

# Manistee Catholic Central School

2020-2021

## Student & Family Handbook

**Purpose:** Christ-centered excellence in education.

**Mission Statement:** Manistee Catholic Central School provides opportunities for all students to reach their full spiritual and academic potential through Christ-centered education.

### **A Statement of Philosophy:**

The staff of Manistee Catholic Central School believes:

- \* Since everyone is created by God, each person is unique and deserving of respect.
- \* Christian education is a vehicle to bring us deeper into Truth specifically in the person of Jesus. "I am the way and the truth and the life, no one comes to the Father but through me." (John 14:6)
- \* Children have the right to discover the truth about themselves and the world around them in a Christian setting.
- \* Each person has the potential and calling to become a saint.
- \* Each child has the seed of Faith planted in him/her at Baptism and must be educated in such a way that this seed comes to full maturity and bears fruit.

### **A Statement of Purpose:**

Education is a right, a privilege, and a responsibility shared by the child, the parent/guardian, the parish, and the community. Manistee Catholic Central School will strive to establish a partnership among these groups to build a sound educational system for our children.

We believe that parents are the primary educators of their children and that the students' ongoing education becomes a shared responsibility. Therefore, the faculty envisions themselves as supplements to, rather than substitutes for, the home. We endeavor to assist and cooperate with the family, the parish, and the community in their respective roles.

In fulfilling its responsibilities, Manistee Catholic Central School must recognize, respect, and respond to individual differences in children. We will strive to establish a learning climate that fosters achievement and excellence in children of all ability levels in a Christ-centered environment with a respect and reverence for differences as gifts from God. To this end, our school provides planned options and alternatives in teaching styles, learning environments, and curriculum. Our commitment is to a program of education that will expand the mind and spirit of our children to prepare them to live as part of a believing Christian community that *loves the Lord with all its mind, heart, soul and strength and loves its neighbors as itself* (Mark 12: 30-32). Love wants what is truly best for another in the will of God (See 1 Cor. 13: 4-13)

The teacher is a key figure in carrying out the school's responsibility in the educational process.

However, the teacher alone cannot effectively achieve all the objectives of education. The purpose of the administration is to provide teachers with a variety of tools and specialized assistance in developing and carrying out a program which will meet the needs of boys and girls in the world in which we live.

The administration will seek to provide the facilities, personnel, equipment, and materials necessary for the education of all our students.

We are committed to fostering a Catholic attitude toward self-discipline and responsibility in all students so that they will come to realize that learning and Catholic living are life-long processes.

**Accreditation:** Manistee Catholic Central School is fully accredited by the Michigan Association of Non-Public Schools (MNSAA), a chapter of the National Non-Public School Association.

### **Goals for Student Development:**

Students shall acquire, to the extent of their individual physical, mental, and emotional capabilities, a personal commitment to Jesus Christ and His teachings as well as knowledge of the teachings of the Church, a sense of Christian Community and a desire to serve their fellow human beings. *If you love me you will do as I say* (John 14:15).

Students shall acquire, to the extent of their individual physical, mental, and emotional capabilities, a mastery of the basic skills required in obtaining and expressing ideas through the effective use of the written and spoken word, numerals and other symbols.

Students shall acquire and continually improve the habits and attitudes necessary for responsible citizenship. Students shall develop an appreciation for the Christian family as the foundation of society.

Students shall develop an understanding and appreciation of human achievement in the natural sciences, the humanities, and the arts.

The Manistee Catholic Central School student is committed to excellence. Students strive to give their best in every academic, athletic, and extracurricular endeavor. The goal of the MCCS student is to be ready for college and employment goals after high school in addition to being an active participant in his/her faith community.

## **Religious Formation**

**Pastoral Ministry:** Manistee Catholic Central School has the blessing and support of area clergy and Divine Mercy staff. This allows MCCS students the opportunity to participate in weekly Masses, Reconciliation, and liturgical celebrations. Clergy will also be available to assist students with spiritual direction and counsel.

**Chapel/Liturgy:** All students (grade 6-12) are expected to attend morning chapel and participate as an active member in the Body of Christ. All students will also attend weekly Mass, along with Holy Days of Obligation. Parents, grandparents, and members of Divine Mercy are always welcome to join us.

**Retreats:** Students in grades 6-12 will participate in an annual retreat during the school year. Students are required to attend the retreat. Students who are unable to attend their class retreat are to make arrangements with the Academic Counselor to attend a substitute retreat.

Oftentimes, special diocesan events are held for middle school/high school students and we make every attempt to attend these events when possible.

**Christian Service/PCI (grades 9-12):** Christian service is only one curricular element in the overall preparation of students for their effective leadership and service in and through the church. MCCA considers it important to provide experiential service learning opportunities for our school. The objectives of Christian service are as follows:

To stimulate and to cultivate competencies necessary for Christian service; to promote Christian attitudes toward service in a variety of situations, i.e. school community, family, parish life, church community, and human services in the greater community.

To engage students in a well-supervised process which will support the personal growth, spiritual growth, and development of the whole person.

To integrate Christian service experience with reflection and evaluation in order to appreciate the Gospel mandate to serve one another. Christian service is possible within a variety of settings. An acceptable service activity will provide the student with the necessity to confront Christian identity questions (e.g., What does it mean to be Christian, to be Catholic? What is my motivation? What is my reaction to being last, to being a servant? How can I be a leader and a servant? What will this cost me? What impact does the Gospel have on my willingness of lack of? )

Matthew 25: 35

**“For I was hungry and you gave me food, I was thirsty and you gave me drink, a stranger and you welcomed me, naked and you clothed me.”**

**Requirements:**

Each student will be expected to submit their PCI hours.

The school makes available to the students a variety of possible service opportunities which will enable them to become involved.

**Possible Services:**

Support school events (HARVEST, MCCA, Hall of Fame, Right To Life Dinner, Washington Group, etc.)

Extraordinary Ministers

Joining a parish choir

Tutoring an elementary or middle school student

Cleaning school parking lot and grounds

Cleaning parish grounds

Helping in church nursery/preschool programs

Donating time to help elderly or disabled

Shoveling snow

Washing windows

Reading to the elderly or preschool aged children

Raking leaves

Doing housework  
Visiting shut-ins  
Preparing/serving at Community Table or other community meals  
Grocery shopping  
Helping the poor  
Preparing a complete meal for a needy family  
Helping at the food pantry  
Taking part in community events--Paint the Town Pink, Tight Lines for Troops, etc.)

**Local businesses where you might volunteer:**

ECHO His Love  
Lighthouse Pregnancy Center  
Matthew 25:35 Food Pantry  
Right To Life of Michigan  
Humane Society  
Green Acres Assisted Living  
Habitat For Humanity  
Medical Care Facility  
Community Table  
Department of Natural Resources

**Admission Policy**

Manistee Catholic Central School believes that any student who desires a Catholic Christian education and whose needs can be met by MCCS will be considered for admission. Admission shall not be denied on the basis of race, color, or national origin. Prior to enrollment, parents will meet with the Principal to discuss whether Manistee Catholic Central School can meet the needs of the student. In the admission of students to MCCS, consideration will be given to these criteria:

- 1) To children of parishioners for supporting parishes:  
Divine Mercy Parish  
St. Bernard, Irons  
St. Joseph, Onkama
- 2) To children of neighboring parishes
- 3) To children on non-parishioners

**Application/Registration Process:**

Official registration at MCCS is accomplished when each of the following is completed:

- A meeting with the Principal and/or Academic Counselor (new families)
- A completed application form signed by parent/guardian
- Receipt of the \$100.00 family application fee (K-12) [This has been paid for by the MCC Foundation this year, 2020-2021]
- A completed Emergency Medical Form for each student
- A signed receipt of Parent/Student Handbook (Parent/Student Acknowledgement Form)

A certificate of immunization from the Dept. of Health or doctor's office verifying that the student has received adequate vaccinations (outlined by the Michigan Department of Health schedule) or evidence of a signed waiver

**Students will not be allowed to attend classes until the registration requirements have been met.**

**Families must apply each year.** Tuition schedules, tuition assistance forms, and other programs are available at *sabers.org* and are emailed annually to families.

**All applications must be filled out in their entirety before students will be allowed to participate in extracurricular activities such as practices, scrimmages, etc.**

### **Tuition Scholarships:**

Thanks to generous donors, tuition scholarships are available to families who meet financial criteria. To begin the process, a tuition scholarship request form must be filled out and then mailed to Covenant Tuition Services that will analyze the needs of all applicants. This process is kept confidential. Applications are available annually during registration (online) or may be picked up at the Divine Mercy office.

### **Change of Address:**

It is imperative that we have an up-to-date address, email address, and phone number for you and the persons you authorize on the emergency cards. Please call the school office if changes need to be made.

### **Enrollment/Transfers:**

Enrollment of students is considered incomplete until receipt of permanent records from a sending school. Transfer students with special needs will be referred to the intermediate school district. The building Principal has the final word as to the enrollment of the student. Our school automatically forwards records of such a nature to requesting schools in which the student seeks or intends to enroll. MCCS encourages families who wish to transfer to participate in an exit interview with the Principal.

### **Tuition Reduction Incentive Plan (Scrip Program)**

The SCRIP program helps each family reduce their individual tuition costs by receiving tuition dollars based upon purchasing from participating local and national retailers and businesses. Participation is easy through the use of gift cards or certificates which may be purchased either on hand (local businesses), or by pre-ordering on Sunday of each week for pick-up in the MCCS Scrip Office on the following Thursday. You are able to redeem cards/certificates at full face value and the difference, anywhere from 2%-24% of your purchases go toward your own personal MCCS tuition savings account. Certain retailers offer Internet redemption programs where certificates may be used online.

In April of each year the balance in your individual account may be used for your family's personal tuition (in the next year). You may also choose to sign over your balance for another MCCS family's tuition or to our school tuition assistance fund.

There are regular program participants who, through simply buying where they typically would (Meijer, Walmart, Wesco, etc.) save several hundred dollars a year. This is a convenient online program.

**For more information, contact the SCRIP Office at 231-723-2619**

## Academic Student Information

Student and parents can view current grades at [renweb.com](http://renweb.com).

Students in grades 1-12 will receive letter grades according to the following scale:

<u>Grading Scale:</u>	<u>Grading Values:</u>	<u>Grading Scale:</u>	<u>Grading Values:</u>
<b>A 100-93</b>	<b>A 4.0</b>	<b>C 76-73</b>	<b>C 2.0</b>
<b>A- 92-90</b>	<b>A- 3.67</b>	<b>C- 72-70</b>	<b>C- 1.67</b>
<b>B+ 89-87</b>	<b>B+ 3.33</b>	<b>D+ 69-67</b>	<b>D+ 1.33</b>
<b>B 86-83</b>	<b>B 3.0</b>	<b>D 66-63</b>	<b>D 1.0</b>
<b>B- 82-80</b>	<b>B- 2.67</b>	<b>D- 62-60</b>	<b>D- 0.67</b>
<b>C+ 79-77</b>	<b>C+ 2.33</b>	<b>F 59-0</b>	<b>F 0.0</b>

A grade of "I" for incomplete may be assigned when a student, usually in the case of illness, has not completed the course work assigned by the teacher. The teacher will give the student a specified amount of time, not to exceed two weeks, to turn in this work. If the work is not handed in within the specified time period, the grade becomes an "F" for failing. Final determination is an administrative decision. Students/parents will have no more than three weeks after the end of a marking period to contest a grade.

## Parent-Teacher Conferences

Formal Parent-Teacher Conferences will be held in the fall and spring each year. It is vital that parents/guardians attend those conferences to monitor the progress of their child. Parents/guardians are welcome to meet with their child's teacher at any time during the school year to monitor progress. Parents/guardians concerned about their child's progress should schedule an appointment to meet the child's teacher first. If necessary, parents/guardians may schedule a meeting with the Principal after meeting with the teacher.

## Textbooks/Resources

Textbooks and library books are provided by MCCS for students in grades K-12. **Students are responsible for replacement costs for lost or damaged books.** Replacement costs may be warranted if, for example, there is writing or highlighting in the text, damage to pages, water damage, or damage to the binding. MCCS updates texts through rotation and with input from the faculty/administration textbook committee.

## Student Publications

Freedom of the press, as it is known in the public sector, is not applicable to MCCS student publications. It is the responsibility of the moderator/teacher to ensure that all publications adhere to the moral and substantive teachings of the Catholic Church.

## Renweb

Parents and students create their own account. An information sheet is provided at orientation and at [sabers.org](http://sabers.org). Contact the Academic Counselor for assistance.

## Homework

Homework is assigned on a regular basis in order to review and reinforce the work done in school. Achievement cannot be attained without study. Parents should help their child to understand that the study and review of assignments are needed for practice, as well as the further development of classroom instruction. MCCS students are expected to put in the necessary hours of study at home in preparation for each school day. Students who are experiencing academic difficulty are encouraged to seek help from their teachers first.

At MCCS, homework, both study and written, as out-of-class independent work, are integral to the student's academic progress. The purposes of homework are:

- To preview material for the next class
  - To provide general review or reading
  - To reinforce the acquisition of concepts of the course being studied
  - To provide the needed drill and application of the skills to be mastered in the subject
  - To promote independent study skills and confidence in becoming a self-learner
  - To stimulate creative intellectual activity through problem-solving and self expression in such activities as reading, writing and other projects
- Parents should note that an explanation of homework policies and expectations will be given in all classes at the beginning of the year and second semester (for new courses)

## Media Center

Our school media center is available to each student on a regular basis for research and personal reading enjoyment. The media center is a place for silent study, not a place to gather and socialize. If students need to work together or discuss a project, they are to work in a spot designated by their teacher. Students are responsible for all materials checked out from the media center in their name. Reference materials cannot be checked out of the library. Books or materials lost must be replaced at current replacement cost. **All books/materials must be returned before students will be allowed to take final exams.**

- Students should use the media center in an appropriate and productive manner
- No eating/drinking is permitted
- Students should keep voices low during school hours
- Students should respect others and the library environment

Computers are available to students for academic purposes. Students enrolled in online courses have first priority for computer use during their scheduled times.

## **Use of Technology**

Access to the school's computer network is limited to students who have signed an AUP (Acceptable Use Policy) agreement and who adhere to the policies as stated on the agreement. This annual AUP agreement is in accordance with the *Children's Internet Protection Act (Pub.L.106-554)*. It must be turned in to MCCS before any child will be allowed access to the computers/Internet.

In order to create an intentional learning community, MCC is now a cellphone-free school. Cellphones are not allowed to be used or visible before school, during school and lunch, during athletic practices and games, and during extra-curricular activities where students are participants (i.e., playing in a concert). Cell phones, tablets, watches (with Internet/cellular access), etc. are not allowed during the school day for all students. These devices should be left at home or in a student's vehicle. We ask all parents and students to refrain from communicating via these devices during the school day. If there is an emergency, please contact the office and the concern/emergency will be communicated from there.

The only exception to this is if a parent requests that a student be allowed to check in a cellphone to the school office to be used in the office and only with supervision in the office for important parent-and-guardian-related communication. However, it is strongly encouraged that parents have students use the office and office phone for parent-child communication during school. So a powered-off device may be checked-in to the school office to be retrieved at the end of the school day.

Any headphones, earbuds, etc. earbuds used by preschool-12 grade students, during the school day, will be supplied by the teacher(s).

Any offenses to this policy—any cellphone used or visible--will be handled accordingly:

1. First violation—the phone will be taken to the office—and the student can retrieve the phone after school.
2. Second violation—the phone will be taken to the office—and a parent or guardian must retrieve the phone. The student, a parent or guardian, and the principal must have a meeting about the policy and reasons for it.
3. Third violation—the phone will be taken to the office—and the student must fulfill three hours of school improvement work before he or she may attend or participate in any athletic and/or extra-curricular meetings, games, or events.
4. Fourth violation—the phone will be taken to the office—and the student must fulfill five hours of school improvement work before he or she may attend or participate in any athletic and/or extra-curricular meetings, games, or events.
5. Fifth violation—a meeting with the student, parent(s) or guardian(s), the principal, and the pastor will take place to determine the appropriate course of action.

## **Gym Regulations**

The gym provides facilities for basketball, volleyball, music, and social activities. This facility represents a large investment and proper care must be exercised in its use. The following regulations will ensure its proper use:

No shoes other than athletic shoes are to be worn on the gym floor

No food is allowed in the gym during the school day

Adult supervisors (staff/coaches) must be present at all times while students are in the gym

## **Hallways**

Students (6-12) must have an authorized pass at all times when in the hallway. No students should loiter in the halls during class time. Students should be quiet and courteous in the halls at all times.

## **Closed Campus**

All students are required to remain on campus during the entire school day (except dual enrolled and CTE students). Students who leave campus without permission are considered truant.

## **Lockers**

Although students are provided with a hall locker, that locker remains the property of the school and may be opened at any time by school officials. The administration holds the right to search persons, lockers, and vehicles on school property.

Students will be assigned to a locker at the beginning of the school year. This locker is your responsibility. Do not change lockers.

Keep your locker closed while unattended.

Lockers must be kept orderly and clean and free of writing inside and out. Students are expected to clean their lockers periodically. Locker décor must be modest, tasteful, and non-permanent.

Do not leave money or expensive items in your locker.

Open beverage or food containers are not allowed in the lockers.

Damage to lockers, doors left open while unattended, or inappropriate use, may result in a detention or other consequence (6-12).

## **Honor Roll**

The Honor Roll (grades 6-12) reflects a student's accomplishments for each marking period and semester. Students receiving an average of 3.0 or above, with no grades lower than a "C" in each class, will be listed on the Honor Roll. Students in grades 6-12 will be recognized for receiving all A's. Students receiving an Incomplete in a class will not be listed on the Honor Roll. To be eligible for Honor Roll status, a student must maintain acceptable citizenship in all classes as well.

## **Incomplete Coursework**

A grade of ‘Incomplete’ will be used only in the event of unusual circumstances:

1. An extended student illness or family emergency
2. Illness at the end of a marking period that makes timely completion of work impossible

An ‘Incomplete’ will not be given to a student who has merely failed to meet deadlines. Any ‘Incomplete’ must be removed during the first two weeks of the end of a semester unless extenuating circumstances are presented and approved by the Principal. Otherwise, a failure will be recorded.

### **Course Selection (Grades 9-12)**

Under the guidance of the Principal, Academic Counselor, and teachers, the student selects electives. Course selection is driven by adherence to the Diocese of Gaylord, the Michigan Merit Curriculum and available/appropriate electives.

### **Course Changes (Course Drop/Adds)**

**Drops/Adds must be completed within the first week of school.** Students may change their schedule only for serious reasons (determinations made by Principal and Academic Counselor).

### **Criteria for Course Changes**

When a student arranges his/her schedule, a commitment to that proposed schedule is being made and therefore must be carefully examined before it is finalized. The students should note the list of acceptable reasons given for schedule changes. Students must realize that they are responsible for fulfilling the commitment which they have made. However, the administration reserves the right to make exceptions in special cases when warranted.

**1. Acceptable reasons for course changes:**

Student is misplaced academically

Student is given an alternative elective other than those listed on the final course request form

**2. Unacceptable reasons for course changes:**

Student wishes to withdraw from class because it is too hard and will possibly affect GPA or class rank

Student does not like class/teacher

Student’s schedule interferes with a job or extracurricular activity

### **Class Load Requirements (Grades 6-12)**

MCCS operates on a traditional schedule. **Seven** class periods are offered each day and students are expected to be registered for seven classes. Most courses are full credit (year long) but MCCS offers additional one-half credit courses which meet for one semester. New one-half classes are taken in the subsequent semesters. Any deviation from the required class load must be approved in advance by the administration.

Students who dual enroll at WSCC are expected to be enrolled in four MCCS classes each semester and two WSCC dual enrollment classes. Students who dual enroll at WSCC in a class which meets four

days a week, such as Math, may enroll in four MCC classes and one WSCC class. Students who enroll in CTE must enroll in four MCCS classes and one CTE class.

## **Graduation Requirements**

Graduation from Manistee Catholic Central School requires the earning of a minimum of credits. The following are required courses and must be successfully completed before a diploma is issued. Graduation requirements are based on recommendations of the State of Michigan, Michigan Universities, and the NCAA.

### **4 Credits- Religion**

The Sacraments  
 Jesus and the Church  
 Old & New Testament  
 Moral Theology & Apologetics  
 Christology  
 Retreat (non-credit)

### **4.5 Credits- English**

Literature & Composition 9  
 Literature & Composition 10  
 American Literature & Comp.  
 British Literature & Comp.  
 Speech (.5)

### **3.5 Credits- Social Science**

Civics (.5)/Michigan History (.5)  
 US History/Geography  
 Economics (.5)  
 World History/Geography

### **3 Credits- Science**

**Including:**  
 Physical Science  
 Biology  
 Chemistry or Physics

### **2 Credits- Foreign Language**

Spanish, French, German  
 American Sign Language  
*OR-* may take second credit  
 in Fine Arts in lieu of 2<sup>nd</sup> FL  
 credit (in approved situations)

### **4 Credits- Mathematics**

**Including:**  
 Algebra I  
 Geometry  
 Algebra II  
 Senior level math course

### **1 Credit- Health & Physical**

**Education:**  
 May use HS athletics  
 As (.5) credit + Health

### **On-line Learning Experience:**

(course, learning, or integrated  
 learning experience)

### **1 Credit- Visual/Performing/**

**Applied Arts**

### **Additional Electives**

## **Recognition for Academic Achievement**

The following designations recognize senior academic achievement at graduation:

**“Cum Laude” graduates with a cumulative GPA of 3.0 - 3.49**

**“Magna Cum Laude” graduates with a cumulative GPA of 3.5 - 3.74**

**“Summa Cum Laude” graduates with a cumulative GPA of 3.75 - 4.0**

## **Career & Technical Education- CTE- (Grades 11/12 with permission)**

CTE programs are available through Manistee Area Public Schools and Career and Technical Education of West Shore Educational Service District and West Shore Community College. To be eligible to participate in these programs, students must comply with the following criteria:

- Students must be current with Manistee Catholic Central School academic requirements
- Attendance at CTE takes precedence over MCCS school functions

MCCS students will use bus transportation provided to/from CTE at WSCC unless driving paperwork is completed.

Students must be in attendance at MCCS when CTE classes are cancelled

Students must attend CTE when MCCS is not in operation

Students commit to the CTE program for the entire year and may not drop the class

Students must maintain a C average in coursework

Students must be enrolled in a public school share course (for tuition reimbursement)

Students are determined to be eligible for CTE and are registered by MCCS. Students must comply with CTE policies (i.e. attendance) as well as MCCS policies

### **Dual Enrollment (Grades 10-12 with permission)**

Students interested in dual enrollment for classes at West Shore Community College (WSCC) or Baker College (BC) must comply with the following criteria:

Students must be current with Manistee Catholic Central School academic requirements

Students must meet the admission requirements of WSCC or BC

Students must comply with course academic and attendance policies of WSCC and BC instructors

Students must be in attendance at MCCS when WSCC is not in operation unless dismissal permission paperwork is complete.

Students must be in attendance at WSCC when MCCS is not in operation

In most cases, dual enrollment credits and grades count for college and high school credit and are factored in a student's GPA

Students dual enrolled in online courses must be in attendance at MCCS unless arrangements are made with the consent of parents/guardians and administration

Students enrolled in WSCC on-campus classes are allowed one-half hour travel time

MCCS students will use bus transportation provided to/from WSCC unless driving paperwork is complete.

Students are determined to be eligible for dual enrollment and are registered by MCCS. Students must comply with WSCC policies (i.e. attendance) as well as MCCS policies

### **Certificate of Attendance**

Students who were enrolled in all of Manistee Catholic Central School's required classes and fulfilled the attendance requirements may receive a Certificate of Attendance if they did not pass a required class. A Certificate of Attendance is not a regular high school diploma. The student's transcript record would reflect all classes a student enrolled in and successfully completed.

### **Online Courses**

Manistee Catholic Central School offers students a variety of educational opportunities on campus through online providers. Students are able to take Advanced Placement courses in a number of disciplines for which they could potentially earn college credit. In addition, online providers offer students a diverse course selection to enrich their individual needs or interests. Students participating in online courses must comply with the following criteria:

Students must meet prerequisites for Advanced Placement and other courses  
Enrollment in online courses is contingent on the availability of comparable courses offered by MCCS.  
**If the course, or a suitable elective is available at MCCS, parents are responsible for all tuition/fees.**

Enrollment in online courses requires administrative approval  
Students enrolled in online courses are expected to be in attendance at the scheduled times  
Final grades are based on the MCCS grading scale and assigned by the MCCS mentor  
Students enrolled in online courses must comply with MCCS marking periods  
Students taking AP courses must have completed core curriculum requirements (or be in the process). Tuition and fees are the responsibility of parents/guardians. A 'C' grade will allow 50% reimbursement from MCCS; a 'B' grade = 75% reimbursement; an 'A' grade = 100% reimbursement. **AP test fees (for college credit) are the responsibility of parents/guardians. Students who fail to successfully complete an online course may be responsible for all tuition and fees associated.**

### **Credit Recovery**

In the event of extended illness/emergency, students will have the opportunity to enroll in one online credit recovery course which will be paid by MCCS.

### **Standardized Testing**

#### **M-STEP – All 11<sup>th</sup> Grade Students**

**Northwest Education Association Measures of Academic Progress (NWEA)** and MCCS, in conjunction with schools in the Diocese of Gaylord, administers the NWEA test to all students in grades K-10 (Reading/Math) and grades 2-10 (Language Usage & Science). The NWEA test allows us to evaluate our students according to national standards and provides an indicator of individualized student growth over time. The test is administered twice a year.

#### **PSAT (Grades 8-10 Fall/Spring, 11<sup>th</sup> Grade Fall only)**

Eighth Graders, Freshman, Sophomores, and Juniors are encouraged to register for the PSAT which is administered in October. **This test qualifies students for the National Merit Scholarship.**

#### **ACT (Grades 11 & 12)**

Juniors may self-register to take the ACT test which is administered several times during the year. **This is a qualifying test for college admission.** The MCCS school code is 232403. Contact the Academic Counselor for further information or visit the ACT website: [www.actstudent.org](http://www.actstudent.org).

#### **SAT / WorkKeys / MME (11<sup>th</sup> Grade)**

**The SAT / WorkKeys / MME will be administered at MCCS to all Juniors during the State of Michigan testing window in the Spring. Refer to the Divine Mercy/MCCS Calendar for specific dates.**

#### **ACRE**

Assessment of Catechesis/Religious Education (Grades 5, 8, 11). The ACRE test is administered in May and assists MCCS in assessing our religion curriculum and meeting national and diocesan standards.

### **Attendance**

## Philosophy

The school is responsible for the students during the school day. To help students learn punctuality, they are required to be on time, attend chapel and all of their classes and activities, and to remain on school grounds until the end of the school day. Regular attendance and punctuality on the part of the student is important. Parents/guardians should assure that their students arrive and depart from school in a timely fashion. **The school day begins at 7:55 AM and ends at 3:00 PM.** Non-bus students should not arrive before 7:35 AM.

## Policy and Procedures

1. **Truancy: Michigan Compiled Law 380.1561 Act 451** states that every parent, guardian or other person in this state having control and charge of a child from the age of six to the child's sixteenth birthday shall send that child to a school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled. The compulsory school attendance law recognizes an educational value in regular school attendance. A school district may consider attendance in determining a student's grade in a course. In the event of excessive unexcused absences, MCCS will notify proper truancy authorities.
2. The teacher's class book and RenWeb attendance will be the official books of record for the attendance purposes under this policy.
3. Students participating in school sponsored events will be considered an excused school related absence. **Students must follow the procedure for a pre-arranged absence to complete necessary coursework.**
4. Students losing credit in a class because of attendance (at 15 absences) will remain in the class for the rest of the semester and if the student is doing passing work, the student will receive a grade of no credit (NC) rather than a failing grade.
5. After five unexcused absences or after ten excused and unexcused absences from a class in a semester, a letter will be mailed home to the parents/guardians.
6. If a student reaches ten unexcused absences in a course/class, they will be reported to the Manistee ISD Superintendent in accordance with the Truancy Plan. MCCS will follow the Manistee ISD Truancy Plan. Go to [www.manistee.org](http://www.manistee.org) and click in the Truancy Policy tab for information.
7. Students who have exceeded the absences due to extenuating circumstances, and who feel they would like to justify their absences, may apply in writing to the Principal for a hearing before the Disciplinary Review Committee. The student and his/her parents or guardian may appear and present evidence to be taken into consideration for a waiver of the policy. The Principal must receive this request for a hearing no later than two weeks after the student's 14<sup>th</sup> absence. Students may be expected to complete additional coursework or enroll in an online credit recovery course to compensate for the lost instructional opportunity.

**NOTE: Parents/Guardians should call the school office on each morning of their child's absence and state the reason for the absence. Please call the school office (723-2529) between 7:35 AM and 8:00 AM. If a parent call is not received, the school will call the parent at home or place of employment when students are absent.**

## **Excused Absences (Authorized)**

It is the school's responsibility to determine the adequacy of any reason for absence and to investigate the validity of all such communications. **Every effort should be made to schedule appointments and vacations outside of regular school time as opposed to class time.** Students may not excuse themselves from school. Seniors are allowed two days for college visits through the end of third quarter and juniors are allowed two days for college visits during second semester.

**Authorized absence:** If your absence is authorized, your teachers will allow you to make up the work you missed according to the teacher's make-up policy. Illness, funerals, necessary doctor or dental appointments, and pre-arranged absences are examples of authorized absences.

**Make-up Policy:** Students will have two days to make up work for each day absent.

## **Unexcused Absence**

Any absence which is unauthorized by the school is an Unexcused Absence. Examples of unexcused absences are skipping class, skipping school Mass, not returning to a class, failure to contact the school regarding an absence, staying home without parental knowledge, over sleeping, etc. When a student is unexcused, there is an academic consequence: The student will only receive up to 50% credit on the missing work. Tests and quizzes missed will receive 0 credit. If you have an unexcused absence your parents/guardians must contact the school within a reasonable amount of time to provide rationale.

## **Pre-Arranged Absences**

Any time the parent/guardian and student know an absence is going to occur the following steps must be followed. For a pre-arranged absence, students are required to notify teachers 48 hours prior to their absence. Teachers will provide the necessary forms in the classroom. Teachers will provide necessary work and/or instructions to make-up work. To ensure teachers are able to prepare work for your absence, please notify at least one week prior to date (as possible).

A dated, parent-signed note must be presented to the office stating the time, date, and reason for the absence.

Students and parents should make every effort to schedule medical appointments on non-school days, during winter/spring breaks, or after school. Medical and dental appointments must be pre-arranged in order to not be counted against attendance requirements.

Students leaving the building must provide a note to the office prior to the first bell at 7:55 AM on the day of the appointment. The note is to include the date, student's name, reason for the absence,

the approximate time of return, and means of transportation. This information will be recorded in RenWeb.

The parent/guardian must sign out the student in the office (Grades K-8).

Upon returning, students must sign in.

Failure to adhere to the above procedure will result in an unexcused absence. It is understood that,

when a student leaves the school premises, the parent/guardian responsibility begins and the school is not liable for that student until he/she returns to the school.

### **Tardiness**

Tardiness hinders the development of a responsible person and *is detrimental to effective class instruction*. The fourth unexcused tardy in a semester, and each subsequent one, will result in a detention (Grades 6-12) or in a meeting with parents/guardians to resolve the issue (K-5). Students arriving tardy to school must sign in the office. In order for a class tardy to be excused the students must present a note from the staff member by whom the student was detained. First hour excused tardies will follow absenteeism guidelines. Parents please contact the front office with an explanation for the student's tardy.

### **Extra-Curricular Attendance Policy**

Students must be in school attendance on the day of the event. A student may neither attend nor participate in an athletic, co-curricular event, or practice if absent that day. Doctor appointments, etc., should be scheduled outside of school hours. Should a student be absent unexcused on a Friday (or the last day of school for the week) he/she may neither attend nor participate in such activities over the weekend without the expressed permission of the Academic Counselor or Principal.

### **After-school**

It is school policy that students must be supervised at all times. Therefore, students are not to remain after school (past 3:30 PM) on their own waiting for rides, etc. Students are not to be on school premises during non-school hours unless there is an approved supervising adult present.

### **Student Code of Conduct**

This handbook contains guidelines for conduct expected of students attending Manistee Catholic Central School. The purpose of rules is to reinforce values that maintain effective learning conditions within the classroom and the school and to guide the growth of the students in habits, abilities, and attitudes which characterize Catholic education. The guidelines are not assumed to be all-inclusive.

Students who attend MCCS are expected to devote their energies to learning and make sincere efforts to do their best work. They are to accept responsibility for their own actions, respect authority or school personnel and the personal property rights of others, and conform to the laws of the Church, the community, state, and nation.

In general, students are to conduct themselves in such a manner that they do not violate civil or criminal law and are to behave in such a manner that their actions will be beneficial to the good of the Christian Community. Failure to do so could result in disciplinary measures from school.

Accidental or purposeful damage to or theft of school property will result in the person(s) responsible paying the cost of repair or replacement of the damaged or stolen item. Further disciplinary action will be taken in cases where damage is purposeful. The staff and students will actively and properly participate in the religious activities of the school and their respective parishes.

The staff and students are expected to respect self, other staff members, other students, and visitors. This respect is to be evidenced through the proper usage of language, courteous actions, and tone of voice; through the avoidance of verbal, emotional, and/or physical abuse; through concern for others; through being neatly and modestly dressed and groomed; and through prompt response to politely do what one is asked to do.

## **Discipline Policy**

In today's society discipline is thought of in a negative light. *"The Lord disciplines him who He loves"* (Hebrews 12:6). Discipline is not what you do to someone; it is what you do *for* someone. Through the message of the Gospels, and the examples of the Saints, we have been given models to live by. If a student chooses not to abide by the guidelines of the code of conduct, that student then would be subject to receiving consequences to help him/her get back to the teachings of Christ through the school.

## **Authority of the Administration**

Since the administration has the responsibility for the activities and climate of MCCA, the administration has the authority to interpret the regulations and guidelines and to take necessary action to see that they are observed by everyone in the MCCA family.

Furthermore, students and parents have selected MCCA, and the school has accepted students on the basis that they comply with the rules and regulations set forth by the school. There are many rules and regulations that are not officially listed but clearly follow from the mission, perspective, and philosophy of MCCA; therefore, the school reserves the right to control policies in this handbook and discipline behavior listed and not listed in this handbook.

## **Inappropriate Behavior at Manistee Catholic Central School**

- Disrespect to others and the physical plant (including the cafeteria)
- Disturbing classroom learning
- Tardy/absent (unexcused)
- Disobedience/insubordination
- Dress code/grooming violation
- Vandalism
- Parking lot violation/reckless driving
- Crude or profane language/behavior
- Fighting
- Being unprepared for class
- Failure to complete class work
- Poor attitude/argumentative
- Cheating/dishonesty/plagiarism
- Gross misconduct
- Harassment, sexual, physical, verbal, cyber, or otherwise
- Inappropriate bus behavior

Public action that brings disrespect to MCCS  
Inappropriate use of social media  
Chronic misbehavior  
Computer/technology violations  
Weapons in the school or on school grounds  
Substance abuse  
Food or beverage in class without teacher consent  
Public displays of affection  
Failure to serve a detention  
Cell phone, iPod, smart-watch, etc. used during school day--and not check-in at the office or kept in a vehicle  
Class pranks aimed at the school, staff, or parish

### **Standard used to assign consequences**

When the Principal or Academic Counselor has deemed that an infraction is more likely than not to have occurred, a consequence may be assigned. The student may receive loss of privileges and or detention for not following the standard code of conduct. Students must retain a satisfactory discipline, attendance, and academic record in order to retain privileges.

The discipline policies of MCCS attempt to foster an environment that promotes the total Christian education of the student. If this goal is to be realized, discipline is necessary to provide for the orderly growth and development of the individual and to assure the health and safety of each student. Cooperation is expected and students are held responsible to conduct themselves according to the norms set forth by the faculty and administration.

With this cooperation, the discipline system will serve as a positive element in the school, helping to build a Christian atmosphere. Unacceptable behavior, disobeying rules and regulations of the school, showing disrespect for anyone, or other acts of discourtesy will not be tolerated at any school function, activity, or sporting event. Rather, we encourage appropriate dress that is modest and words and actions that imitate Christ. Parents will be notified of serious violations. The administration feels very strongly that parents, teachers, and students should work together to achieve these common goals.

### **Disciplinary Guidelines and Procedures**

Normal discipline is the responsibility of the student with the guidance of the classroom teacher. If poor conduct or attitude becomes an insistent problem, the teacher is to make contact with the parents/guardians to enlist their cooperation. If this fails, the student is reported to the Administrative Discipline Team. They will assess the situation and then determine the action to be taken. The Principal may determine an 'in-school' or 'at home' suspension of one to three days.

Parent conferences (with teacher(s) and Administration) are required in all cases of chronic or serious discipline cases. If a child is suspended, parents will be notified directly and be requested to attend a joint conference with their child, the Academic Counselor, and Principal. Depending on the case and in accord with Diocesan guideline, the Principal will place the student on probation, suspension, or in rare instances, recommend expulsion to the Pastor.

## **Disciplinary Consequences (Grades K-5)**

**Classroom consequences:** Depending on the action necessitating discipline, the teacher will determine the consequence (e.g. loss of recess time, reflective essay, speaking with students involved in conflict, etc.). Classroom rules are established by each teacher. When the Principal is forced to act on a discipline problem, the following are the general guidelines:

1. Discussion with the student and parents/guardians notified
2. Parent/guardian, student, Principal and/or designee, and teacher, meet to solve the problem
3. A behavior plan may be initiated for persistent problems
4. The Principal and/or designee has the right to determine the initial level of consequence

## **Disciplinary Consequences (Grade 6-12)**

**LEVEL 1:** Student assigned one-hour after school detention on Tuesday or Thursday. All Level 1 Detentions will be served on Tuesday or Thursday. Level 1 detentions begin at 3:00 PM and end at 4:00 PM. The students are to report to the office at 3:00 PM. Level 1 may occur twice.

**LEVEL 2:** Student will be assigned a working detention to be served after school or on Saturday morning.

**LEVEL 3:** Student assigned a one-day in-school working suspension to be served at the school.

**LEVEL 4:** The student will not be admitted back to school until a parent conference has occurred. Possible longer suspensions.

**LEVEL 5:** Student suspended up to ten days depending on the infraction and/or possibility of expulsion.

### **Note:**

The student will not participate in any extra-curricular academic or athletic activities for the duration of the suspension.

The levels are not necessarily progressive and consequences are assigned at the discretion of the administration. Students will serve detention on the assigned day. For examples of level four and five offenses, please see pages 20-21.

## **Level 4 and 5 Offenses and Grounds for Suspension or Expulsion**

*(It should be noted that many of the offenses are both civil and criminal in nature. Students who commit the offenses could expect criminal and or civil court action and possible incarceration.)*

**Persistent Disobedience:** Persistent Disobedience is recurring cases or instances of refusal to obey school personnel or to comply with school rules and regulations.

**Arson:** Arson is the act of willfully burning or attempting to burn any building, structure, personal property or school property.

**Behavior altering substances:** Violation of behavior altering substances is the act of possessing, using, selling, or transferring any stimulating, depressing, or behavior altering substance without a prescription.

**Illegal substances:** No student shall use, possess, or distribute alcoholic beverages or controlled substances. If a student is found in violation of the above rule, he/she will be expelled unless their family agrees to complete a substance abuse program. Any fee for the program will be the responsibility of the student and his/her guardians.

**Bomb threats:** A bomb threat is the act of disrupting school procedures by placing, threatening to place, or falsely reporting explosive or flammable devices on school property.

**Extortion:** Extortion is the act of securing or attempting to secure money or other items of value in school, or on school property, by the use of threats or violence.

**False Alarm:** A false alarm is the act of falsely initiating a fire alarm, or the reporting of fire or other catastrophe.

**Fireworks or explosives:** Violation of fireworks or explosives is the act of possessing, using or threatening to use, any substance of prepared chemicals on school property that are capable of inflicting bodily harm or disrupting the educational process.

**Forgery:** Forgery is the act of falsifying in writing names, times, grades, addresses, or other data.

**Inciting others to violence or disobedience:** Inciting others to violence or disobedience is the act of encouraging by words, actions, deeds, demonstrations, or protests which disrupts the educational process of the school.

**Physical attack:** Physical attack is the act of physically assaulting any person on school property going to or from school.

**Weapons:** Possession or use of weapons, transferring, using or threatening the use of any weapons or any object used with the intent to cause bodily harm (See Diocesan School Policy Book, Policy 4112 for more details).

**Safety equipment:** Violation of safety equipment is the act of tampering with any fire extinguishers, safety signs, and other safety devices.

**Marijuana, CBD, Tobacco & Vaping:** Smoking, chewing, or vaping is not permitted on school property. Violation is the sale, use, or possession of products on school property or at a school related activity.

**Theft and possession of stolen property:** Theft and possession of stolen property is the act of dishonestly acquiring the property of another or others in the school or on school grounds.

**Vandalism:** Vandalism is the act of willful destruction or damage to property belonging to the school or others.

**Personal harassment:** Including sexual harassment, which is unwelcome sexual advances, requests for favors, and other verbal or physical contact of a sexual nature. It is unlawful and will not be tolerated in the school setting. Personal harassment also includes other forms of harassment such as verbal, written, or any other actions that are inappropriate to student, staff, and personnel.

**Cheating:** Participating in any action that allows a student to submit work that is not his/her own for credit.

**Possession of dangerous material:** Any material deemed as hazardous to the student and staff is not allowed on school premises. This includes materials such as matches, lighters, and knives.

**Plagiarism:** To knowingly take ideas or writings from another and pass them off as one's own.

**Copyright Violations:** To violate any of the rights provided by the copyright law to the owner of the copyright, including literary, dramatic, musical, artistic, and other intellectual works.

**Cyberbullying and online harassment:** It is a crime in Michigan to post a message to or about an individual through the use of any medium of communication including the Internet or a computer, computer program, computer system or computer network, or other electronic medium of communication without that individual's consent. MCL 750.411s.

### **Suspension (All Grades)**

Full participation in community activities at Manistee Catholic Central School including class attendance and extra-curricular activities, is a privilege. It may be withdrawn from those whose behavior contradicts the policies of the school. **For serious behavioral situations, two types of suspensions exist: in school and at home.** When a student is suspended for any reason, his/her parents/guardians are contacted by phone. The student is either sent home or placed in a specified area of the school to serve his/her suspension. A suspension may be for one day or several days depending on the severity of the violation.

### **Expulsion/Withdrawal**

#### **Reasons for expulsion and /or withdrawal:**

A student who consistently neglects his/her schoolwork to the extent that he/she adversely affects other students;

A student who is a constant discipline problem or displays chronic misbehavior;

A student who shows by his/her general attitude and/or behavior that he/she is at odds with the philosophy of education or discipline present at Manistee Catholic Central School;

A student who threatens the emotional or physical well-being of the student body and/or staff

### **Off-Campus Discipline**

The philosophy of M CCS is based on the belief that the parents are the primary educators of their children. The administration of M CCS looks toward the parents as the disciplinarians for events that happen off-campus/after school. Even though M CCS does not want to get involved in unsanctioned off-campus activities, events may occur off-campus (including social media posts) that have a detrimental effect on M CCS and the ability of the faculty and administration to uphold the mission and policies of M CCS. Under such circumstances, the administration reserves the right to take disciplinary action up to including expulsion.

### **Extraordinary Exclusion**

When students enter M CCS, they understand and agree that the school reserves the right to exclude them at any time if their conduct, attitude, or academic standing is regarded by the school administration as unacceptable. It is understood and agreed that M CCS, or any of its administrative officers of faculty, shall not be liable in any way whatsoever for such exclusion.

### **Disciplinary Review Committee**

Within the school year in any instance involving suspension or expulsion, the Administration may convene a Disciplinary Review Committee to review the situation. The Principal selects and three faculty members, in addition to the Academic Counselor, to the Disciplinary Review Committee. The members of the committee will review the case, listen to all the facts from the parties involved, and make recommendations. These recommendations are presented to the Pastor and Principal. The Pastor and Principal accept, reject, or modify the committee's recommendation. The Principal notifies the parents or guardians of the decision in writing.

### **Dress Code Philosophy Statement**

Manistee Catholic Central School's dress code is predicated on the belief that each student is created in *God's image and our bodies are the Temple of the Holy Spirit* (Cor. 6:19). Each student's God-given talents and gifts are demonstrated through behavior, action, and achievement in academics, service to others, athletics, spirituality, and character development.

The Dress Code is intended to focus energies on that which is spiritual and academic while students are in the building; this includes before, during, and after school hours.

Uniforms must always be in good repair.

#### **Girls- Grades K-5 (No makeup allowed)**

##### **Shirt:**

**Polo:** Red, navy/light blue, or white,  $\frac{3}{4}$  sleeve, short, or long-sleeved.

**Oxford shirt:** White or light blue-  $\frac{3}{4}$  sleeve, short, or long-sleeved

**Turtleneck shirt:** Red, white, or navy and must be worn under sweater or crewneck sweatshirt

**Plain white T-shirts:** May be worn under polos, turtlenecks, shirts, or sweaters.

**\* All shirts must have a collar and be tucked in**

##### **Slacks/shorts/capris:**

**Navy Blue only;** twill or corduroy, elastic waist, plain front, pleated, mid-rise. Shorts may be worn during the months of September and October, and May and June. They may not be any higher than 3" above the knee. No tight fitting pants or leggings by themselves.

##### **Skirts/skorts:**

Navy blue, khaki, or plaid; pleated skirt, A-line skirt, stretch chino skirt, or navy culottes. NO CARGO STYLE. Must be of modest length, no higher than 3" above knee.

**Dresses/Jumpers:** Polo style dresses, long or short sleeve, in red, white, or blue. Must be of modest length, no higher than 3" above knee. Navy blue or plaid jumper. Must wear red, white, or blue shirt with collar underneath. Must be of modest length, no higher than 3" above knee.

##### **Sweater:**

All sweaters / all styles; solid colored -- red, white, and navy.

##### **Sweatshirt:**

Crewneck sweatshirt, navy or red. Hoods and hoodies are not acceptable in Mass. No zippers. Sweatshirts must have an obvious MCC affiliation.

**Socks:**

Solid color; white, black, or navy ankle length or knee high socks. Solid, non-textured tights or leggings if dresses or skirts are worn. Nylons in nude or beige colors.

**Shoes:**

Athletic shoes are highly recommended but casual or dress shoes may be worn. Heel restriction- 1". Shoes must have a back strap and closed toe, no sandals.

**Boys – Grade K-5**

**Shirt:**

**Polo:** Red, navy/light blue, or white, short or long-sleeved

**Turtleneck shirt:** Red, white, or navy and must be worn under sweater or crewneck sweatshirt

**Slacks/pants/shorts:**

**Navy Blue only;** twill or corduroy, elastic waist, flat front, pleated. Shorts may be worn during the months of September and October, and May and June. NO CARGO STYLE.

**Sweater:**

All sweaters / all styles; solid colored - red, white, and navy.

**Sweatshirt:**

Crewneck sweatshirt, navy or red. Hoods and hoodies are not acceptable in Mass. No zippers. Sweatshirts must have an obvious MCC affiliation.

**Socks:**

Solid color; white, black, or navy

**Shoes:**

Athletic shoes are highly recommended but casual or dress shoes may be worn. Shoes must have a back strap and closed toe, no sandals.

**Girls–Grades 6-12**

**Shirts:**

**ALL SHIRTS MUST HAVE MCCS LOGO**

**Polo:** Red, navy, white, maize, burgundy; ¾ sleeve, short, or long-sleeved.

**Oxford shirt:** White or Light Blue- ¾ sleeve, short, or long-sleeved.

**Turtleneck shirt:** Red, white, navy, maize, burgundy; must be worn under sweater or crewneck sweatshirt

**Plain white t-shirts:** May be worn under polos, turtlenecks, shirts, or sweaters.

**\* All shirts must have a collar and be tucked in**

**\*No strapless or spaghetti strap tops**

**Sweater:**

All sweaters / all styles; solid colored - red, white, and navy; **Must have MCCS logo with the exception of cardigan.** Must be worn with a collared uniform shirt.

**Sweatshirt:**

Crewneck sweatshirt, navy or red. Hoods and hoodies are not acceptable in Mass. No zippers. Sweatshirts must have an obvious MCC affiliation.

**Slacks/shorts:**

**Navy blue or khaki relaxed fit dress slacks; NO JEAN STYLE PANTS. Navy blue or khaki relaxed fit dress capris;** elastic waist chinos, plain front, pleated, mid-rise, or corduroy. Shorts may be worn during the months of September and October, and May and June. They may not be any higher than 3" above the knee. **NO CARGO STYLE. NO LEGGINGS. No tight-fitting or skinny-leg style pants. Pants must be relaxed fit and not tight fitting.**

**Skirts/skort:**

Navy blue or khaki; kilt or pleated skirt, A-line skirt, stretch chino skirt. **NO CARGO STYLE.** Must be of modest length, no higher than 3" above knee. Plaid skirts from Land's End may be worn in the following styles/colors – plaid A-line or plaid pleated in Classic Large Navy or Clear Blue Plaid. Must be of modest length, no higher than 3" above the knee.

**Socks:**

Solid colored socks, tights, knee highs (white, black, navy if worn with skirt, capris, or shorts). Nylons in nude or beige.

**Shoes:**

Students may wear dress or tennis shoes of their choice that do not draw adverse attention to the wearer. Clog style shoes are permissible. Sandals may be worn during the months of September, October, May, and June only. Socks are optional with the wearing of sandals. **Sandals must have a back strap.** There is a 1 ½" heel restriction on all shoes.

**Belts:**

Solid brown or black colors only. No ornamentation or wording. Belts must be worn.

**Boys--Grades 6-12**

**Shirts:**

**ALL SHIRTS MUST HAVE MCCS LOGO**

**Polo:** Red, navy, white, maize, burgundy; short or long-sleeved.

**Oxford shirt:** White or light blue; short or long-sleeved.

**Turtleneck shirt:** Red, white, navy, maize, burgundy; must be worn under sweater or crewneck sweatshirt

**Plain white T-shirts:** May be worn under polos, turtlenecks, shirts, or sweaters

**Sweater:**

All sweaters / all styles; solid colored - red, white, navy, grey, maize, burgundy; **Must have MCCS logo with the exception of cardigan.** Must be worn with a collared uniform shirt.

**Sweatshirt:**

Crewneck sweatshirt, navy or red. Hoods and hoodies are not acceptable in Mass. No zippers. Sweatshirts must have an obvious MCC affiliation. Must be MCC and worn with a collared uniform shirt.

**Slacks/shorts:**

Navy blue or khaki relaxed fit dress slacks; NO JEAN STYLE PANTS. Navy blue or khaki relaxed fit dress slacks/shorts. Pleated elastic waist, flat front, or corduroy. Shorts may be worn during the months of September and October, and May and June. NO CARGO STYLE. **Pants must be relaxed fit and not tight fitting.**

**Socks:**

Solid color only -- crew socks/no shows/low cut allowed with shorts

**Shoes:**

Students may wear dress or tennis shoes of their choice that do not draw adverse attention to the wearer. *Clog style shoes are permissible except for cloth slipper styles.* Sandals may be worn during the months of September, October, May, and June only. *Socks are optional with the wearing of sandals.* **Sandals must have a back strap.**

**Belts:**

Solid brown or black only. No ornamentation or wording. Belts must be worn.

**Additional Dress Code Information**

Attire not specifically allowed by the Dress Code is not to be worn.

The administration will make the final determination on all uniform issues.

As a show of respect, hats, caps, or hoods will be removed upon entering the building during the school day. Coats and jackets are not to be worn in the classrooms or in the lunchroom. Please dress appropriately.

Shirts and blouses **must be tucked in at all times** unless otherwise specified.

Slacks, shorts, and skirts must be worn at the natural waistline.

Slack length must be at or below the ankle, but above the floor. No elastic, rolled, or slit cuffs.

Boys are not to wear earrings or other piercings.

Piercings other than earrings are not permitted for girls.

Girls in grades 6-12 - hair and makeup must be tastefully done using **natural colors.**

No long sleeved shirts are to be worn under short sleeved shirts.

Boys must be **clean-shaven** at all times; sideburns are to be no lower than the earlobe. Hair length must not reach below the collar.

**Girls' and boys' bangs may not cover the eyes.**

It is the responsibility of the teachers and staff to enforce the dress code. These expectations should be honored at all school functions.

### **Dress Code Exceptions**

Students are expected to dress modestly on days they are allowed to be out of dress code and when attending school events. Modesty requires that people dress in a fashion that does not call inappropriate attention to their bodies. There is no perfect way to define what constitutes appropriate apparel. There are however some main ideas:

1. Again, our faith tells us that our bodies are temples of the Holy Spirit. Apparel decisions must be reflective of this.
2. Necklines must be modest both when standing up straight and when bending over.
3. There is to be no skin showing at the mid-section regardless of whether the person is sitting, standing, or reaching.
4. No part of the hemline (a slit in the side, front, or back of the skirt) is to be higher than 3" above the knee.
5. **Clothes that are very tight are not acceptable.**

### **Dress Code--Game Days (Grades 6-12)**

Varsity teams should be coordinated in their dress. The dress code is in effect on all game days during the school day and to contests where teams do not dress for competition before leaving school. Team t-shirts (long or short sleeved) or sweatshirts are not part of the dress code. All teams must have Athletic Director permission to modify any part of this dress code.

**JV & Varsity Boys:** A team can wear a shirt and tie with dress pants. Team polo or a school uniform shirt may be worn with school uniform pants. A team jersey may be worn over the tops listed above.

**JV & Varsity Girls:** A team can wear an appropriate blouse with dress pants or skirt (discretion of Principal/AD). Team polo or a school uniform shirt may be worn with school dress pants or skirt. A team jersey may be worn over the tops listed above. All skirts or dresses must be of modest length, no higher than 3" above the knee.

**Junior High Girls & Boys:** A team may wear school uniform shirts with the team jersey and school uniform pants with everything tucked in.

### **Special Dress Days**

These days will be held to raise money as a corporal work of mercy. Jeans, or khaki pants that are in good repair may be worn. Shirts may not have logos on them (other than small pocket logo) and must

conform to the spirit of modesty as defined in the handbook. Proceeds will be given to charitable causes as determined by administration, staff, and student organizations.

### **Saber Spirit Days**

On Fridays, K-12 students celebrate school spirit by wearing Saber apparel (shirts) with uniform pants.

### **MCCS Campus**

Anytime the students are using the school facilities they are to be supervised by a staff member or an adult approved by the administration.

The halls are to be used to pass from one room to another and are not designed as places of play or socializing.

Students are not to be in the halls during class time. If a teacher sends a student on an errand, the student is to have a hall pass.

### **Expected Behavior on Campus:**

1. Christ-like behavior.
2. Being courteous to others is the only acceptable procedure.
3. No loitering between classes or after school.

### **Extra-Curricular Academic/Community Activities**

#### **Academic teams/events sponsored by MCCS include:**

Washington Group (Trip occurs in 9<sup>th</sup> grade)  
Elementary and Middle School Robotics  
Mathcounts (grades 7 & 8)  
Quiz Bowl (grades 6-12)  
Elementary Science Olympiad (grades 3-6)  
Saber Student Council (grades 6-12) – works alongside the MCCS Advisory Committee  
National Honor Society (10-12)  
Y.A.C. (Youth Advisory Council- grades 9-12)  
Food Pantry (grades 6-12)  
National Catholic Youth Conference (grades 10-12)  
Poetry Out Loud (9-12)  
Pro-Life Club  
Science Olympiad  
Manistee Commitment Scholars

### **Athletics (MHSAA Member)**

#### **Athletic teams sponsored by MCCS include:**

Girls (9-12): Basketball, Cheerleading, Softball, Volleyball, Football, Track & Field, Golf  
Cross-country, Bowling, and Soccer co-op with MCE  
Swimming and Diving co-op with MHS

Ski co-op with OHS

Girls (6, 7, & 8): Volleyball, Basketball, Track & Field  
Swimming and Diving co-op with MMS

Girls (4-6): Basketball

Boys (9-12): Basketball, Football, Golf, Track & Field, Baseball  
Cross-country and Bowling co-op with MCE  
Swimming, Diving, and Hockey co-op with MHS  
Ski co-op with OHS  
Soccer co-op with Mason CC

Boys (6, 7, & 8): Basketball, Track & Field  
Swimming and Football co-op with MMS

Boys (4-6): Basketball

### **The Christian Competitor**

At MCCS, the object of sports is winning, but the purpose of sports is to grow in virtue.

MCCS students who participate in athletics must keep in mind that they are representing not only themselves but also their school, community, church, parents, and team. Furthermore, the expectation is for all athletes to set good examples in behavior in school, athletics, and in the community.

A Statement of Philosophy and a copy of the Athletic Handbook will be available to any Middle School and Senior High School student prior to the start of his/her respective season. Students are expected to be aware for the Athletic Handbook when participating in athletics.

**See the Athletic Handbook for specific policies and information.**

### **Extra-Curricular Academic/Athletic Eligibility**

A student/athlete at MCCS is first and foremost a student. They shall devote sufficient time and energy to achieve acceptable grades. Those who cannot meet the standards of excellence set by MCCS will not be eligible to participate in any extra-curricular activities including practices. **See the Athletic Handbook for details.**

### **National Honor Society (Grades 10-12)**

Students may become eligible for membership in the National Honor Society (NHS) in the fall of their sophomore year. Membership in the NHS is based on four areas:

Scholarship- The student must maintain a minimum cumulative grade point average of a 3.25 ( on a 4.0 scale)

- Leadership- The student displays leadership in the classroom, at work, and in the community
- Service- To meet the service requirement, the candidates must have rendered service cheerfully and enthusiastically in support of the school, faith, and civic communities
- Character- Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. The candidates should extend courtesy to all, show loyalty to the school, and uphold faith values.

### **Lunch**

Hot lunch is served daily in the Saber Café. A menu is published monthly. Students may also bring their lunch to school. Students will sign up for lunch daily during their first period class. Lunch should be paid for in advance in the front office. Call Don Digna, Business Manager, at 723-2619 for lunch account information.

### **Café/Food Policy**

Respect for others is essential in maintaining a relaxed but orderly environment. The following guidelines will help to ensure the rights of everyone using the cafeteria.

- Serving lines are to be orderly and no student is to break into the line ahead of another student
- No student is allowed to leave the school grounds for lunch unless it is with a parent or designee of the parent and they have signed out in the office
- Lunch trays and garbage are to be taken to the disposal area
- All food is to be eaten in the café or in the picnic area
- Drink containers brought from home must be plastic or metal (NO GLASS CONTAINERS)
- Please be mindful of the wellness policy for healthy eating when providing lunches. If a child forgets lunch, the child can eat school lunch, or the parent can drop off lunch (in the front office) prior to 10:30 AM (secondary) or 11:15 AM (elementary).
- No food or beverages are allowed in the academic area or gym unless allowed by a teacher for a meeting or class party.
- Parents or alumni wishing to eat with students are welcome after signing in at the office. Parents partaking in activities must have completed diocesan protocols.
- After eating, approved areas during the lunch hour include the cafeteria, courtyard (weather permitting), gym, or playground (with appropriate supervision). The academic wing is closed during lunch hours. No student should be in the academic wing unless a teacher is holding a lunch meeting.

### **Wellness Policy**

MCCS supports the Child Nutrition and WIC Reauthorization Act of 2004. This requires schools to provide nutritional guidelines, education, and healthy meals to our children.

### **Playground Safety and Rules (Lunch and Recess)**

All students are to use the fenced playground area on the south side of the school. The goals of play must include showing respect to other students and adults:

- ALL students are given the opportunity to participate in games;
- Playtime should be fun and recreational. Rough play is not permitted;
- No hanging from basketball hoops;
- Any activity deemed unsafe by the adult in charge will be stopped;
- Adults in charge will be treated with respect;
- Students will respect equipment and one another

**Dress for weather:** Parents/guardians are to send their child(ren) dressed properly for the weather. All students (K-5) will go out on the playground for morning and noon recess unless the weather prevents it. In the event of poor weather, students will remain indoors for recess.

## **Health and Safety**

### **Medications:**

Students who are required to take prescription/over-the-counter medications during the school day must have a signed medical form on file in the office. All medication will be kept in the office. Students are not allowed to have medication of any type in their possession during school hours or on school property.

### **Head Lice:**

MCCS follows a 'no-nit' standard as recommended by the District #10 Health Department. School-wide checks will be made and continue as the need demands. If your child is found to have nits, you will be notified and treatment should commence. Children must be nit-free before returning to school.

### **Asbestos:**

In accordance with the Asbestos Hazard Emergency Response Act of 1986, we have inspected and identified all sources of asbestos at MCCS. It is our concern to limit the release of asbestos fibers. Therefore, we have developed a plan which has been submitted to the State of Michigan and the Diocese of Gaylord which includes inspections every six months. If you would like to review the management plan, you may make a request in person for MCCS or the Diocese of Gaylord.

### **Blood-borne Pathogens:**

As a precautionary measure concerning blood borne pathogens, we may notify parents to bring in a change of clothing in the event of exposure to body fluids (blood, urine, vomit, etc.). All staff members follow universal precautions when handling body fluids.

### **High temperature or illness:**

Please do not send your child to school if he/she is running a temperature or has had a temperature recently. In most cases, if a child is too ill to go outside for recess, he/she is too ill for school. Please keep your child home for an additional 24 hours after a fever has broken. Students who are on antibiotic therapy may return to school after a full 48 hours on the therapy.

### **Immunizations/Hearing and Vision:**

All students must follow the Michigan Public Health Code (P.A. 368) regarding immunizations. Parents/guardians of students in pre-school, new students, Grade 7 and foreign exchange students will be required to show proof of immunizations for their children, or a waiver to show the child hasn't been vaccinated before the first day of school. All incoming Kindergarten students must have proof of hearing/vision testing before the first day of school.

### **Exclusion for School:**

Students contracting impetigo, pink eye, or ringworm, and other such highly contagious diseases will be excluded from school attendance. They may return ONLY after written approval from a physician is obtained (or absence of nits with head lice). Please inform the office when children have contracted a contagious disease so other parents in the classroom can be made aware of the condition.

**Emergency Medical Form:**

This form must be filled out and updated each year for each student in school. This card contains emergency numbers where parents/guardians, or responsible parties, may be contacted in case of emergency. It also contains vital information regarding allergies or other information invaluable to medical personnel.

**Fire/Tornado Drills and Evacuation:**

Fire and tornado drills are conducted regularly throughout the school year in compliance with the State School Code. As part of our accreditation with the Michigan Association on Non-Public Schools we are required to conduct five fire drills and two tornado drills a year. In the event of an evacuation, students at MCCS will be evacuated to St. Joseph’s Parish Center. Notification to the local media would be made so parents are aware of the evacuation site.

**School Lockdown/Shelter in Place:**

As a precaution and responsibility to the students, simulated lockdown drills will be implemented each year. In cooperation with law and safety officers, halls and school grounds will be patrolled. Students will remain in their secure areas while training takes place.

**Notification of Injury or Illness:**

Parents or guardians will be notified whenever there is a head injury; chipped, broken, or loose tooth/teeth; injuries to the eyes that cannot be rectified by cleansing; and injuries involving swelling or bleeding. Exceptions are spontaneous bloody noses and/or scraped knees, elbows, etc. In serious cases, if the parent/guardian cannot be reached, the school will attempt to contact the emergency person listed on the Emergency Medical Form. If the parent/guardian or emergency person cannot be reached, treatment will be taken care of at the discretion of the Principal or Academic Counselor. The procedure also applies to all student illnesses. All MCCS staff members are certified in basic first aid, CPR and AED.

**Pesticides:**

MCCS utilizes an Integrated Pest Management Program (IPM) for the control of unwanted pests and organisms. IPM is a system that utilizes various methods and techniques in a total pest management program with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. A few of the techniques include pest exclusion, sanitation, and biological controls. However, as with most pest control programs, chemical controls may also be utilized periodically. You have the right to be informed prior to any liquid spray or dust application of an insecticide, fungicide, or herbicide made to school grounds or building during the year. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students. However, you will be notified immediately of any such application.

**School Closings**

In case of bad weather, the closing of school or changes in the bus schedules will be announced on Remind 101, TV 9 & 10 and TV 7 & 4, and when possible, radio stations WMTE, WVXM, and WXYQ. At no time do we expect parents/guardians to take undue risks to transport their children to school even if school is in session.

## **Transportation**

**Bicycles:** Students may ride bicycles to school as long as they are operated in a safe manner and according to school rules. All bicycles must be locked while the student is at school. Bicycles are to be stored in a designated area. Bicycle riding during school hours and at noon is prohibited.

**Automobiles:** Students in possession on a legal driver's license may drive cars to school. Extreme care in driving is to be observed at all times on the school premises. The speed limit at all times on school premises is **20 m.p.h.** Students will drive safely and responsibly. Those attending off-campus classes must use the bus provided unless the appropriate forms are on file and the school is notified at least one day in advance. Students are not to leave classes to transport other students to appointments, off-campus classes, etc. Students must park neatly in the main lot only.

The first row nearest the building is parents and guests during the school day. Driving to school is a privilege and permission to use the school's lot will be rescinded if these conditions are not met. No student is to drive another student anywhere without the written consent of parents/guardians because of liability to the school, the student, and their parents.

### **NOTE:**

#### **Vehicles driven by students must be registered at the central office.**

Parents and students are reminded to respect the FIRE LANE which is designated as a NO PARKING ZONE. The road East of the school (closest to U.S. 31) is for bus pick-up/drop-off ONLY. Parents are not allowed to use that road. Likewise, traffic flow is 'one-way' at the school's main entrance.

**Bus Transportation:** Bus transportation is provided by the Manistee Public School System. Contact should be made with Public School officials for this service. Students who belong to St. Bernard's Church, Irons, should contact their Pastor concerning transportation. Manistee County Dial-A-Ride provides transportation within the greater Manistee area. Parents/guardians interested in this service should contact Manistee County Transportation. Whenever being transported, students are to behave in a safe and orderly fashion or they risk losing bus riding privileges. [Note: Beginning with the 2019-2020 School Year, Manistee Public Schools will run their buses 30 minutes late on Monday mornings. Students riding these buses will be marked "tardy excused" on these days.]

## **Dance Policy (Grades 9-12)**

Dances provide social opportunities for MCCS students. To maintain a Christian culture, all school regulations must be observed:

- Students attending a school-sponsored dance will be required to sign in as they enter.
- Students must remain in the cafeteria and other areas designated for the dance until they are ready to leave for the evening.
- Dances sponsored by MCCS officially end at 11:00 p.m.
- The art of dancing (ballroom, swing, etc.) ought to be cultivated for and at dances.
- Music must be approved by the principal.
- Students leaving a school-sponsored dance before the designated end will be required to sign out and parents may be notified.
- Dancing will follow the 'Face to Face / Leave some Space' rule.

- Attire must conform to modesty as defined by the school. Persons in charge have the right to refuse admittance or require persons not properly attired to leave.
- Students have 45 minutes to enter after the dance has begun unless prior arrangements are made in the office.
- Students are not allowed to loiter in the parking lot or sit in parked cars.
- Chaperones have complete authority. Their directives are to be followed.
- No alcohol or drugs are to be used before, during, or after dances.
- Students must receive permission from Principal and Academic Counselor at least one week in advance of the dance for one non-MCCS guest to attend. No one over the age of 19 (accompanied by an 18 year old sponsor) will be admitted. Guest forms are available in the office.

### **Field Trips**

Field trips are scheduled throughout the school year and are meant to enhance the educational experience of the student. Parents/guardians will be notified by letter when a trip is scheduled. The date, time, and destination will be included in the letter along with other important information. Parents/guardians must apply a signed permission slip to the teacher giving permission for their child to attend.

All field trips must be approved by the administration in advance. If a significant sum of money is to be spent on a field trip that is sponsored by the school, the destination must be one that has a direct positive relationship with the educational goals of the school. Other criteria that must be met are:

1. The trip should serve to unify the class. The trip should not put undue financial strain on the family of any student who wishes to participate.
2. The trip should be an educational and/or cultural experience.
3. All participants are to conduct themselves in such a manner so as to be a credit to themselves, their families, their Church, and their school.
4. A student's participation in class field trips is subject to review based on the history of his/her *behavior/academic standing*. If a student has received three (3) detentions and/or an in-house or at-home suspension during the **semester** in which a class trip is scheduled, they will be prohibited from participation in the class trip.
5. Students are to be in school the following day at the scheduled starting time. If unforeseen delays occur, the supervising teacher, with the permission of the administration may allow participating students to arrive in school at a later time the following day.
6. If you are transporting students in your car, you must fill out the appropriate paperwork in the office, provide proof of insurance, a valid driver's license, and enough seatbelts for each student. Most field trips will use a school bus.

### **Insurance**

Our insurance is excess only: It will not duplicate benefits paid by any other insurance or plan including HMOs or PPOs. Medical treatment for a covered accident must begin within 60 days of that accident. Only expenses incurred within 52 weeks are considered. Benefits are determined on the basis of reasonable and necessary for the geographic location where services are performed. It is the parent/guardian's responsibility to report all accidents to the school within 20 days. Proof of loss must be submitted to the school within 60 days after medical treatment ends. Contact the school office with questions.

## **Office**

The school office is open for business Monday through Friday from 7:35 AM to 4:00 PM (Monday through Thursday) and 7:35-3:30 on Friday. During the school day, all visitors must call the office from the intercom system to be allowed into the vestibule/office area. Voice service is activated when all lines are busy or the office is closed. If you need to leave a message please feel free to use the answering machine. Students need permission to be in the office during school hours unless a staff member sends them. Students need permission to use the phones in the office or any of the office equipment.

## **Class Interruptions**

Classroom interruptions interfere with instructional time and should be avoided once classes are in session. Forgotten lunches, books, etc., will be left in the school office. Classes are in session until 3:00 PM. Parents/guardians are asked to remain in the vestibule until the bell rings. Pre-school, Kindergarten, and First and Second grade children are dismissed only when the parent/guardian or designated person comes to the classroom. Bus students will be escorted to the bus boarding area.

## **Visitor Policy**

In consideration of students' safety and security, entrances to the academic wing/cafeteria will be locked after the 7:55 AM bell. Doors will be unlocked at dismissal (3:00 PM) and the academic wing will be locked at 3:30 PM. All visitors must sign in at the office and obtain a visitor pass before being allowed into the academic wing. Your cooperation, compliance, and understanding are appreciated.

## **Confidentiality**

Individual issues involving discipline, academic progress, socialization, etc., are private concerns to be shared and discussed only among those persons directly involved. No staff member shall discuss such matters outside the school and within the school only with those other persons who have legitimate need to know. Parents are also expected to refrain from discussion of such issues unless they are directly involved in the matter. Questions or concerns should be addressed to the Principal.

## **Volunteer Confidentiality Policy**

In the course of working with students in classroom settings, school activities, or accompanying students on field trips away from school, volunteers may occasionally develop their own opinions or insights or become aware of possible sensitive information regarding students or their families. The volunteer should only hold any such opinions, insights, or information in confidence.

*If the information potentially involves abuse or other harm to the student or others, the volunteer should convey the information to the Principal immediately. When in doubt as to the nature of the information, the volunteer should discuss the information with the Principal. Parents wishing to volunteer must follow Diocesan Policy.*

## **Telephone Calls**

School phones are needed for school business. Students may use the office phones for necessary calls at the discretion of the office staff. Office personnel will make emergency calls for students. Because classroom phones may be set to *Do Not Disturb* during instructional time, office staff will personally deliver emergency messages to classroom teachers.

## **Support Organizations**

The following are organizations which over the years have been associated with and supportive of Manistee Catholic Central School. The school is grateful for the concern and involvement of these groups. Anyone wishing to join any of these organizations should contact the school office for more information.

**Advisory Council**  
**Alumni Association**  
**HARVEST**  
**Athletic Association**  
**Knights of Columbus**  
**MCC Foundation**

## **Manistee Catholic Central Advisory Council**

The purpose of the MCC Advisory Council is to provide the Pastors of Divine Mercy Parish, St. Bernard-Irons, St. Joseph-Onekama, and the Principal of MCC, with advice regarding issues affecting the school as well as assistance with organizing and implementing programs and special initiatives.

Seeking to be guided by the Holy Spirit, the members of the Advisory Council will be charged with assisting to ensure that the school is providing high quality education within the context of a faithful Catholic environment.

The Advisory Council will achieve this task through the vision and work of the following standing committees:

- Catholic Identity
- Student Achievement/Academic Enrichment
- Marketing/Enrollment
- Finance
- Buildings and Grounds
- Student Life

Current members of the MCC Advisory Council are:	Ex-officio Members are:
Mrs. Tamara Buswinka, Chairperson	Rev. Zeljko Guberovic
Mrs. Jan Bigalke, Vice-Chairperson	Rev. Pablo Martinez
Mrs. Sara Kaltunas	Rev. Ruben Munoz
Mr. Pete Fischer	Mr. Jeremie Solak, Principal
Mrs. Lynn Vasquez	Mrs. Rachel Henderson, Academic Counselor
Mrs. Jessical Witkowski	Mr. Don Digna, Business Manager
Mrs. Jeanne Hybza	Mrs. Laura Cameron
Mrs. Aisha Newenhouse	

## **Grievance Policy/Procedure**

The Grievance Policy of Manistee Catholic Central School states that if a parent/guardian or a student has a dispute with a member of the staff, there are certain steps that must be followed:

1. The grieved person must talk with the concerned party first.
2. If necessary, the grieved party then is to go to the Principal.
3. If necessary, the grieved party then is to go to the Diocesan Superintendent of Catholic Schools.
4. If necessary, the grieved party then is to go to their Pastor.
5. The Pastor can choose to bring the issue before the other Pastors of support for further action if deemed necessary. The decision of the Pastor(s) is final.

## **Manistee Catholic Central School Technology Acceptable Use Policy**

### **Rights and Responsibilities- Internet, Software & Hardware:**

The Internet is not a single network; rather it is a group of thousands of individual networks which have chosen to allow traffic to pass among them. As a user of the Internet, you may be allowed to access other networks. Each network or system has its own set of policies and procedures. Actions, which are allowed on one network, may be forbidden on another network. It is the responsibility of the user to abide by the policies and procedures of these networks and systems.

### **Rights:**

All M CCS students and staff have the right to use the following methods for retrieving information for educational purposes: File Transfer Protocol (FTP), World Wide Web (WWW), and electronics mail to the extent that these files are available at M CCS. M CCS Staff members have email access provided by the school. This email is not guaranteed to be private and must conform to rules established by M CCS. Manistee Catholic Central School students do have access to an email accounts provided by the school. This is the only email account allowed during school hours. Students must comply with all M CCS policies when using an email account via the school. All M CCS students and staff have the right to make educational use and limited personal use of all hardware and software authorized for their use and for which they have received training.

### **Responsibilities:**

All M CCS students and staff:

- Must have a signed Contract Agreement on file with the school and must be trained in the use of the Internet before being allowed access.
- Are responsible for the confidentiality of their passwords as well as the use of technology through that password.
- Are responsible for removing unneeded files and mail in a timely manner and limit the amount of material downloaded to the school computers.
- Shall not intentionally misrepresent themselves on the Internet. This includes seeking, obtaining, or modifying unauthorized information.
- Shall use appropriate language. Hate mail, harassment, discriminatory remarks, intimidation, profanity, and other antisocial behaviors are prohibited and will result in disciplinary action.
- Shall not repost personal communications from others without the original owner's consent.
- Are not to give out personal information about themselves, others (name, address, phone, etc.)
- Shall not deliberately engage in activities that are intended to hinder another's ability to use the

network.

- Educational use always has priority over personal use.
- Are responsible for all files received via the Internet. It is the responsibility of students and staff to make sure no copyrighted software, pornographic material, inappropriate files, or files known to carry harmful viruses enter the school via the Internet.
- Shall not use information from the Internet for plagiarism. (See Discipline Policy)
- Must adhere to the guidelines in the use of hardware and software in the transmission or copying of text or files on the Internet or from other resources.
- Are responsible to keep programs of a viral nature off any school equipment. The user will be held accountable for any deliberate attempts to knowingly install and/or run a computer virus.
- Are to adhere to copyright laws and must not make unauthorized copies of school software or media.
- Are not to install, remove, relocate, or modify any hardware or software. This includes attempting to gain unauthorized access to system programs or computer equipment.
- Are responsible for removing unneeded files and mail in a timely manner. (Staff/students will receive a two week warning prior to file clean-up)
- Are responsible for the confidentiality of their passwords as well as the use of technology through that password.
- Are to respect the privacy of others. This includes not reading, copying, changing, or using other people's files or trying to learn, change, or use their passwords.
- Are responsible for all activity during their login session and are not to leave their station unattended for any reason. Students must properly log out at the end of their session.
- Are responsible for keeping images containing pornographic material or material otherwise deemed inappropriate for school use from being viewed or printed.
- Are responsible to make sure that all food and drinks are kept out of the library/media center and computer lab and away from all computers.
- Are not to use hardware or software for private business, product advertisement, or political activities.
- Are allowed to print documents, for educational use only, of a reasonable length and with the permission of the teacher. Printing excessively long documents may require financial reimbursement.
- Are responsible for adhering to the rules established for hardware and software use by the teacher in charge of the library, computer lab, or classroom.

### **Technology Use Policy Enforcement Guidelines:**

Depending on the nature and severity of the policy violation and existing student handbook procedures regarding inappropriate behavior, the staff or school administration may take one or more of the disciplinary actions:

- A) Verbal or written warning
- B) Temporary access denial (May result in lowered grades)
- C) Permanent access denial (May result in lowered grades)
- D) School suspension
- E) Expulsion
- F) Alternative discipline

Demonstrated intent to violate policy will be considered the same as an actual policy violation.

Demonstrated intent means evidence of actions that if successful or if carried out as intended, would

result in a policy violation. Evidence of attempted or actual system security, integrity or performance related incidents will be cause for immediate access denial. If warranted, the school administrator will refer the case to Local, State, or Federal authorities for further disposition.

**Printing:**

In an effort to keep costs down and to prevent paper waste, printing of material will only be allowed on designated school printers. Students must have permission from their teacher before printing any material/ information greater than two (2) pages.

**NOTE: MCCS reserves the right to monitor any and all activity pertaining to technology use within the school day or on school property.**

**Permission for Attending Liturgical Services/Special Programs & Retreats Off Campus:**

Throughout the year students may attend services or events at local churches (including food pantry) or diocesan parishes/schools. Students will travel to and from the events by school bus.

**Acknowledgement of Student/Family Handbook:**

Please read and discuss the contents of the Student/Family Handbook. This will be emailed to parents with email addresses or a hard copy may be requested from the school. It is available at [www.sabers.org](http://www.sabers.org).

**Acceptable Use Policy/ Technology Use Policy:**

Please read and discuss the *Rights and Responsibilities for Use of the Internet and Hardware and Software* at Manistee Catholic Central School. Internet Access is not a school requirement. Where permission is not granted, the school will suggest alternate research tools that the student can use to complete his or her work. Internet access is designed for educational purposes and some material accessible via the Internet may contain items that are illegal, offensive, and controversial. While MCCS makes every attempt to monitor student use, it also recognizes that it is impossible to restrict access to all of these materials. Parents or guardians will not hold the school responsible for materials acquired on the network. In addition, it is possible for students to purchase certain goods and services via the Internet. Parents or guardians would be liable for this unwanted financial obligation.

**Media Release:**

Throughout the year pictures are taken and published in media such as the Manistee News Advocate and the Ludington Daily News. Occasionally our students may appear on a news program on either TV 9 & 10 and/or TV 7 & 4. MCCS is requesting your permission to use a picture of your child(ren) in newspaper articles, promotional ads, or, to be listed on the published Honor Roll and allow your child to be featured in television news stories. This permission may be revoked at any time by submitting a letter to the school office.

The school website, <http://www.sabers.org>, is an informational source for parents, students, alumni, and school friends as well as a marketing tool. The website includes written information as well as pictures of activities in the school. MCC also has a school Facebook and Instagram. We are seeking your permission to use your child's photo on the Saber website and the school's social media pages.

**Textbooks:**

Textbooks and library books are provided by MCCS for all students. Students are responsible for replacement costs for lost or damaged books.

**Parent/Student Acknowledgement Form 2020-2021**

Dear Parents, Guardians and Students,

Please read and familiarize yourself with the following policies. Only one form has to be completed for each family. Place an (X) by the policies and please do not hesitate to call the office with any questions you may have. **Please return this form to the school office or classroom teacher by the first day of school.**

\_\_\_\_\_ Your child(ren) is/are permitted to attend MCCS retreats/special programs off campus, but you will be notified when your student leaves the building outside of scheduled Masses.

\_\_\_\_\_ You and your child(ren) will have read and understand the policies outlined in the Student/Family Handbook and agree to support the efforts of teachers, staff coaches, volunteers, and administration. We also understand that this handbook supersedes all prior handbooks and other material on the same subject. We understand that copies of the Diocesan and School Policies are available for perusal in the school office.

\_\_\_\_\_ You and your child(ren) understand and agree to adhere to the Technology Acceptable Use Policy.

\_\_\_\_\_ Manistee Catholic Central School has permission to publish your child(ren)'s picture in newspapers and other media.

\_\_\_\_\_ Manistee Catholic Central School has permission to use pictures of your child(ren) on the school's web page and school's Social Media pages.

\_\_\_\_\_ Parents are responsible for replacement costs for lost or damaged textbooks or library books.

**Student Name (Print)**

**Student Signature**

**Graduation Year**

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Today's Date\_\_\_\_\_

Parent/Guardian Signature\_\_\_\_\_