

PHILOSOPHY

Gabriel Richard Catholic High School is a co-educational high school in the Archdiocese of Detroit that is committed to the development of the total person. We strive to foster a faith community in which gospel values are formed, proclaimed, and experienced through serving others.

MISSION STATEMENT

Gabriel Richard Catholic High School, sharing in the teaching mission of the Catholic Church, recognizes its responsibility to students, parents, and community. We provide an academic environment that fosters respect, personal growth, critical thinking, and responsible moral choice. In teaching the Catholic faith, we emphasize a response to the call for justice and peace in the world as compassionate leaders, through a commitment of service in a global society.

FR. GABRIEL RICHARD

Father Gabriel Richard was a priest and missionary who arrived in the United States in 1792 and in the stockaded village of Detroit by 1798. Richard served the people of the Michigan Territory in times of uncertainty. He cared for the homeless after Detroit's fire of 1805. He championed the need for free primary schools to educate both boys and girls. He also sought to have Native American children admitted to these schools on an equal footing with European-American children. Fr. Richard was co-founder of the University of Michigan and became its first vice president in 1817. His involvement in the University's development continued for the remainder of his life. Father Richard was elected as a delegate to the United States Congress in 1823 to promote the interests of the Michigan Territory. In his last days, Father Richard continued to serve Detroit by nursing the sick during the cholera epidemic in 1832 until the epidemic took his life.

SCHOOL SYSTEM

Gabriel Richard Catholic High School admits students of any race, national or ethnic origin to all rights, privileges, programs, and activities generally accorded students at that school. It does not discriminate based on race, national or ethnic origin in the administration of its educational policies, admissions, scholarships and financial payment programs, and athletic and other school administered programs. Gabriel Richard is a regional high school of the Department of Education of the Archdiocese of Detroit. The staff includes laypersons and religious of several communities. With respect to their teaching assignments, all faculty members are certified and meet the criteria of both the Archdiocese of Detroit and North Central Accreditation Board.

RETREAT PROGRAM

Development of the total Christian person is an important aspect of a student's life at Gabriel Richard. A 4-year retreat program is planned by Campus Ministry.

A required retreat is scheduled for all freshmen and sophomores. Juniors and seniors have the opportunity to experience a retreat yearly.

TRANSCRIPTS

Transcripts are sent to the new school upon written request and \$5.00 fee, as long as all financial obligations to Gabriel Richard have been met.

ACADEMIC STANDARD - PROMOTION

Students of grades nine and ten are required to take 7 credits each year. To graduate a student must earn 25 credits. A student must earn 5-1/2 credits in a school year in order to be promoted to the next grade level. Included in these credits must be 1 credit in English and 1 credit in Theology. A student who does not earn the necessary credits during the school year must make up the credits during summer school. If this is not completed by the start of the following school year, the student will not be moved to the next grade level, including homeroom, and will not have the privileges of that grade level. A student who earns fewer than 5-1/2 credits in a school year will receive a letter from GR to attend summer school to advance to the next grade level. A student who is notified to attend summer school and who does not, may not return to GR unless there are special circumstances that have been approved by the Administration prior to the start of summer school. Students who earn 4 credits or fewer in a school year will not be permitted to return to GR.

SUMMER AND NIGHT SCHOOL POLICY

A student may attend summer or night school for credit under the following conditions:

1. He/she receives a letter advising attending summer school because of a shortage of credits or academic deficiency. After receiving the letter from the school, the student must contact the GR Guidance Department before any arrangements are made in order to make certain that summer school selections meet GR requirements.
2. He/she fails a class which cannot, under a normal load, be made up at GR (i.e. Senior English classes).

Gabriel Richard High School will accept only summer/night school grades of C or better. All classes recommended and completed during summer or night school will be recorded on the permanent record and equivalent credit (.5) given, if it has not already been received. This grade will not be included in the final GPA. Six weeks of summer school or the minimum number of hours of night school do not compensate for a full semester of work.

REPEATING CLASSES AT GABRIEL RICHARD

Under special circumstances and with the permission of the counselor, teacher, and parent, a student may be permitted to repeat a class at GR. This will only be

allowed in situations where the student has received a grade of D+ or lower. If a class is repeated during a regular term at GR, both grades will appear on the student's record, and the higher grade will affect the GPA. Credit will be given when the course is passed.

ACHIEVEMENT PERIOD

1. Students in all grades with less than seven classes will be assigned to an Achievement Period. Students will use their time constructively for studying, homework, outside reading such as newspapers and acceptable magazines, letter writing, and class projects.
2. No card playing, sleeping, group activities, listening to music, or talking will be permitted during this period.
3. All National Honor Society tutoring will take place on a one-to-one basis outside of the student's Achievement Period classroom. Only one student may be tutored at a time.
4. Students using the library or computer lab are to obtain a pass from course instructors or the librarian by showing their ID. Students report to their Achievement Period for attendance before going to the library or computer lab with passes.
5. Student Achievement Periods may be used for counseling appointments, making up tests, quizzes, etc. Passes are required from the teacher.
6. Students who obtain permission to leave the Achievement Period but fail to arrive at another destination will be given an unexcused absence for that period. Students on disciplinary probation will not be permitted to leave the Achievement Period for any reason.

MARKING SYSTEM

Honor			Honor		
	%	Points		%	Points
A+	98-100	4.33	C	77-79	2.00
A	95-97	4.00	C-	74-76	1.67
A-	92-94	3.67	D+	71-73	1.33
B+	89-91	3.33	D	68-70	1.00
B	86-88	3.00	D-	65-67	0.67
B-	83-85	2.67	F	0-64	0.00
C+	80-82	2.33			

Add 0.33 for G.P.A. for Honors Courses.

Add 1.00 for G.P.A. for Advanced Placement Courses.

Semester grades are determined by using the following formula:

$[2(\text{1st quarter number grade} + \text{2nd quarter number grade}) + \text{final exam number grade}] \div 5 = \text{Semester grade.}$

EXAMPLE

<u>1st quarter</u>	<u>2nd quarter</u>	<u>Final Exam</u>
91% (B+)	92% (A-)	86% (B)

Formula: $[2(91\% + 92\%) + 86\%] \div 5 = \text{Semester grade}$

$[2(183) + 86] \div 5 = 90.4 \%$

Note: The school office must be notified of any errors on the report card by June 20th of that year.

EDLINE

Edline is an Internet service that is used to post student grades online. It interfaces with our school administration database and allows parents/guardians and students to access information from any Internet connected computer. Updated grades are posted for students weekly.

The Edline service eliminates the need for a printed progress report. Progress report dates indicated in the school calendar identify when the fifth week of the grading period is over and alerts parents/guardians and students to check their Edline account.

GUIDANCE

Students wishing to see their counselor may fill out an appointment request slip in the Guidance lobby. In an emergency, the student may report to the Guidance Office for assistance. Parents are welcomed to call for an appointment with the counselor.

The Guidance Counselor is available to assist students in a variety of ways. These include:

1. SCHEDULING

Courses are selected in February for the following school year. Because the entire school's schedule is based on the selections students make at that time, it is very important that students make careful choices and consult with the counselor. When choosing classes, students are expected to make a firm commitment to their choices and to honor that commitment.

In case of an error on the schedule, the student must notify the counselor within the first two school days. There are specific procedures parents and students must follow if any schedule change is to be considered. **NO SCHEDULE CHANGES WILL BE PROCESSED AFTER THE SECOND WEEK OF THE SEMESTER.** Except for errors, student-initiated schedule changes will not be allowed. The Principal must approve any schedule change.

2. ACADEMIC COUNSELING

Students experiencing academic problems are encouraged to discuss them with the counselor.

3. PERSONAL CONCERNS

Students are welcome to discuss personal concerns with the counselor. When appropriate, the counselor will make a referral to a community agency.

4. HOMEWORK FOR ABSENT STUDENTS

The assistant principal's secretary will arrange for students who have been absent for three or more days to pick up homework if a parent calls and requests it. At least 24 hours notice is required. Assigned work should be completed by the day of the student's return.

5. COLLEGE PLANNING AND APPLICATIONS

Junior Parent Night is scheduled for the end of the first semester at which time parents receive information about preparation for college. The counselor will process college applications for seniors. Very detailed information is given to seniors at the beginning of September.

PREGNANCY

The Administration will work with the Guidance Department, parents, and the young woman (on an individual basis) in the event of a pregnancy. Mindful of the sensitivity of the situation and respect for life, every effort will be made to support the student in her continued education.

GRADUATION REQUIREMENTS

Students are required to have earned a minimum of 25 Carnegie units of credit and have successfully earned credits in the following subject areas:

English	4 units of credit
Theology	4 units of credit
Social Studies	3 units of credit
Mathematics	4 units of credit
Science	3 units of credit
Fine Arts	1 unit of credit
Physical Education/Health	1 unit of credit
Speech	1/2 unit of credit

A senior must fulfill all academic requirements (above) and successfully earn a full credit in English and in Theology in the senior year.

HONOR ROLL

A student's eligibility for Honor Roll is based on the student's academic achievement for the year.

- A) Principal's List
Quarter grade point average of at least 4.000.
- B) First Honors
Quarter grade point average of 3.500-3.999
- C) Second Honors
Quarter grade point average of 3.000-3.499

Recognition at the annual Honors Assembly is based upon the student's grade point average for the school year. To be eligible for Honor Roll for the year the average of the student's final semester grades must fulfill the above criteria.

Students receiving marks of "I" in any subject will not be placed on the Honor Roll until all incomplete marks have been made up.

Honors for graduating seniors will be based on the student's grades as of the 7th semester plus third quarter. A graduating senior will receive a cord based solely on his/her cumulative GPA.

GRADE POINT AVERAGE

The most important grade point average is the Career GPA. Colleges use this average for admission purposes. It is calculated by averaging only semester final grades.

TRANSFER STUDENTS

All students who wish to transfer to Gabriel Richard Catholic High School and meet the transfer requirements must sign a contract together with their parents/guardians. Transfer students who do not follow the terms of the contract may be asked to leave.

In order to be eligible for class valedictorian and/or salutatorian, a student must attend Gabriel Richard Catholic High School for three years, including the senior year.

NATIONAL HONOR SOCIETY

The purpose of the Gabriel Richard Catholic High School Chapter of the National Honor Society shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students.

NHS Selection Process

1. Sophomores and juniors are eligible for admittance to the NHS at the end of their tenth and/or eleventh grade; seniors are eligible for admittance to NHS at the beginning of their twelfth grade. (Beginning with the class of 2010, seniors will no longer be eligible for admittance to NHS at the beginning of their twelfth grade.)
2. Student must have a minimum cumulative 3.5 GPA (beginning with the class of 2010 students must have a minimum cumulative GPA of 3.75) and no office record of discipline problems or excessive demerits.
3. Student must have and document on the application a minimum of 40 service hours to school, church, and community.
 - a. At least 20 of the 40 hours should be school related.
 - b. Participation in each sport will count as no more than 10 service hours.
4. Applications turned in late or incomplete will not be considered.
5. Students must have at least five teacher recommendations from staff that are currently GR faculty members.
 - a. Faculty recommendations are based on the four qualities that the NHS represents: scholarship, service, character, and leadership. Each quality is given equal weight/consideration in the selection process.
 - b. 'Character' is demonstrated by such qualities as honesty, responsibility, a positive attitude, helpfulness, etc.
 - c. 'Leadership' is demonstrated by such actions as active participation in school organizations, acting as a positive role model in interactions with students and teachers both in and out of the classroom, participation in class discussion, volunteering during class question/answer sessions, etc.
 - d. Individual teacher responses will remain anonymous.

6. A panel of no less than four teachers, at the request of the NHS adviser, makes the final selection of those applicants who will or will not be accepted into the NHS.
 - a. The final selection is based on the recommendations and written comments, both positive and negative, of the faculty members as completed in Step 5, as well as on the judgement and assessment of the teacher panel.
 - b. Having five faculty recommendations alone is not sufficient for admission into NHS.
 - c. The members of the teacher panel will remain anonymous.
7. The NHS adviser, in order to make the selection process more objective, is not actively involved in the selection process.

GABRIEL RICHARD LIBRARY

The Gabriel Richard Library opens at 7:10 A.M. most mornings and closes at 3:30 P.M. The Library affords the students an appropriate setting and atmosphere conducive to quiet reading, research, and study.

Students are welcomed and encouraged to use the Library before and after school, at which time they are expected to comply with the same Library regulations that are enforced throughout the school day.

Students may use the Library for quiet research and study during their Achievement Periods. They are to obtain a Library pass from the course instructor for whom they must do research. Students report to their Achievement Period for attendance and then report to the Librarian with their passes. Students **MUST** remain in the Library the entire period. If a student is tardy, it will be recorded and sent to the appropriate Achievement Period teacher.

Eating and drinking are not allowed in the Library before, during, or after the school day.

Students who owe Library fines or who have overdue materials will not be allowed to take their final exams until these obligations have been met.

ATHLETIC PROGRAM

The following is a list of Athletic Eligibility Rules from the Michigan High School Association:

Enrollment - Enrollment in school must be prior to Monday of the fourth week of the current semester. A non-transfer student must be enrolled in the school for which he or she competes.

Absences - Our absence policy is clear; students must be present for the whole day, including homeroom (HR), in order to practice, rehearse, take part in extra-curricular activities, or any other school event. A school administrator will handle exceptions to the attendance policy on an individual basis.

Age - A student who turns 19 years of age on or after September 1 may compete in athletics for the remainder of that school year.

Physical Examination - A physical examination by an M.D. or D.O. is required on an annual basis. A record of the examination must be on file at the school.

Awards - A student/athlete cannot accept any award or merchandise exceeding \$5.00 in value for athletic performance. Athletes accepting cash, merchandise certificates, or any other type of negotiable certificate of any value are in violation.

MEN'S ATHLETIC PROGRAM

Varsity football, junior varsity football, cross country, varsity soccer, junior varsity soccer, golf, varsity basketball, junior varsity basketball, freshmen basketball, varsity hockey, varsity baseball, junior varsity baseball, track and field, tennis, wrestling, bowling and figure skating.

WOMEN'S ATHLETIC PROGRAM

Varsity basketball, junior varsity basketball, freshmen basketball, pom pon, varsity cheerleading, junior varsity cheerleading, cross country, varsity volleyball, junior varsity volleyball, freshman volleyball, varsity softball, junior varsity softball, track and field, varsity soccer, junior varsity soccer, tennis, bowling and figure skating.

ELIGIBILITY POLICY FOR ATHLETICS AND EXTRACURRICULAR ACTIVITIES

1. For any student to be eligible to participate in athletics and other extracurricular activities, they must be passing all classes each marking period and have an overall ten week grade of 2.0 GPA or maintain a minimum 2.0 GPA for the semester.
2. Any student who falls below a 2.0 GPA will not be eligible to participate, to be present for practice, or to be involved in any organizational/planning meetings for the first three weeks after receiving the report card.
3. At the end of the three weeks, of the second and fourth marking periods, the student's grades will be reviewed.
4. The student must initiate the process by picking up an eligibility review form from the Principal's secretary.
5. A student who does not meet a 2.0 (after three weeks) in his/her classes will not be eligible to participate, be present for practice, and be involved in any organizational/planning meetings. Students who meet the above criteria will be eligible for the next three-week period.
6. The student's grades will be reviewed again at the end of the 6th week of the quarter and at the end of the quarter. Programs included in the extracurricular activity category are athletic teams, dramatic productions/stagecrew, Student Council, cheerleading, Pom Pon, and all clubs.

7. It is the responsibility of the athletic director/moderator to submit to the administration and the counselors the names of students who are involved in athletics or an activity as soon as these names are available.
8. The administration will notify the athletic director/moderator if a student should be placed on athletic/academic probation or suspended from the activity.

STUDENT GOVERNMENT

Every Gabriel Richard student is eligible to run for a Student Government position provided that he/she has a cumulative GPA of 2.0 or higher, is currently passing each class (with no more than one grade below C-) and has citizenship evaluations identifying the students as no less than "usually well behaved." Student Government members retain their positions by maintaining a GPA of 2.0 with no semester grade below a C-.

Elections for the office of Student Government are held in the spring of the year. Freshman class representatives are elected in the fall of the year. Students who are interested in representing their class as a member of Student Government may obtain an application from the Student Government Moderator.

Once elected to Student Government, the representative works for the best interests of the entire Gabriel Richard Community.

Activities throughout the year will demand time, energy and the creativity of each member. Serving on Student Government will enable each member to learn skills of cooperation, leadership, communication, and participation. These skills will be reinforced as each member interacts with Administration, Faculty, Staff, and Student Body.

If a Student Government representative does not abide by school and student government regulations, is placed on disciplinary or academic probation, accumulates disciplinary referrals, is involved in a serious offense, etc., he/she may be removed from office.

ATTENDANCE OVERVIEW

1. Students are allowed 10 absences per semester.
2. An absence is an absence. There are no longer excused or unexcused absences.
3. A parent must phone the attendance office when a child is absent, OR THEY WILL BE CONSIDERED TRUANT.
4. When a student attains the 11th absence, their grade will be lowered.
5. If a student's grade is lowered, parents/students have a right of appeal.
6. If a student is absent for part or a whole day, the student will not be allowed to participate in any athletic/school event, unless a doctor's note is submitted to the attendance office, or an administrator has allowed student to participate in a school event.

ABSENCES

1. Our absence policy is clear: Students must be present for the entire day, including homeroom, in order to practice, rehearse, take part in extracurricular activities, or any other school sponsored activity including dances that evening, play in games, act in the play, or participate in clubs. If a student is found to be absent and attends a practice, game, dance, or other school activity that same day, he/she will be suspended from his or her next scheduled event. Any student who is not in attendance during the school day is not to be on the school premises during that school day. Exceptions to this policy will be handled on an individual basis by the school administration.
2. If a student is absent from any class 10 times in a given semester, a parent/student/administrative conference will be required to review grades, discipline, attendance, and other concerns. Absences that will not be included in the 10 are: school related absences (student council, field trips, and sport participation) and absences for long term emergencies and those requiring hospitalization. Students are to present verification of their hospitalization to the Attendance Office on the day of their return.
3. If a student is absent from any class 11 times in a given semester, the student's semester grade will be lowered by two complete grades (example: from A- to C-. A grade will not be lowered beyond a D- unless the student has earned an F in class.) Transcripts will be marked accordingly. Students losing credit because of excessive absences in all classes may be asked to withdraw.
4. If a student is going on vacation, must attend a doctor's appointment, a funeral, hospitalization, or some other absence for a non-school related activity, he/she will be marked absent for that class or day. Students who take vacations outside regularly assigned vacation periods will have those days added to the regular absentee count. Teachers will not be responsible for providing make up work in advance. All vacation absences of more than one day should be pre-arranged at least five (5) school days before the absences are to take place. The student should obtain a vacation form in the office and have his/her teachers and parents sign it. The completed form must be returned to the Attendance Office at least one day prior to the absence.
5. In case of a student's absence, it is the parent/guardian's responsibility to call the Attendance Office (284-3533) by 9:00 AM, each day of the absence. Attendance Office personnel will be available only from 7:00 A.M. until 11:30 A.M. school days. At all other times, an answering machine takes messages; but if you are calling after 11:30 A.M. to request an early dismissal, please call the Main Office (284-1875 Ext. 10).
6. Students are responsible for making up all missed work and tests through arrangements with the class teacher. In case of a school emergency or snow day, any homework assignments will be due on the day school resumes. Tests that were scheduled will take place on the day students return to school.
7. All requests for early dismissal must be presented in writing before 9:30 A.M. to the Attendance Office. If necessary, a phone call by the parent/guardian will

be acceptable, but a written note is preferred. Only legitimate, pre-arranged appointments or special circumstances approved by administrative personnel will be considered excused for early dismissal. In the case of cutting a class, the student will receive a zero for the day, will earn a demerit and detention for each class skipped, and will not be allowed to make up class work or tests. In addition, the time lost will be added to the absence tally.

8. Attendance at the funeral of the parent/close relative of one of their classmates will be permitted only when written permission from a parent/guardian or a phone call is presented to the Attendance Office the day of the funeral by 9:00 A.M. These absences count as part of the total 10. Funeral home visits during the school day are not permitted.
9. Students who become ill during the school day must first report to the teacher and then to the Attendance Office where they will remain until it is determined whether they will return to class or go home. Parents will be contacted, and students will be allowed to leave the building only after a parent/guardian makes arrangements for transportation or gives permission for the student to leave. Students who do not report to the Attendance Office will face disciplinary action.
10. Students who attend the Prom must be present for the entire school day on the day of the Prom. All appointments must be made before or after school hours.
11. Students are to be present for 25 minutes of class on a full day and 15 minutes of class on a half-day in order for the student to be considered present (not absent) for the class. Students who are 20 minutes or more tardy for a class will be considered absent. Students will also be required to serve a tardy detention.
12. At the 7th and 10th absence a letter will be sent home indicating that the student is in jeopardy of the lowering of a grade or the possibility of failing to earn credit due to excessive absences. At the 11th absence a letter will be sent to the parent, stating the grade will be lowered. After the letter has arrived, the parent will have one week to appeal the lowering of the grade.
13. A parent or student has the right, under due process to appeal any lowering of a grade or loss of credit to the Gabriel Richard Attendance Committee. The GR Attendance Committee is an advisory committee set up by the Assistant Principal who will hear the appeal and make recommendations to the Principal. The Principal will make the final decision.

TARDINESS

A student who arrives late to school is to report directly to the Attendance Office. Students arriving late will not be admitted to class without a slip from the Attendance Office. If a student receives one to seven tardies, he/she will be required to serve a detention for each tardy received. After the seventh tardy per semester, a demerit will be issued for each subsequent tardy. For the first seven tardies, a student may serve a tardy detention and not earn a demerit. If the detention time is not served on one of the three scheduled days, the tardy

becomes a demerit. If a student is tardy more than twice in two days, the additional tardies become automatic demerits. All demerits, including tardies, are cumulative for the school year.

The only tardies that will be excused are for legitimate pre-arranged appointments or special circumstances approved by the administration. These students will receive an excused tardy slip from the Attendance Office when they present verification of the appointment. All other tardies are unexcused, including oversleeping, car problems, etc.

Detentions may be served on Monday and Friday mornings at 6:50 AM or on Wednesday afternoon at 2:40 PM in the designated detention room. Students late to detention will not be admitted into the detention room.

IMMUNIZATIONS

All incoming freshmen are required to have a physical examination before school begins in August. The physical form is sent to the parents/guardians and must be returned to the Attendance Office in August. Wayne County Health Department will notify the Attendance Office if a student has not presented acceptable evidence of the required immunization or a medical statement indicating a contraindication to immunization or a waiver indicating a religious or other objection to immunization. Students will be subject to exclusion from school if no evidence of immunization or waiver is presented to the Attendance Office.

ADMINISTERING MEDICATION

Following State guidelines, school personnel are not able to dispense any medications, prescription or non-prescription, without written permission from a physician and parent/guardian. All over-the-counter medications such as Tylenol, cold medications, allergy medications, Midol, cough drops, etc., are not allowed to be in the possession of the student at any time. If a student needs to take any of these types of medications during the day, the medication and the written permission from the physician and the parent/guardian must be in the office.

Students who may need an inhaler should have the inhaler on their person at all times. The use of an inhaler also requires a doctor's order and parent's signed permission to be on file in the office. In addition, an Asthma Action Plan form must be completed by the parent and kept on file. The school recommends that students have another inhaler in the office as a backup in case they forget theirs.

Parents must provide any special emergency medication such as an EpiPen, Imitrex, Benadryl, etc.

Certified school personnel will administer minor first aid treatment in case of an accident. The school complies with federal OSHA standards regarding blood-borne pathogens. These include the use of rubber gloves by staff when having any contact with body fluids.

You may review our model policy and guidelines for administering medications to pupils in either the main office or the Attendance Office.

EMERGENCY PROCEDURES

All parents/guardians were asked to complete a registration and emergency form for each student. These forms will be kept on file so that in case of an emergency when the parent/guardian cannot be located, the adult specified by the parent/guardian on the registration form will be contacted. We ask that the emergency contact person live within 15 minutes of Gabriel Richard Catholic High School. The school will continue to try to contact the parent/guardian. It is important that changes in person/address/phone number be reported to the school as soon as possible. **IF A PARENT CANNOT BE CONTACTED AND EMERGENCY CARE IS REQUIRED, THE SCHOOL WILL CONTACT EMS AND THE STUDENT WILL BE TAKEN TO HENRY FORD WYANDOTTE HOSPITAL.**

Michigan Catholic Conference provides student accident insurance that supplements a family's existing coverage or provides coverage if there is no health insurance.

SAFE SCHOOLS

We firmly believe that the manifestation of both our Mission Statement and Philosophy at Gabriel Richard Catholic High School is dependent upon the safety and well-being of our students and staff. Therefore, we have annexed our Response Team to include a Safe School division. The following is a compilation of measures we are implementing for the safety of everyone concerned. Due to the complexities surrounding this issue and the ever-changing social conditions and developments in which we live, these measures are subject to change as needed or as called for by law enforcement agencies.

Safe School Materials/Equipment

Students are not to touch or tamper with any Safe Schools equipment or materials unless directed to do so by a staff member. Equipment includes Safe School bags issued to every teacher and the defibrillators (AED). Any infraction in this will result in immediate disciplinary measures imposed upon the student(s) responsible. These measures will be determined by the Administration and may include suspension and/or expulsion.

Lockdowns and Semi-Lockdowns

In a threatening or emergency situation, it may be necessary to call for either a lockdown or semi-lockdown of the school. As in a case of severe weather, students are instructed in the exact procedure of both the lockdown and semi-lockdown. In either case it is crucial that students: **respond immediately, remain calm, maintain silence, follow the directives given to them by faculty and staff, and under no circumstances attempt to call anyone with a cell phone.** This

procedure is in cooperation with various law enforcement agencies including the Department of Homeland Security and the local police. Any student who acts inappropriately during a lockdown or semi-lockdown, even if it is only a drill, will face immediate disciplinary action as deemed appropriate by the Administration. Because an infraction in this matter can jeopardize the safety and well-being of everyone involved, suspension and/or expulsion may be considered.

Emergency Evacuation

Should circumstances require an immediate evacuation of the school we will implement the evacuation plan. This plan is in cooperation with Department of Homeland Security directives as well as those of local emergency responders. This plan is provided to parents/guardians in the August mailing prior to the start of each new school year. (Additional copies may be requested from the Main Office.)

Students are fully instructed regarding the exact procedure to follow during an evacuation. As with all emergency preparedness measures, we will practice emergency evacuation drills throughout the school year. Parents/guardians will be advised of any changes to this plan as the need arises.

STUDENT DISCIPLINE

The principal or his designate are authorized, in all cases, to impose appropriate student discipline up to and including expulsion.

No set of regulations can be exhaustive. Recognizing its responsibility in safeguarding the welfare of its students and the reputation of the school, Gabriel Richard Catholic High School reserves the right to respond as it sees fit to the misbehavior of its students, even if these actions take place outside of school hours, unconnected with school activities, and/or off campus.

While the school does not hold itself responsible for offenses committed outside of its jurisdiction, conduct that jeopardizes the good name of the school may be cause for expulsion. This includes any activity that results in police intervention. For example, being charged with any crime is grounds for expulsion from the school. Students should be particularly aware of consequences when they represent Gabriel Richard and/or when they are guests at other schools or institutions.

There are three types of student probation: academic, disciplinary, and administrative. Academic and disciplinary probations are explained in the Agenda. Administrative probation is applied by the administration for cases of discipline, which do not fall into academic or disciplinary probation.

Some disciplinary concerns including the following:

1. Possession, use, consumption, manufacture, sale or distribution of: alcoholic beverages, controlled substances, paraphernalia, or tobacco, (including non-prescription performance enhancing drugs, etc.) at any time on or off campus. Use of another student's prescription drugs is also a violation. In

order to ensure that Gabriel Richard is free of illegal drugs, periodically the school will employ a police drug dog.

2. Possession or use of any weapon (weapon is any object which can be used to threaten or injure another) in school, at school functions, or on school grounds, in lockers or vehicles, is cause for immediate expulsion, as directed by the Catholic Schools Office. The administration will determine what constitutes a weapon or forbidden item.
3. Possession, sale or use of explosives or fireworks in school, at school functions, or on school grounds is forbidden.
4. Involvement in a serious physical confrontation with another student is unacceptable behavior.
5. Acts of vandalism
6. Theft of school or personal property.
7. Hazing activities. (Hazing is defined by law as an intentional, knowing or reckless act that was directed against an individual that could endanger the physical health or safety of the individual, and that was done for the purpose of affiliation with, participation in or maintaining membership in any organization.
8. Photographing, or otherwise capturing or recording, a visual image for distribution, dissemination, or transmission of recording, photograph, or visual image of an individual having reasonable expectation of privacy (Public Act 155).
9. Retaliation in any form, such as harassment, name-calling, ostracizing, intimidation, threats, etc., against an individual including all parish and school employees, volunteers, parents and students, for reporting or cooperating, in good faith, in a parish or school-sponsored or sanctioned investigation will not be tolerated. Anyone found to have engaged in retaliation will be subject to sanctions, up to and including termination from employment and/or exclusion from school.

DUE PROCESS GUIDELINES

Due process is a fundamental right afforded all students. To address an issue or concern within the school community, the following due process guidelines will be observed.

1. The issue or concern should first be discussed with the person(s) most directly involved (classroom concerns with teacher; school policy with assistant principal, etc.)
2. If not satisfied with this response, an individual may contact the next level of administration.
3. A joint meeting of all persons involved may be beneficial if the issue or concern is not settled.
4. This procedure is not intended to be adversarial or quasi-judicial. Only those persons with a direct interest in the issue or concern should be allowed to participate. If the person(s) raising an issue or concern seek(s)

outside assistance (e.g. litigation, civil rights agencies, etc.) this procedure will be terminated.

SUSPENSION/EXPULSION FROM SCHOOL

A student may be suspended or expelled from school for a major offense at the discretion of the school administration. Serious disciplinary matters are handled at the discretion of the administration.

WITHDRAWAL/NOT RETURNING TO GR

A student may be asked to withdraw from Gabriel Richard for the following reasons:

1. Accumulation of 18 demerits in a school year.
2. Administrative recommendation to the principal.
3. Earning 4 credits or less in a school year.
4. Combination of earning excessive demerits and poor academic performance.
5. Failure to meet special terms established through a contract.
6. Any serious breach of discipline as determined by the Administration.

DEMERIT/DETENTION

The following is a partial list of possible student infractions that will result in disciplinary action. It is not practical to list all failures in student conduct. Students may receive a demerit for the following infractions.

1. Illegal parking (no sticker, parking in fire lane, parking in teacher spots, etc.)
2. Dress code violation. (See Dress Code Section)
3. Hall/locker infraction, obstruction of hallway, pornographic materials in lockers, at locker at inappropriate times, etc.
4. Cafetorium/lunch infractions, food/drink outside the cafetorium, failure/refusal to clean up table and area during lunch or to stack chairs, taking money from others, etc.
5. Failure to wear their I.D. on their shirt collar, or defacing/altering an I.D. (Students must wear their I.D. at all times and replace lost I.D. for \$10.00 the day after it is lost.). Students on Disciplinary Probation have a special ID card.
6. Theft of school or personal property
7. Discipline infraction (determined by administrator)
8. Failure to report to scheduled detention
9. Throwing snowballs anywhere on campus
10. Using a locker other than the one assigned without permission of the Assistant Principal.
11. Presenting a legitimate early dismissal request after 9:30 AM of the day in question.
12. Violating disciplinary probation by attending school event earns automatic 2 demerits and a 2-week extension of probation.
13. Failure to report to Mass, assembly, class, or achievement period
14. Careless/reckless driving (parking lot).

15. Smoking /chewing tobacco (\$10.00 fine)
16. Skipping a school day
17. Forgery (forged parental notes, calling school as parent, etc.)
18. Sexual Harassment of another student (sexual innuendoes, jokes of a sexual nature, sexual propositions, sexually suggestive pictures or cartoons, foul and obscene language, jokes or gestures, unwanted and unnecessary physical contact, unwelcome comments about appearance, etc.) No form of sexual harassment will be tolerated. A police report will be filed.
19. Cheating (including copying homework, plagiarizing papers, cheating on tests, etc., as reported by teacher). A student will not plagiarize; copy homework, cheat, or gain unauthorized access to or tamper with educational materials.
20. Harassment, intimidation, and bullying. Bullying is defined to mean any gesture, written, verbal, or physical act that will have the effect of harming a person or damaging their property or placing them in reasonable fear of harm. Bullying has the effect of insulting or demeaning the person or group in such a way as to disrupt or interfere with the school's educational mission. Harassment, intimidation, and bullying not only refer to what transpires at school or on school grounds, but also on the internet. The Gabriel Richard Mission and Philosophy are clear in recognizing the value of our ongoing relationship to community. Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including activity in online postings on social-networks, such as Myspace, will be disciplined, up to and including expulsion. There is zero tolerance for this type of behavior. A police report will be filed.
21. Excessive tardies (over 7 per semester). Each student will be allowed to accumulate 7 unexcused tardies per semester. At the eighth tardy instead of another detention, a demerit will be issued.
22. Vandalism of school or personal property.

The names of all students serving a detention will be posted in the schedule showcase the week they are serving detention. After school jobs, practice for athletics, club participation, catching a bus, car pool, etc. will be no excuse for missing detention.

Parent copies of Student Conduct forms will be attached to the Report Cards the first and third quarters.

PROBATION - 6 WEEK

When a student accumulates 6 demerits at any time during the school year, he/she is placed on a 6-week disciplinary probation, which includes the following:

1. The student may be removed from classes until a parent is contacted.
2. The student will be placed on closed campus status. No passes will be honored (bathroom, library, phone, etc.). The student must remain in their classes the entire time.
3. The student will have their I.D. removed and lose the privilege of attending ANY school functions. Students may not pay to attend school functions, home or away. Special I.D.'s will be issued as identification and are to be carried by the students at all times. These are not to be honored for GR activities. Violation of probation will earn 2 demerits and will extend probation by two weeks.
4. Students will not be allowed to participate in ANY extracurricular event (sports, clubs, drama, etc.) or allowed to hold a class office for the six-week period.
5. A student who accumulates 6 demerits in the 4th quarter will serve probation for the rest of the current school year and will be on Review Status for the first 6 weeks of the following school year.
6. Students on Disciplinary Probation may only be present for three days of the tryout/conditioning period for an athletic team.

EXTENDED PROBATION

Additional demerits issued during or after the completion of 6-week probation period will result in an additional 2-week probation period for each demerit earned. If a student serves probation for a total of 12 weeks they will be required to meet with their parents and the administration regarding their continuation at Gabriel Richard.

STUDENT CONDUCT CODE

All students are expected to follow the ideals set forth in the Mission Statement, treating all with justice, respect and dignity.

Conduct Code Items

1. Students must eat lunch in the cafeteria. Food and drink may not be carried, drank or eaten outside the cafeteria and vending machine halls. This includes before, during, and after school.
2. Students may not bring any glass containers into the building. Further, students may not bring in or have in their possession any open beverage container including those purchased at a fast food restaurant or convenience store such as soft drinks or coffee, or those brought from home. Students may not be in possession of an open container of food or beverage (including water) anywhere other than the café and vending machine hallways, and only before school or during lunch. Students who exit the building after school

and who have a scheduled after school activity may not re-enter the building with food or beverages. Students who leave the building with the intention of buying a snack before they return are expected to dispose of their trash outside in appropriate receptacles.

3. Students may not leave the premises without permission from the administration.
4. Students may not be in the instructional hallways except during class exchange or with a signed agenda. The Cafetorium is open for students 50 minutes before school. The instructional wings are locked 15 minutes after dismissal.
5. Students should conduct themselves with honor and self-control at all times, including extracurricular activities.
6. Public Act 187 requires that each school have periodic fire and severe weather drills. When the alarm is sounded, students will move quickly to the assigned exit, assemble with their teachers so that roll may be taken, and remain out of the building until the return signal is given. **SILENCE MUST BE MAINTAINED DURING THE ENTIRE DRILL.**
7. Students are not to go to the gym or locker room area unless they are scheduled for a class, athletic practice, or they have specific permission of the athletic director or physical education teacher.
8. Student identification cards must be worn on the collar by all students in the school at all times. If the card is lost, a duplicate must be obtained for a fee of \$10.00 the day after the card is lost. Students must present their ID cards:
 - a. To be admitted to athletic events
 - b. To be admitted to social activities
 - c. To check out books from the library
 - d. At the request of any faculty member
 - e. In the café during lunch

Special ID's issued to students on disciplinary probation may not be used for admission to Gabriel Richard events.

9. P.A. announcements are made during the daily homeroom. Students will view Channel One during homeroom. Silence will be maintained during Channel One. Homework is not to be done during this time.
10. All materials to be posted, displayed, or distributed must be approved by the office in advance. This includes all materials posted on lockers. No materials may be attached to the walls.
11. The school does not encourage, nor will it sponsor any class trips, e.g., Cedar Point, senior class trip, ski trip, etc. Students may not use school time (classes, communication period) to advertise class trips, and/or collect fees or permission slips. School personnel will not accept fees or permission slips from students/parents.
12. Students are not to bring radios, CD players, iPods, etc. to school. Use of beepers, cell phones, pagers, and laser lights are not permitted in the classroom. They will be confiscated and returned as determined by the administration. Students may have a cell phone in school but it must remain

in their locker during school hours. All cell phones must be turned off. If a cell phone rings while in the locker it will be confiscated. Cell phones may be used only at the entrances of the school.

13. Records will be held for students transferring out of Gabriel Richard until all financial obligations (fines, fees, damages, losses, etc.) are met.
14. NON-PAYMENT OF TUITION: The school reserves the right to refuse seating for final exams for any students who owes tuition, fines, fees, or equipment. The school also reserves the right not to issue a report card or transcript for any student who has money owing. This point is especially important for seniors who may wish to have transcripts issued to colleges of their choice.
15. VISITING STUDENT POLICY: Gabriel Richard students not on probation who wish to bring a visitor for the school day must submit a request in writing to the Assistant Principal at least one day prior to the visit. This request must include parental signatures and knowledge of responsibility for visitor's actions. The visitor must appear in Gabriel Richard dress code and be accompanied by the host student throughout the entire day. Students are permitted to bring one visitor per school year. The only visitors permitted in the fourth quarter are those arranged through the Development Office. Student visitors are limited to three per day. There will be no school visits after May 1st.
16. PHONE MESSAGE POLICY: Messages are taken for students only in case of an emergency.
17. INTERNET POLICIES: To gain access to the Internet, a student must obtain parental permission. The signatures on the document indicate the parties who signed have read the terms and conditions carefully and understand their significance.
Note: Students are not allowed to send or receive e-mail, to enter chat rooms, to use another student's computer account, to play video games, or to participate in other activities that the staff and administration deem inappropriate for our students. Complete guidelines for network use are posted in the computer lab, computer office, library, and Room 162.
18. Replacement agenda cost \$10.00.

Automobiles and Parking Lots

The parking lots are maintained for the benefit, convenience, and protection of the students. All students who drive to school must register their cars. Use of Gabriel Richard parking lots is a privilege, not a right.

Seniors park in the east parking lot and underclass students park in the west parking lot. Students are not allowed to park in any area in front of the building or in any area where parking is specifically prohibited. Students are also requested to park in such a manner so as not to block other students or take more than one space.

All students who drive or participate in a car pool must follow these regulations:

1. Register the car(s) with the main office.
2. Parking areas are assigned. Students are not to park in areas assigned to staff. Parking in a staff space or in a space or area other than the ones assigned for student usage will result in demerits. If more than two violations occur, the school has the right to revoke parking privileges.
3. A parking permit is required of everyone who parks in Gabriel Richard lots. The \$40.00 fee for this permit partially covers the cost of snow removal and filling holes. Replacement permits cost \$10.00.
4. Parking in a fire lane can result in a ticket, a fine, and a possible jail term imposed by the Riverview Police. The school has no control over the fire lanes.
5. A parking permit must be obtained from the office and placed on front inside lower right windshield. Car pools need purchase only one permit.
6. Gabriel Richard is not responsible for cars or their contents including parking stickers. Students involved in accidents in the parking lots are expected to contact the police.
7. Keep the car locked at all times.
8. No student is allowed to loiter in or around the cars before, during, or after school hours or at any school function.
9. Reckless driving in the parking lot or abuse of any of the above regulations will result in the loss of privileges of driving to school.
10. Once a student driver has arrived, he/she is to report immediately to the building. Once a student arrives for school, he/she remains in the building, and the car is off limits until the end of the school day. Students may go to their cars during the school day only with the permission of the administration.
11. Students who do not drive on a daily basis and do not purchase a parking permit are required to register their car in the front office and pay \$1.00 per day. A student will be allowed to sign in five times for \$1.00 before being required to purchase a parking permit. Students who forget their parking permit are required to register their car in the front office on those days they do not have their permit.

Lockers

Lockers are in the instructional wings and excessive use during class time disturbs students and teachers. Students are encouraged to use their lockers with courtesy and common sense during class exchange only. For their protection, students may use only the locker assigned to them. Locker combinations should be kept confidential, and lockers must be kept locked. Lockers and surrounding areas should be kept clean. Interior locker doors that are decorated inappropriately will have objectionable material removed. Repair of damage to an assigned locker is the student's responsibility. Lockers must be cleaned out on the day specified, and all stickers, mirrors, pictures, etc., must be removed. Gabriel Richard Catholic High School will not be responsible for materials left after that day. Lockers are

school property. They may be inspected at any time by school authorities. If a locker door is stuck, the student should report it to the Business Office.

Cafetorium

1. The cafetorium will be open for students in Grades 9, 10, 11, and 12 for lunch during period E.
2. Students must be in the cafetorium and out of the corridors at the end of class exchange.
3. Students should purchase food from the vending machines in the corridor and then return to the cafetorium. Standing or eating by the vending machines interferes with traffic in the corridor. Food and drink may be consumed only in the cafetorium and not taken to the classroom.
4. During their time in the cafetorium, students may:
 - a. Eat lunch
 - b. Use vending machines
 - c. Use first floor restrooms
 - d. Use Library
 - e. See counselor
5. Students will not be permitted to wander the corridors or leave the building during their lunch period.
6. It is important that students clean their tables and use the trash containers provided. All left over trash must be removed from floors and tables. I.D.s will be collected at the start of the lunch period and returned at the end of the lunch period after the table has been checked by the teacher. Students who do not have an I.D. at lunch will earn one demerit and will be required to serve one hour of detention. Students who fail to pick up their I.D. after lunch will be required to serve one hour of detention. Students in the last lunch are required to stack their chairs at the end of the lunch period. Recycling bins for returnable pop cans are located in the cafetorium.
7. Gambling of any form by students is prohibited in school.
8. Students will not be permitted to go to their lockers during the lunch periods because other classes are in session and locker use disrupts classes.
9. Students are expected to act in a respectful manner toward each other and toward the supervising staff during the lunch hours.

DRESS CODE

Although our primary concern is with the mind, the heart, the spirit, and the faith of our young people, we also believe that external appearance is important. The administration will make adjustments throughout the year, if necessary.

Dress Code, also, applies to test days and field trips. Students will not be permitted to take final exams unless they are in dress code.

UNIFORM FOR GIRLS

1. Girls must purchase the uniform items from the school's designated supplier, *Schoolbelles*.
2. Girls may wear the uniform pants (plain front), skirt, or skort with the uniform top (short/long sleeved polo, or long sleeved oxford). These tops may be worn with a uniform sweater or uniform fleece. The polo/oxford may be opened two buttons from the neckline and must be tucked in at the waist, not turned under. Only solid white t-shirts may be worn under the polo or oxford shirt. The pant logo must be visible. Pants must be worn at the waist, must be hemmed, and may not be slit.
3. Skirts/skorts may not be rolled at any time. Skirts/skorts must be long enough to touch the top of a 12-ounce pop can when kneeling on the floor.
4. Students are to wear solid colored socks. Only the following colors may be worn: white, gray, burgundy, or black.
5. Girls' shoes may have a heel no higher than two inches.

UNIFORM FOR BOYS

1. Boys must purchase the uniform items from the school's designated supplier, *Schoolbelles*.
2. Boys may wear the uniform pants (plain or pleated front) with the uniform top (short/long sleeved polo or short/long sleeved oxford). These tops may be worn with a uniform sweater or uniform fleece. The polo/oxford may be opened two buttons from the neckline and must be tucked in at the waist, not turned under. Only solid white t-shirts may be worn under the polo or oxford shirt. The pant logo must be visible. Pants must be worn at the waist, must be hemmed, and may not be slit.
3. Boys are to wear full-length crew socks.
4. Hair must be clean, well kept, and trimmed in a traditional business-like fashion. It should be above the collar in the back, no longer than mid-ear on the sides, and above the eyebrows. The administrator will be the final arbiter of what is and what is not an acceptable haircut. Students will have their hair length checked in homeroom the first Friday of each month. If a student is in violation, he will have until that following Monday to be within code. If his hair has not been cut to code, he will be sent home. He will not be allowed back into school until he is checked and approved by the Administration.
5. Facial hair is to be neatly trimmed. Students may wear beards, mustaches, or other business-like facial hair. The administration will be the final arbiter of what is and is not acceptable facial hair.

DRESS CODE FOR BOYS AND GIRLS

1. All students must wear their current I.D. card attached by a clip to their shirt collar.
2. Polo shirt sleeves may not be rolled. Only plain white t-shirts may be worn under the polo or oxford.

3. Excessive jewelry is not permitted. Tattoos must be covered. Wallets or keys with chains attached are not allowed. Visible body piercing jewelry is limited to two earrings per ear. **Nose, tongue, eyebrow, lip and any other body piercing is not permitted even if covered by a bandage.**
4. Shoes and stockings must be worn and visible at all times. Footies are NOT acceptable. Athletic shoes or athletic type shoes of all colors whether canvas or leather are not acceptable. No above the ankle boots are permitted. **STUDENTS ARE TO WEAR DRESS SHOES OR DRESS SANDALS**, with a full backing that must be up-right and not turned down. Insurance regulations forbid students from wearing (flip-flops, rubber/plastic sandals, beachwear, clogs, slippers etc.). These types of non-backed sandals are not acceptable. Any footwear with fleece lining is not acceptable.
5. Hats, sunglasses, and bandanas may not be worn in school.
6. GR sport teams must receive pre-approval from the dress code administrator each time they wear a team uniform component on game day. No sweatshirts, sweat/wind pants, hooded shirts will be permitted. All jerseys/athletic shirts must be tucked in at all times.
7. Hair may only be worn in natural colors, i.e., no blue, purple, green, etc. This also includes highlighting tones.
8. All uniform clothing must be in good condition. Students may not wear any clothing that is torn or has holes. Worn out uniforms and uniforms that your student has outgrown must be replaced.
9. The school authorized logo must be visible on all uniform components except the skirt/skort for the girls.

CODE FOR JEAN DAYS

1. All clothing worn on a jean day must be in good condition. Students may not wear clothing that is ripped, torn, or has holes.
2. Denim clothing (no mini-skirts), tennis shoes with socks, and denim Capri pants are allowed. All tops must be GR attire. Students may not wear cargo pants, sweat pants, wind pants, etc., in place of jeans. Hats and sunglasses may not be worn.
3. Students with no demerits are allowed to follow the jean day dress code during final exams.

For any case that may not be covered specifically above, the underlying thought and spirit of the dress code is that attire be clean, tasteful, and appropriate. Questionable dress will be referred to the designated dress code administrator. In all matters of dress code, the decision of the administration will be final.

Note: Students out of dress code will automatically earn one demerit and receive one hour of detention. Students who are not in uniform will not be allowed to attend classes until the dress code violation is corrected. There will be no credit for work missed.

DANCE - SOCK HOP REGULATIONS

The purpose of these dance directives is to protect the integrity of Gabriel Richard High School and all students following the rules, who attend school dances, to enjoy an evening without the use of alcohol and/or drugs.

1. All Gabriel Richard students must pass a dance regulations quiz prior to attending any dance.
2. Students are not to engage in moshing, "dirty dancing", or sexually suggestive dancing.
3. Students must wear appropriate attire. The dress code for high school dances is as follows:
 - Formal dance (Prom)
 - Young men: tuxedo or suit and tie
 - Young women: no revealing dresses, no sheer material, no jeans, no t-shirts
 - Semi-formal dance (Homecoming, Snowball)
 - Young men: suit or dress shirt and tie
 - Young women: cocktail dresses of appropriate length, no jeans, no t-shirts
 - Casual dance
 - Young men: no exposed undergarments
 - Young women: no spaghetti straps, no bare midriffs

If the faculty or administration in attendance determines the attire inappropriate, the student will be sent home.
4. All students must arrive at the dance within one hour of the start of the dance. No student will be readmitted to the dance after leaving the building.
5. Students are not allowed to loiter in the parking lot or to sit in parked cars. They must enter the building or they must leave the premises.
6. Drinking will result in automatic suspension from school. School regulations with regard to student conduct (i.e., smoking, alcohol, drugs, etc.) are in effect.
7. Students are not permitted to appear at the dance after consuming alcohol, with alcohol on their breath, or with alcohol in their car or in their possession. If the staff in charge has any reasonable suspicion about a student (including gum chewing, breath mints, impaired speech, behavior, etc.), they will administer a Breathalyzer test. Police and parents will be contacted pending the results of the test.
8. Students may be allowed to bring one guest to each dance. The guest must be a student not currently enrolled at Gabriel Richard. A student must give the complete name and phone number of his/her guest to the sponsor of the dance by the required date/time. The number of guest passes permitted may be limited. Guests must accompany the student from Gabriel Richard upon entering the dance. The student from Gabriel Richard will be held

responsible for the guest at the dance. The guest list is subject to approval by the Assistant Principal.

9. Chaperones have complete authority. Their directives are to be followed and respected. A chaperone or faculty member will issue one warning to each student who engages in disruptive behavior. If the behavior continues, the student will be required to leave the premises and his/her parents will be notified.
10. In addition to the chaperones, the school will have at each dance or sock hop security persons. Their directives are to be followed.
11. Each student must present his/her current student I.D. card to the person in charge at the door before he/she will be admitted. A Gabriel Richard student who forgot his/her I.D. may be admitted to the dance after paying an additional \$10.00 fee. This fee will be refunded the following school day if the student presents their I.D. to the moderator in charge of the dance. Students on disciplinary probation are not permitted to attend a dance under any circumstances.
12. As of this writing, all dances at GR require the purchase of tickets in advance. GR students must purchase those tickets during the designated ticket sales period. Each student must provide a phone number for him/herself at the time of ticket purchase, and also a phone number for any guest.
13. Students are required to deposit their coats in an area designated for coat check. Coats will be off limits for the entire dance unless a student is leaving for the evening. This area will be supervised by a staff member/chaperone.

SCHOOL CLOSING - SNOW DAYS

If it becomes necessary to close school because of the weather or because of equipment failure, parents will be notified through the School Reach phone program that Gabriel Richard Catholic High School employs. Parents are asked not to call the school but rather to listen to the radio and television stations. Closing information will be broadcast by 6:30 A.M. if at all possible. The radio and television stations will refer to Gabriel Richard Catholic High School as GABRIEL RICHARD RIVERVIEW. They will not refer to our school as Gabriel Richard since there is another Catholic school in Ann Arbor called Gabriel Richard. Closing information will be announced on television channels 2, 4 and 7 and radio channels WJR 760 AM and WWJ 950 AM. Any homework assignment, test, exam, or other school assignments will be due on the next day that school is in session.

SCHOOL DAY SCHEDULE

TIME	MON	TUES	WED	THURS	FRI
7:40-8:29	A	B	C	A	B
8:33-9:22	B	C	A	B	C
9:26-9:45 <u>Communication Period: Announcements, Channel One</u>					
9:49-10:38	C	A	B	C	A
10:42-11:31	D	F	G	D	F
LUNCH					
11:31-12:49	E	E	E	E	E
12:53-1:42	F	G	D	F	G
1:46-2:35	G	D	F	G	D

	<u>1st Lunch</u>		<u>2nd Lunch</u>
Lunch	11:31 - 11:56	Class	11:35 - 12:24
Class	12:00 - 12:49	Lunch	12:24 - 12:49

12:20 Dismissal Schedule (no lunches)

1	7:40 – 8:16	
2	8:20 – 9:00	Announcements
3	9:04 – 9:40	
4	9:44 – 10:20	
5	10:24 – 11:00	
6	11:04 – 11:40	
7	11:44 – 12:20	

Detention Notes

Tardy and Discipline detentions are served on Mondays, Wednesdays, and Fridays. Monday and Friday detentions will be served from 6:50 - 7:30 A.M. Wednesday's detention will be served in the afternoon from 2:40 to 3:20 P.M. Designated detention rooms will be listed when students return in the fall. Students must be in dress code and on time in order to serve detention.

GABRIEL RICHARD CATHOLIC HIGH SCHOOL

2007-08 CALENDAR

<u>JUNE</u>	1	Fri	1st Tuition payment due
<u>JULY</u>	1	Sun	2nd Tuition payment due
<u>AUGUST</u>			
	13-17	M-F	Study Seminar 8:00 - 11:00 A.M.
	17	Fri	Used Books Drop-Off in Cafeteria (4:00 - 7:00 P.M.)
	18	Sat	Used Book Sale JR/SR (10:00 A.M. - 1:00 P.M.)
	19	Sun	Used Book Sale FR/Soph (12:00 P.M. - 3:00 P.M.)
	21	Tues	New Book Sales 8:30 - 11:00 A.M. (Seniors & Juniors)
	22	Wed	New Book Sales 8:30 - 11:00 A.M. (Sophomores & Freshmen)
	23	Thur	New Teacher Orientation
	24	Fri	Teacher In-Service
	26	Sun	Burgundy & White Day
	27	Mon	Freshmen only report 7:45-11:00 A.M. PTG Meeting 7:00 P.M.
	28	Tues	ALL STUDENTS IN SCHOOL -Full Day/Liturgy/Pep Assembly
	31-3	F/M	No School-Labor Day Holiday
<u>SEPTEMBER</u>			
	1	Sat	Fee payment due
	5	Wed	Town Meeting/Back to School Night 6:30 P.M.
	10	Mon	PTG Meeting 7:00 P.M.
	12	Wed	Freshmen Parent Welcome 7:00 P.M.
	13	Thu	Senior Parent Night 6:30 P.M.
	15	Sat	ACT
	17	Mon	Homecoming Liturgy
	19	Wed	Homecoming Assembly
	21	Fri	Homecoming Game/Reverse Tailgate Party
	22	Sat	Homecoming Dance 7:30 - 10:30 P.M.
	24	Mon	Progress Report Grades Due by 7:30 A.M./Available on-line
	26	Wed	Fall Honors Program 7:00 P.M.
	27	Thu	Junior Retreat (All Juniors attend)
	29-30	S/S	Oktoberfest
<u>OCTOBER</u>			
	1	Mon	No school for students/Faculty Reports/3 rd Tuition payment/Bus fee due/ PTG Meeting 7:00 P.M.
	8-11	M-TH	Canned Food Drive

12	Fri	Pioneer Exploration Day-No school for students
15-19	M-F	Red Ribbon Week/Fr. Gabriel Richard Birthday Mass
17	Wed	All School Test Day 7:40-10:40/Faculty Meeting/Music Boosters Pot Luck
18	Thu	End of Quarter
23	Tues	Grades Due by 7:30 A.M.
24 & 31	Weds	Sophomore Retreats
27	Sat	ACT
28	Sun	OPEN HOUSE 1:00 - 3:00 P.M.

NOVEMBER

1	Thu	All Saints Liturgy/REPORT CARD CONFERENCES 6-8 P.M.
2	Fri	REPORT CARD CONFERENCES 8:30 - 10:00 A.M. - No School for Students
5	Mon	Hunger Awareness Week Begins PTG Meeting 7:00 P.M.
7	Wed	Sophomore Retreat
8	Thur	School Pictures - Grades 9-11
16	Fri	Sadie Hawkins Dance
17	Sat	High School Placement Test
19	Mon	Progress Report Grades due by 7:30 A.M. Available on-line
20	Tues	Thanksgiving Prayer Service
21	Wed	Thanksgiving Vacation begins after 12:20 Dismissal
30	Fri	Teacher In-Service - No School for Students

DECEMBER

1	Sat	Make up for High School Placement Test/Festival of Lights/Final tuition payment due
3	Mon	PTG Meeting 7:00 P.M.
4-6	T-Th	Senior Retreat-Band Members attend
7	Fri	11:30 A.M. Dismissal/Faculty Meeting
11-13	T-Th	Senior Retreat
16	Sun	Christmas Concert
17	Mon	Advent Prayer Service and Concert
18	Tue	End of Quarter
19	Wed	Final Exams A, B 7:40-10:15 A.M.
20	Thu	Final Exams C, D, E 7:40-11:35 A.M.
21	Fri	Final Exams F, G 7:40-10:15 A.M. Christmas Vacation begins after exams

SECOND SEMESTER 2007-08 SCHOOL YEAR BEGINS

JANUARY

7	Mon	Classes Resume 12:20 Dismissal
8	Tues	Grades due by 7:30 A.M.
10	Thur	Junior Parent Night 7:00 P.M.
11	Fri	Report Cards distributed in school
15	Tue	Blood Drive
18	Fri	GR Live
21	Mon	Professional Development Day/Martin Luther King, Jr. Day- No school for students
25	Fri	Acceptance Letters Mailed to 8th Graders
26	Sat	Vegas Night
28	Mon	Catholic Schools/Spirit Week/Liturgy

FEBRUARY

1	Fri	Spirit Week Relays
2	Sat	Make up for High School Placement Test Snow Ball Dance 7:30 - 10:30 PM
4	Mon	PTG Meeting 7:00 PM
5	Tue	Eighth Grade Registration 4:00-7:00 P.M.
6	Wed	Ash Wednesday Prayer Service/Progress Report Grades Due by 7:30 A.M./Available on-line
9	Sat	ACT
13/20/27	Wed	Freshmen Retreats
14	Thur	Eighth Grade Registration 4:00-7:00 P.M.
15	Fri	Breather Day

MARCH

1	Sat	Registration fee & 2 nd Semester bus fees due
3	Mon	PTG Meeting 7:00 P.M.
7	Fri	End of Quarter/Spring Musical 8:00 P.M.
8	Sat	Spring Musical 8:00 P.M.
11	Tue	MME/ACT (Only Juniors Report to School)
12	Wed	MME Work Key/ Grades due by 7:30 AM
13	Thur	MME Science/Math
14-15	F/S	Spring Musical 8:00 P.M.
16	Sun	Spring Musical 2:00 P.M.
18	Tue	Stations of the Cross
19	Wed	Easter Vacation begins at 2:35 P.M. REPORT CARD CONFERENCES 4:00-6:00 P.M.
31	Mon	Classes Resume/SADD Week Begins

APRIL

5 Sat Make up for High School Placement Test
6 Sun Pops Concert
7 Mon Professional Development Day
Mission Week Begins/PTG Meeting 7:00 P.M.
12 Sat ACT
17 Thur Progress Report Grades due by 7:30 A.M.
Available on-line
22 Tue Blood Drive

MAY

2 Fri 12:20 P.M. Dismissal/Pre-Prom toast 6:30/Prom
5 Mon Teacher Appreciation Week/Liturgy
PTG Meeting 7:00 P.M.
6 Tue NHS Induction 7:00 P.M.
8 Thur Freshmen Information Night 6:30 P.M.
12 Mon Senior Exams
13 Tues Senior Exams
14 Wed Senior Exams
18 Sun Baccalaureate Mass
22 Thurs Honors and Graduation 7:00 P.M.
23/26 F/M No School - Memorial Day Holiday

JUNE

2 Mon Final Exams G, F
7:40 A.M. - 10:15 A.M.
3 Tue Final Exams E, D, C
7:40 A.M. - 11:35 A.M.
4 Wed Final Exams B, A
7:40 A.M. - 10:15 A.M.
5 Thur RECORDS DAY
7 Sat ACT