculty, support staff, or volunteers having evidence of HIV, AIDS, and other chronic infectious conditions will not be restricted from the school or the work setting unless recommended by a medical review.
- In keeping with our Catholic philosophy regarding respect for human life:
- Persons infected with chronic illnesses shall be treated with dignity, compassion, and concern for his/her feelings and will not be restricted from attendance or employment at school.

- It is recommended that counseling be sought for the student/employee and for his/her family, and for the other students and employees if deemed appropriate.
- The counseling services of Montana Catholic Social Services shall be made available to the concerned parties.

## **ABORTION**

- A fundamental tenet of the Catholic faith is that human life must be respected and protected absolutely from the moment of conception. Formal cooperation in an abortion constitutes a grave offense. If the school has sufficient credible evidence that a student has procured an abortion or helped to procure an abortion, the student may be dismissed from the school. If the school determines that there is sufficient credible evidence that any other student encouraged or advocated the abortion, that student will be subject to disciplinary action up to and including dismissal.

## **ALLERGIES**

### **Latex Allergies**

- Due to serious and life threatening allergies, GFCC requires that all items containing latex, including latex balloons (Mylar balloons are acceptable), latex gloves, duct tape that contains latex, latex plastic sheeting, and any other items that contain latex, NOT be brought into the school.

### **Food Allergies**

- While the majority of these food allergies are easily manageable, many of them can be life-threatening. The risk of accidental exposure to foods carrying allergens can be reduced in the school setting if schools work with students, parents and physicians to minimize the risk and provide a safe educational environment for students with these allergies.
- The following guidelines should be followed to manage students with food allergies:

#### **The Family's Responsibility:**

- Notify the school of the child's allergies.
- Provide written medical documentation, instructions and medications as directed by the child's physician. Use the Food Allergy Action Plan as a guide.
- Work with the school to develop a reasonable plan to accommodate the child's needs.
- Provide properly labeled medications and replace medications after use or when expired.
- Educate the child in the self-management of their food allergy. This includes: strategies for avoiding exposure; discouraging the child from "trading" food; safe and unsafe foods; symptoms of allergic reactions; how to tell an adult when they are having allergy symptoms; how to read food labels (age appropriate).
- Educate the child that the school cannot guarantee an allergy-free environment.
- Review procedure with the school, the child's physician, and the child after a reaction has occurred.
- Provide up-to-date emergency contact information.
- Discuss appropriate strategies for managing the food allergy on field trips and other special activities with supervising school staff.
- In addition to providing other prescribed medications, the family is expected to provide:
  - 1 EpiPen, EpiPen Junior, Twin Jet or other prescribed self-injectable device for storage in school office
  - 1 EpiPen or other prescribed self-injectable device to be kept on the student's person or in a suitable container within close proximity to his/her person at all times during the school day, including transportation to/from the school and all school-sponsored events.
  - All other medications prescribed by the child's physician (e.g., liquid or fast-absorbing antihistamine)

#### **The School's Responsibility:**

- Prior to admission, notify the parent and the child suffering from food allergies that the school cannot guarantee an allergy-free environment.
- Ensure that all school staff members, including before and after school staff, full and part time kitchen staff, coaches and extra-curricular activity supervisors: receive a copy of the Food Allergy Action Plan for each student; can recognize symptoms; know what to do in case of an emergency; work together to eliminate the use of allergens in the student's meals, educational tools, arts and crafts projects, etc.
- Ensure that medications are appropriately stored, and be sure that an emergency kit is available containing the physician's standing order for epinephrine.
- Designate and properly train school personnel to administer medications.
- Be prepared to handle a reaction at any time during the school day.
- Ensure, insofar as possible, that all surfaces such as tables and toys are washed clean of contaminating foods.
- Encourage all students to wash hands after handling food.
- If needed, designate a specific table in the cafeteria for children with food allergies.
- Identify a member of the staff to work as a contact person for students and parents with severe allergies.

#### **The Student's Responsibility:**

- Do not trade food with other students.
- Do not eat anything with unknown ingredients or known to contain a food allergen.
- Need to be proactive in the care and management of their food allergies and reactions (age appropriate). This includes knowing what allergies he/she has, the name(s) of the medication(s) used to treat his/her allergies and the need to have medication in his/her possession, or within close proximity to his/her person, when deemed necessary by the physician's allergy action plan.
- Need to notify an adult immediately if they believe they have eaten or been exposed to the food allergen.
- Keep one EpiPen or other prescribed self-injectable device on his/her person or in a suitable container within close proximity to his/her person at all times during the school day, including transportation to/from the school and all school-sponsored events.
- Copies of the Food Allergy Action Plan are available at the school office.

#### **DISEASE**

- The protection and welfare of each individual student is our highest priority. In an effort to enhance protection of students:
- No student may attend class without being in compliance with the school's immunization policy.
- Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition. The school reserves the right to require a statement from the student's primary care provider authorizing the student's return to school.

#### **IMMUNIZATIONS / MEDICAL RECORDS**

##### **Communicable Diseases**

- In the event that a student is advised he/she has a serious communicable disease, the student or parent should promptly inform the administrator of the diagnosis and the progress of treatment. Written documentation is required from a physician stating that the student may return to the school.
- GFCC complies with Montana law regarding admission of students and immunizations requirements.

- Transferring students will not be allowed to enter GFCC if they do not submit to the school office a current and valid immunization record.
- Personal exemptions are no longer allowed in Montana schools.
- The religious exemption is still allowed but must be reasserted annually by affidavit. The religious exemption can only be claimed if immunization is contrary to the religious tenets and practices of the signer. The person who signs the affidavit, which must be notarized, must be the parent who has the responsibility for the care and custody of the student seeking to attend GFCC. Religious exemptions will be reviewed on an individual basis and do not ensure acceptance of the student into GFCC. A person who falsely claims a religious exemption is subject to the penalty for false swearing.
- GFCC will maintain a copy of the student's immunization record while the student is attending GFCC and for one year following graduation. Students may obtain a copy of their immunization record prior to graduation.

## **MEDICATION**

- If a student is required to take prescribed medication during school hours or during school related activities, the parent must inform the principal and/or administrative assistant so that it is a matter of school record.
- The student is responsible for taking his/her own medication preferably before and after school if this does not conflict with the prescribed medication times. A medication information form must be filled out through the Administrative Office.
- All prescription medication and completed medication form must be checked in at the office immediately upon the student's arrival at school.

## **PREGNANCY**

- Pregnant students shall not be restricted from attending the Catholic School.
- In keeping with our Catholic philosophy regarding respect for human life:
- A pregnant student shall be treated with dignity, compassion, and concern for her feelings and will not be restricted from attendance at school.
- It is recommended that counseling be sought for the student and for her family, for the father of the child, and for the student's classmates, if deemed appropriate.
- The counseling services of Montana Catholic Social Services shall be made available to the concerned parties.

## **PUBLIC DISPLAYS OF AFFECTION**

- Although there is an appropriate time and place to express love and affection for another individual, the workplace (i.e. student's schooling environment) is not one of them. These actions between students do not reflect the culture, decorum, dignity or moral standards of GFCC. The school does not allow public displays of affection in the school environment (including the parking lot) or during school activities.

## **SEARCH AND STUDENT'S RIGHT TO PRIVACY**

- School personnel are responsible for protecting the health and safety of all students and promoting the effective school operation. Fulfillment of these duties may require a search of school and/or student property by school staff when there is reasonable suspicion that the law or school policies are alleged to be violated.
- When school officials carry out their duties, they will preserve a student's reasonable expectation of privacy.

### **Search of School Property**

- All property of the school, including desks and lockers as well as their contents may be searched or inspected at any time without notice.
- Authorized school personnel have an unrestricted right to search these structures, as well as any containers, bookbags, purses, or articles of clothing left unattended on school property

### **Searches of Student's Person and Personal Property**

- The search of a student's person or personal property upon the student's person or in his/her possession is permissible when there is any suspicion that the student may be carrying contraband.
- For the purpose of this policy, contraband shall be defined as any weapon, illegal paraphernalia, or other item, the possession of which is prohibited by law or school rules.
- The following procedures will be used when searching a person or personal property
  - 1) At least two school employees will be present, one of which will be a school administrator or his/her delegate. When possible, one employee will be the same gender as the student.
  - 2) If a weapon is suspected, law enforcement will be notified.
  - 3) If a weapon or illegal drug / paraphernalia are seized, the administration will notify the parents and law enforcement officials. The contraband will be secured until law enforcement arrives.
  - 4) If a student refuses to voluntarily be searched, empty pockets, empty book bag or purse, the student will be detained under supervision until the parents / guardians are contacted. In such cases, the student will be subject to the school's disciplinary code.
  - 5) Strip searches are never permitted.
  - 6) The school administration will notify the Superintendent when a search is conducted and contraband is seized.

### **Vehicle Search**

- The school administration regulates the use of school property and may regulate vehicles brought onto School, local Education Foundation, or Diocesan property used by the school. All vehicles located on this property are subject to search.
- A school official who has reasonable suspicion to believe that a search of a vehicle will turn up evidence of contraband, (e.g. alcoholic beverage, drugs, weapons, or stolen property) or other violations of the law or school rules, may inspect the vehicle and/or contact the title holder to the vehicle.
- If the driver of the vehicle fails to comply with the requests of the school authority, law enforcement shall be contacted.
- If contraband is found, it will be secured, law enforcement will be contacted, and the school authority will take reasonable measures to maintain a safe environment and proper control of the event, which may include disabling the vehicle until law enforcement or parents / guardians can be summoned.

### **TOBACCO, ALCOHOL, AND DRUGS**

GFCC prohibits the use, possession, sale, or distribution of tobacco, E-cigarettes, alcohol, street drugs, and/or performance-enhancing substances (except as prescribed by a physician) by all students.

#### **Disciplinary Action:**

- **For first offense** of personal possession, under the influence of, use, selling, buying, or giving to another student for their use:
  - Police may be notified.
  - Conference may be held with the parent.
  - The student may be suspended from school for 2 – 5 days
  - The student may be suspended from all student activities (Extracurricular/Co-curricular/etc.) for 2 – 4 weeks

- The principal may offer the student an opportunity to participate in an appropriate school approved chemical awareness program and defer enforcement of long-term suspension and assigned three (3) days of in-school suspension. Failure of the student to comply with the requirements of the substance abuse program shall revoke the alternative program and reinstate the appropriate disciplinary action. The student is responsible for all associated fees incurred.
- **For second offense Drug/Alcohol:** personal possession, under the influence of, use, selling, buying, or giving to another student during any one school year:
  - Police will be notified.
  - A conference will be held with the parent.
  - The student will be suspended from school for 3 – 10 days
  - The student will be suspended from all student activities (Extracurricular/Co-curricular/etc.) for 4 – 9 weeks
  - The school may make the recommendation for expulsion.
  - The school will cooperate with the parent in identifying alternative educational opportunities for the student.
  - Prior to requesting re-admission in a succeeding school year, a student must complete a chemical dependency evaluation by a State-approved chemical dependency agency. Evidence of follow-through with evaluation recommendations will be presented in order for a consideration for the student to resume their education at GFCC.
  - The principal, in consultation with the Diocese Superintendent of Schools, will make the final decision for re-admission. The student is responsible for all associated fees thereof.
  - Students are encouraged to self-report violations to any coach or school official. If a student self-reports, the school administration shall take this into consideration for any disciplinary actions.
- **For third offense Drug/Alcohol:** personal possession, under the influence of, use, selling, buying, or giving to another student during any one school year:
  - Police will be notified.
  - A conference will be held with the parent.
  - The student will be expelled from GFCC.

## PERIODIC CONDUCT INSPECTION

Periodic inspections of campus grounds are contracted through Montana Interquest Detection Canines. The inspections are carried out by a nationally certified canine and handler. The units are specially trained to find contraband items that include illegal drugs, gunpowder related, items, alcoholic beverages and over-the-counter and prescription medications. Student lockers, classrooms, locker rooms, athletic facilities, commons areas, vehicles, desks, backpacks and any other articles on school property are subject to inspection. All inspections are conducted with the scope of law and with the knowledge of the student.

## SCHOOL ACTIVITIES

### CO-CURRICULAR AND EXTRA-CURRICULAR

GFCC offers a varied program of co-curricular and extra-curricular activities to aid students in their physical, social, emotional and cultural development. However, the prescribed course of studies does take precedence over these activities. Students who are experiencing serious academic difficulty need to devote their time and energy to their studies, even if this means that involvement in activities is curtailed.

The head coach or sponsor of the activity also has the right to expect certain behavior from all team/squad members. The standards of behavior will be given in written form to the candidates for an activity at the beginning of the activity season.

All members of the activity will be required to adhere to the established standards for that activity. Parents are encouraged to keep the line of communication open at all times between the school, it's coaches and sponsors, and the student. If a problems arises, please address it with the coach/sponsor immediately so that the problem does not escalate. If further discussion is necessary, please contact the athletic director or administration as soon as possible.

Extra-curricular activities offered at GFCC consist of football, boys' and girls' basketball, volleyball, cross-country, wrestling, track and field, golf, tennis, softball, cheerleading, and speech and debate. Music activities as part of the MHSA are considered co-curricular activities.

GFCC is a member of the Montana High School Association (MHSA) and is subject to all of that organization's relevant rules and regulations. In order to participate at GFCC in MHSA activities the students must:

- Maintain status as a participant by being enrolled in at least 20 hours of instruction a week at GFCCHS.
- Be passing the required courses at the time of participation;
- Meet eligibility relative to age and school attendance. (Students reaching their 19th birthday before September 1st of the competition year will not be eligible for competition in any GFCC (MHSA) sponsored events.)
- Be in attendance on at least half the day of a scheduled activity. Exceptions are: school activities, medical appointments or pre-arranged (prior day) excuses as determined by the principal. Any student not in attendance at least a ½ day who attends a practice, game, meeting or performance, may be suspended from the next competition, meeting or performance.

## **GUIDELINES FOR GFCC ACTIVITIES**

- Activities will be conducted with the highest ethical and moral standards.
- Inappropriate behavior and/or use of inappropriate language or gestures will not be tolerated. MHSA rules governing suspension of activities for the scheduled activity after player ejection/removal from an activity for unsportsmanlike conduct will be followed.
- Religious activities are an integral part of GFCC. Coaches, sponsors, parents are encouraged to support our students in all religious activities including attendance and participation, without reservation, in the Masses held before school or during school, retreats, Masses for teams or performing groups, and various religious activities and functions provided in the school setting.
- A cooperative spirit, exemplary conduct on and off the playing field, and a desirable level of competition among participants must be preserved.
- While activities meet the standards imposed by the MHSA, it must be understood that the discipline standards established by GFCC must be met as well.
- In order to participate in extracurricular activities, students must have a physical exam on file in the administrative office prior to participation (practice or games). The exceptions are: Band, Choir, Debate, Speech, and Orchestra. The established school (MHSA) physical form must be used. They are available at the administrative office or through the activity coach/sponsor. Physicals must be renewed each school year. Thus, any physicals for the current year must be completed after May 1st of the current year.
- All activity participants and his/her parents must submit a signed participation consent/release form to the administration prior to activity participation.
- All activity and participation fees must be paid prior to participation.
- All students are insured by GFCC for school related activities. In most cases this insurance is secondary to the student's personal health insurance. Additional levels of insurance may be purchased at the beginning of the school year through the school's insurance carrier.

## **SCHOOL SPONSORED ACTIVITY ABSENCE POLICY**

- Students are occasionally excused from classes in order to participate in school related activities which may include, but are not limited to: field trips, class activities, individual student activities (while representing Central), and co and extra-curricular activities. These school-sponsored absences are not true absences since the student knows in advance that student will be gone. Therefore, the responsibilities are the same as being present in school. The student's responsibilities include but are not limited to:
- Assignments due on the date of the absence must be turned in prior to leaving the school. Example: When a student is in school and planning to be gone for periods 6 and 7, it is the student's responsibility to turn in his/her assignments prior to leaving. Assignments not turned in will be counted as late work.
- All in-class material that is missed is the student's responsibility. The student must arrange a time outside of the normal teaching periods to meet with their instructor(s) to get and understand the missed materials.
- All homework and assignments given while the student is absent for school-sponsored events are due as if the student had been physically present. Example: Any assignment given is due the following day for the "absent" student as if the student were in class. It is the responsibility of the student to find out the assignment prior to leaving the school, from the instructors Internet site, phoning a classmate or contacting the instructor. Work not turned in will be counted as late work or not given credit according to the individual teacher's homework policy.

## **ACADEMIC ELIGIBILITY**

- Students who participate in any extra/co-curricular activity must be eligible according to GFCC standards and MHSA standards. These include all athletic competitions, speech and debate, DECA and all competitive music events. Added to this list is Cheerleading and elected student body officers. The administrator reserves the right to declare ineligibility at any time for any reason deemed appropriate by the principal or designee:
- A student must receive passing grades in five classes of prepared work per week during a five-week period of the school year. If this requirement is not met, the student may practice but not participate for five weeks until the next grade report date. In order to be eligible for participation in interscholastic activities, a student must have received passing grades in five (5) subjects during the preceding semester of attendance. (Refer to General Information regarding the Failing Grade Policy.)
- Eligibility for each student will be determined on the first day of each semester as mandated by the MHSA.
- A student may be placed on probation and appeal to be eligible one (1) time in his/her high school career relative to GFCC academic rules (#1). An appeal of the “pass five” rule must be presented in writing with justification for consideration to the principal prior to participation in the activity. The appeal will be reviewed by the principal and if accepted, presented to the school board for their approval. The MHSA “pass four rule” may not be appealed.
- GFCC understands that its academic standards are higher than some schools. Therefore, the school may, at its discretion, make reasonable accommodations for transfer students. However, it is expected that transfer students acclimate to GFCC’s academic standards as soon as reasonably possible.

**PARTICIPATION AGREEMENT AND FEES**

- All students participating in extra-curricular or co-curricular activities must fill out and sign, with their parent, the Activities Participation Agreement Form. Besides meeting the academic and physical eligibility, students who participate in extra/co-curricular activities are assessed a participation fee. These fees are assessed annually in all extra-curricular or co-curricular activities at GFCC. The fees are as follows:
  - 1st Activity \$35.00
  - 2nd Activity \$15.00
  - 3<sup>rd</sup> or more Activities No-additional charge
- No Participation fee is charged for Band, Chorus, or Orchestra.

**ID CARDS**

All students are issued a card that admits them to all athletic and/or activities at Central Catholic High School. Students must pay separately for all play-off games/events directed by the MHSA.

**TITLE IX**

There will be no discrimination against any student on the basis of sex, race, or creed, in providing access to extra/co-curricular activities. It is the purpose of our activities program to provide equal access, share in equal use of facilities, transportation, coaching/sponsorship, and support services. GFCC will adhere to the MHSA regulations. Complaints are to be submitted to the principal.

**TRAVEL**

- Students are subject to the direction and authority of the coach or sponsor at all times while involved in activity travel. All elements of the student code of conduct are in effect while traveling and participating in an activity.
- Behavior and appearance of students must be exemplary while representing GFCC in other schools/communities.
- All students and coaches representing GFCC on a trip/activity are to “dress up” when traveling as a group and representing GFCC. Students representing GFCC in athletic and/or co-curricular activities will be required to wear the school activity uniform, as described in the dress code, while traveling to and from activities. Coaches may require a stricter dress code above and beyond the minimum (example: dress shirt, slacks and ties for boys or dresses or blouse and skirt for girls). Coaches, with the approval of the administration, may allow students to dress down, in compliance with the school dress code (no sweats or pajama style clothing), on long return trips. Logo shirts will be available from the office during the first week of school and thereafter. While traveling on buses, the same behavior is expected in the bus as in the classroom.
- Transportation will be provided by the school to all activity events. Although it is discouraged, students may request permission to return with their parents from school sponsored trips. “Transportation Release” forms are available in the main office and with the team’s coach. These forms must be completed prior to student leaving from out of town activities with their parent.

## **COMPUTER & INTERNET ACCEPTABLE USE**

This policy serves to protect the security and integrity of the school’s electronic communication and information systems by educating students about appropriate and safe use of available technology resources.

The school MAY provide students with some or all of these privileges. The school reserves the right to monitor, retrieve, inspect and review the data, electronic mail (e-mail), files, settings or any other aspect of a school-owned computer or related system and will do so on an as-needed basis as determined by the school administration.

All students are responsible for reading and following information that may be distributed from time-to-time by the school about appropriate precautions to protect the school’s systems.

A student who violates any aspect of this policy may be subject to disciplinary action including revocation of certain system privileges, law enforcement notification, legal action, or expulsion. The staff and school administration will make decisions regarding whether or not a user has violated this policy and may deny, revoke or suspend access at any time. These decisions are final.

\*GFCC complies with all rules and regulations of the Federal Children’s Internet Protection Act.

## **PERSONAL USE OF SCHOOL TECHNOLOGY**

All school-owned technology equipment is for the sole purpose of school work and not for the personal use of students. Students may not at any time play games, stream or play videos or music or any other activity that is not directly related to an assignment from an instructor.

## **SOFTWARE AND HARDWARE USE**

- In general, all information required for a student to perform his or her assignments will be found at Google classroom. Requests for new or different equipment or software should be made to the instructor or school technologist.
- Unapproved hardware, software, downloads (free or purchased), commercial software, shareware, freeware, screen savers, games and music or other equipment that have not been specifically approved by the school administration may compromise the integrity of the school's computer system and are prohibited.
- The school may without notice remove any unauthorized programs or software, equipment, downloads, or other resources if they could harm school systems or technology performance.
- If there is any question about whether software or hardware downloads, etc. is appropriate it should be forwarded to the school administration for prior approval.
  - Students are responsible for any damages to school property or equipment.

## **ELECTRONIC MAIL (E-MAIL)**

School emails should only be used for school purposes, for example scholarships, communication etc.

## **STORING AND TRANSFERRING DOCUMENTS**

Electronic documents, including e-mails and school-related materials created on a student's home or personal computer should be stored in Google docs.

## **INTERNET**

- Staff members will supervise students while students are using school-operated Internet access, to ensure that the students abide by the terms and conditions of this policy. All rules apply on personal devices. In class use is at the discretion of the instructor.
- The following considerations apply to all users of the Internet:
- There is no quality control on the Internet. All information found on the Internet should be considered suspect until confirmed by another source.
- Students may not at any time access inappropriate sites or social media during classtime. Some examples of inappropriate sites include but are not limited to adult entertainment, pornography, sexually explicit material, or material advocating intolerance of other people, races or religions. If you are unsure whether a site may include inappropriate information, you should not visit it.
- Students may not participate in any Internet chat or instant messaging during school hours.
- The school may monitor any student's use of the Internet without prior notice, as deemed appropriate by the school administration.
- Do not use the Internet in any way which disrupts the service or its operation for others.

## **PASSWORDS AND PHYSICAL SECURITY OF EQUIPMENT**

- Students are responsible for maintaining computer passwords and for following these guidelines:
- Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person, except that school administration may require users to provide their passwords. If it is necessary to access a student's files when they are absent, contact the school administration.
- Students should change their password whenever they feel it may have been compromised. Contact school administration for assistance.
- If a student checks out equipment, he/she takes responsibility for the replacement value or damage of the item. Laptops or Chromebooks must be checked back in by 3:15 each day unless other arrangements have been made. Failure results in a disciplinary action and loss of privilege.

## **NOTICE OF COMPUTER PROBLEMS**

Students are responsible for notifying the school administration about computer problems or odd computer behavior. Small problems may indicate a more serious network or computer system issue, so students should err on the side of caution when deciding whether or not to raise a question or concern.

## **UNACCEPTABLE USES OF THE INTERNET, E-MAIL AND OTHER TECHNOLOGY**

- School computer systems may not be used to transmit, retrieve or store any type of communication message, image or material:
- That is discriminatory, defamatory or harassing;
- That contains derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin or physical attributes or any other condition or status protected by federal, state or local law;
- That is obscene, X-rated, pornographic in nature or contains adult-only related materials;
- That is illegal;

- That violates any policy of the school and/or diocese, including, but not limited to, its policies regarding child abuse and harassment, or that is otherwise contrary to the religious mission and values of the school and/or diocese.

## **VIOLATIONS**

Any use of the Internet or e-mail not in keeping with this Policy is not acceptable and will not be permitted. Users are required to immediately notify the school administration in the event that they become aware of security breaches (accidental or otherwise), viruses, “spam”, unsolicited obscene material, hate mail or otherwise potentially violent communications, or any other use of the school’s technical resource systems by anyone that involves a real or apparent unacceptable use as defined in this Policy. The failure to comply with this Policy may result in disciplinary action up to and including dismissal and the school may advise appropriate law enforcement agencies and officials of any illegal activities that involve school systems.



**2017-2018 Parent (Guardian) /Student Agreement Signature Form**

*If you have more than one child at Central, please complete a separate form for each child.*

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

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**Handbook Verification**

Parent Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_

We have received and completely reviewed the GFCC Parent/Student Handbook and agree to comply with the attendance rules and all other policies stated in the handbook.

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**Computer and Internet Use Policy**

Parent Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_

We have read the Computer and Internet Acceptable Use Policy and agree to comply with this policy.

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**“Overdrive” Library Checkout**

Parent Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_

We understand the “Overdrive” use policy agreement

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**Photo, Video, Website Permission**

Parent Initials: \_\_\_\_\_ Student Initials: \_\_\_\_\_

I do hereby give and grant to GFCC permission to use my child’s name, photographic image, and/or video image in school publications, school productions, school advertisements, news articles, publicity, school website, Facebook/social media.

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**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*Please return this sign-off sheet to the main office no later than 2 weeks after the first day of attendance.*