



SHRINE CATHOLIC ACADEMY

“Without love, deeds, even the most brilliant,
count as nothing.” *St. Thérèse*

2020-2021 SHRINE CATHOLIC ACADEMY EXCELLENCE IN CHRIST

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SHRINE ACADEMY BELL SCHEDULE

7:52--8:40	Period A
8:43--9:31	Period B
9:34--10:22	Period C
10:25--11:13	Period D
11:16--11:41	Lunch
11:44--12:32	Period E
12:35--1:23	Period F
1:26--2:14	Period G
2:17--3:05	Period H

HALF DAY BELL SCHEDULE

7:52--8:21	Period A
8:24--8:53	Period B
8:56--9:25	Period C
9:28--9:57	Period D
10:00--10:29	Period E
10:32--11:01	Period F
11:04--11:33	Period G
11:36--12:05	Period H

ALL SCHOOL A.M. MASS DAY BELLS

7:52--8:30	Period A
8:33--9:11	Period B
9:14--10:31	<u>MASS & HOUSE MTGS</u>
10:34--11:12	Period C
11:15--11:53	Period D
11:56--12:21	Lunch
12:24--1:02	Period E
1:05--1:43	Period F
1:46--2:24	Period G
2:27--3:05	Period H

ALL SCHOOL P.M. MASS DAY BELLS

7:52--8:35	Period A
8:38--9:21	Period B
9:24--10:07	Period C
10:10--10:53	Period D
10:56--11:20	Lunch
11:23--12:06	Period E
12:09--12:52	Period F
12:55--1:35	<u>MASS</u>
1:38--2:21	Period G
2:24--3:05	Period H

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper

Shrine Schools' Philosophy

Shrine Catholic Schools are co-educational, Pre-K-12 parish schools committed to faith-based education, academic excellence and a comprehensive experience that develops the character and potential of every student.

We form a foundation of success through Catholic teachings, hands-on learning, technology, and college-preparatory curriculum. Opportunities to be a part of accomplished athletics, visual and performing arts, service projects and extracurricular activities enrich the student experience and unite our families, creating a strong sense of community.

Our long-standing commitment to Gospel values, academic excellence and social responsibility prepares students to lead lives with faith, compassion, and respect for all.

Mission Statement

At Shrine Catholic Academy we exemplify Christ by reflecting, challenging, and aspiring to become the middle school students and disciples we are called to be.

Prayer of Saint Thérèse of Lisieux

O Lord, You have said: Unless you become as little children, you shall not enter the kingdom of heaven: grant unto us, we beseech You, that in humility and simplicity of heart we may so follow the blessed virgin Therese, that we may obtain everlasting rewards. Amen.

This Agenda

Students are required to have this book with them in all classes. They should keep it well, read these pages, note the policies, and understand the Spirit that must permeate the Academy.

Students must bring this agenda with them during Parent/Teacher/Student conferences. Students must also keep track of any grades, homework assignments, and quizzes and verify that their grades are indeed correct.

Admissions

Shrine Catholic Academy respects the dignity of all students. We do not discriminate based on race, nationality, ethnic origin, or sex, as required by the terms of Title IX of the Education Act of 1972, Public Law 92-318 (as amended by Public Law 93-568).

An essential criterion for admission is the informed acceptance by the student and parents that Shrine is Catholic in philosophy and practice. Religion is a part of the curriculum at each grade level. Students participate in the worshipping community and agree to act in a manner consistent with Christian values.

Basic requirements for Admission

Parents must complete the New Student Registration Form and Teacher Recommendation Form.

- Parents must submit a Birth Certificate and Baptismal Record for the student.

- Transferring students must complete the Record Request Form; past report cards and standardized test scores must be submitted.
- Immunization requirements established by the Oakland County Health Department must be met.
- An Admissions Placement Test may be given to determine proper academic placement.

Acceptance of students for admission or re-admission will be judged individually based on past scholarship and citizenship records. Admission may be denied individuals for any reason deemed to be appropriate by school or parish authorities, including but not limited to the following:

- Students with past disciplinary or academic problems
- Students with excessive tardies
- Students whose families fail to meet financial responsibilities to the school or parish previously attended.
- Students whose academic report card cumulative GPA is below 2.0 or who have earned a failing grade in an academic subject.

Acceptance of new students will not be final until all records are received and verified.

Registration

Students currently enrolled in Shrine Catholic Schools are considered returning students. Registration forms are offered to students maintaining academic and disciplinary requirements. Families in arrears in with tuition will not be offered registration until current with the Tuition Office.

When registering a student for Shrine Catholic Academy, you are asked to sign a "**Photographic Release Form**". Based upon your request on the release form, please realize Shrine Catholic Academy may release photos or videos of your student to the National Shrine of the Little Flower, the Archdiocese of Detroit or to the Michigan Association for Nonpublic Schools (MANS) for publicity purposes.

School Organization

Unified School Board and Academy/High School Committee Members, officers of the Mothers' Club and Shrine Grade School Dads' Club and school staff are listed in the Shrine Catholic Schools directory. These groups are advisory and are responsible to the school administration.

Tuition

Shrine Schools are working with FACTS, a tuition management company. With a FACTS Tuition Payment Plan, parents can choose from multiple convenient payment options to suit their needs. The Shrine Parish Tuition Office handles all questions regarding FACTS tuition payments for Shrine Catholic Academy. Families that are paid ahead on tuition and withdraw their student during the school year, may be eligible for a tuition refund. There are no tuition refunds for students who are asked to withdraw or are expelled. Report cards and/or student records will be held for family's delinquent in tuition payments. Students may not be allowed to participate in graduation due to delinquent tuition.

Withdrawal/Transfer

Parents of students leaving Shrine Catholic Schools will be asked by the new school to complete a records request form. Student cumulative records will be forwarded upon receipt of this request. However, if fees and/or tuition are in arrears, grades or transcripts may be withheld until such amounts are paid in full. Students may also be asked to withdraw due to disciplinary/academic reasons. See *Code of Conduct*.

Academic Requirements

All Academy students pursue an academic curriculum based on six core subjects: Religion, English, Literature, Math, Science, and History. Honors courses are available for English, Literature and Math. Students are required to maintain a 71% (D) in each of their 6 core classes (English, Math, Science, History, Literature and Religion) and/or be without any F's in any class at mid-quarter and at quarter-end.

Grading Scale

A	93-100
B	83-92
C	72-82
D	60-71
F	59 or below

Conduct

1=Excellent Behavior
2=Acceptable Behavior
3=Needs Improvement
4=Unacceptable Behavior

Classes and Homework

One of the major goals of the Academy is to prepare students for the challenges and responsibilities of a high school curriculum. Toward that goal, the class work and homework are often more challenging than students have been accustomed. Seventh Grade is a time of adjustment to increased academic work. Students are encouraged to make full use of this agenda in planning their time to its maximum advantage. Academy students will take exams twice a year in their core classes. Exams are scheduled in December and May/June

Academic Honor Roll

There are three levels of Honor at Shrine Academy:

- Students of Distinction: all A's (4.00), 1's and 2's in conduct.
- High Honors: 3.5 to 4.0 GPA
- Honors: 3.0 to 3.49 GPA

All grades in all subjects count toward determining Honor Roll status. A student may not have any 4's in conduct or have received a suspension to attain Honor Roll status.

Students may also attain the **Conduct Honor Roll**, regardless of academic grades. A student must have all 1's and 2's and display good conduct in all situations to be recognized.

Academic Probation

Students are required to maintain a 71% (D) in each of their 6 core classes (English, Math, Science, History, Literature and Religion) and/or be without any F's in any class at mid-quarter and at quarter-end.

Students not meeting these requirements at each quarter will be placed on Academic Probation for the following quarter. Students and their parents will be notified. A parent is requested to set up an appointment with the counselor as soon as possible. The student, parents, the counselor, and principal will then decide on appropriate

measures to ensure success and continuance at Shrine Academy.

Behavioral Probation

Students that have received a poor conduct mark (4) may be placed on behavioral probation. A meeting with the student, parent, the counselor, and the principal will then decide on appropriate measures to ensure success and continuance at Shrine Catholic Academy.

Exams

Academy students will take exams twice a year in their core classes. Exams are scheduled in December and May/June.

Grading Policy

Each teacher will send home specific grading policies with the student. Generally, each student is evaluated using a variety of assessment techniques, including (but not limited to) written tests and quizzes, homework, and class participation.

Honors Classes

Students in Honors English, Literature or Math are expected to maintain a 'B' average to continue in those classes. Students may be moved into an honors class with the recommendation of their teacher upon consultation with the counselor.

Academic Integrity

Students at Shrine Catholic Academy are expected to maintain the highest level of integrity. The faculty and staff at Shrine Catholic Academy take this responsibility very seriously and will not tolerate cheating in the regular classroom setting or in distance learning. Cheating, copying from other students, from printed text or from the Internet (plagiarism), or facilitating cheating by other students will result in a '0' on the assignment, a parent conference, and a detention.

Parent/Teacher Communication

Parents may contact the Academy teachers by calling the office at 248-549-2928 and leaving a message with the secretary. Teachers are also available by email at teacherslastname@shrineschools.com.

Progress Reports

At the mid-point of each academic quarter, progress reports will be posted on the online grading system.

Promotion/Graduation Requirements

If a student fails to maintain academic eligibility, he may be subject to an Academic Probation plan created by the counselor and administration. A student must receive a final grade of a D or better in all 6 core classes to be promoted or to receive a diploma from Shrine Catholic Academy. If a student fails any of the core classes, he/she will need to have a remediation plan in place with consultation of the counselor and Administration to return be promoted. No student may repeat a grade at Shrine Academy.

Report Cards/Conferences

Reports cards are posted on Plus Portals at the end of each quarter and mailed home 1st and 4th quarter.

Parent/teacher conferences are scheduled twice per year; however, teachers or parents may ask for a conference at any time. Students may be required to be present and have this agenda with them.

School Day

7:47 AM first warning bell 7:52 AM first period begins

3:05 PM dismissal

After 3:30 students must wait for rides outside.

Standardized Testing

All 7th and 8th grade Academy students take the IOWA tests during October. Results are mailed home to parents. The results are used by the school to evaluate the student and the curriculum. Students will also take the Religion Assessments from the Archdiocese of Detroit.

Tutorial & Special Services

During the school year, some student may require academic assistance. Parents should contact the school counselor to arrange tutoring. Special academic services will be provided only after consultation with the school guidance counselor.

ATTENDANCE

We will not be allowing actively sick children to be at school. Please keep your child at home if he/she is actively sick. This would include runny nose, congestion, mild cough, low grade fever or any intestinal or stomach issues. If children are sick at school, parents will be notified and asked to come and pick them up promptly. Please be respectful of others; the school will make every effort to keep our students and staff protected from illness.

Students are expected to attend every class in its entirety. The school parking lot and cars parked in the lot are considered Off-Campus during the school day.

Parent or guardian must call the school office (248) 549-2925 Ex. 2360 to report a student tardy, absent, or dismissed for any period of the day. Parents who anticipate an absence or early dismissal must notify the school office by phone or email the attendance office at attendance@shrineschools.com.

Absences from school, even legitimate absences, affect classroom success. Vacations, "skip days", "take your child to work days", etc., are examples of days away from school and considered as absences. In cases of extended illness, hospitalization, or family emergencies, exceptions may be granted after verification from physicians, therapists, and parents and in consultation with the Principal/counselor.

PRE-APPROVED ABSENCES:

Shrine can be flexible with absences for certain circumstances like club competitions, non-shrine sports related absences, leadership workshops and other opportunities. Students must get pre-approval from the Dean of Students before the absence for it to be considered "non-chargeable". Students must also get pre-approval from the Dean of Students for any college visits. Students will need to bring back proof of the college visit to

have the absence considered "non-chargeable." The Administration reserves the right to have absences counted if attendance habits dictate. The student must be responsible to contact his or her teachers ahead of time to make-up missed work and discuss a plan to remain on schedule should an absence, tardy, or early dismissal be planned ahead of time. Such absences do affect student performance and should be kept to a minimum.

Parents may monitor classroom tardies and absences on PlusPortals at any time. The following list determines the consequences for **absences to a single class in a semester**:

- 8 Absences in one class (in a semester) = Teacher notifies parents with phone call/email.
- 10 Absences in one class (in a semester) = Assistant Principal has conference with student regarding causes of absences and contacts parents by phone or personal meeting to explore plan for improvement.
- 12 Absences in one class (in a semester) = Administration has meeting with parent/s and student at which Attendance Contract is created.

The school day begins at 7:52am. It is the shared responsibility of the student and parent/guardian to ensure promptness. Parents may produce written and signed doctor's, dentist's note, etc., which will result in an **excused tardy**, whether in the morning or the following morning for an afternoon dismissal. All other tardies are unexcused. Although parents are encouraged to call the office to notify the school if a student will be late, **a parent phone call does not excuse the tardy**. Students must report to the main office to receive a tardy slip for entering a classroom late.

Inclement weather may be a factor affecting tardiness, but generally lateness to school for the following reasons are considered unexcused:

- The alarm goes off late.
- I ran into traffic on my way to school.
- I needed to finish an assignment during 1st hour.
- I need to run errands during the school day.
- Student is called out to go to lunch.
- My ride did not get me to school on time.
- Car issues of any kind

After a minimum of 20 minutes of missed class time, **a student will be considered absent for that class**. The following list determines the consequences for **unexcused tardies to a single class in a semester**.

- 4 Tardies in one class (in a semester) = Lunch Detention from teacher
- 8 Tardies in one class (in a semester) = A before or after school detention from teacher and contact with Assistant Principal. Parents will be notified. With each subsequent four tardies students will receive a before or after school detention.

Truancy

In case of apparent truancy, state law requires that contact is first made with a parent or legal guardian. If efforts to persuade the parent(s)/legal guardian(s) to return the child to school fail, the school is required by state law to notify the superintendent of the public-school district in which the school is located.

Code of Conduct

All students attending Shrine Academy are to act on the Gospel values that pervade the entire building. Discipline is the companion of effective teaching. It is recognition of human dignity and of the rights of others. Students must be convinced that the rules of the Academy aim at safeguarding liberties rather than curbing them. The school regulations are not an unfair personal restraint on freedom, but rather a necessary check on the use of freedom so that others may enjoy their full rights. Students may be disciplined, up to and including expulsion, for conduct inside or outside school that is deemed by the principal or pastor as detrimental to the school community. The principal or pastor reserves the right at his/her discretion in the best interest of the school to waive and/or deviate from any and all disciplinary rules, practices or procedures.

The administration reserves the right to discipline students for off-campus conduct including but not limited to blogging, instant messaging, or social networking sites.

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents, and students, in all their interactions. Students who engage in name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere, including such activity in online postings on social- networks, such as Facebook, will be disciplined, up to and including expulsion.

DISTANCE LEARNING

Online Etiquette: Students should do the following:

- be on time
- be dressed appropriately (NO hoodies on head, proper shirt)
- be seated facing camera either on the couch or in a chair (no laying down, being in bed etc.)
- Note: must be able to see face, cameras on, and no ceiling shots
- Actively participate in the zoom class
- Be prepared with any necessary materials (books, pens/pencil/paper)
- Once in an online class, students should not leave or walk away from the online class session.
- Note: teachers should be allowed to remove a student from online classroom for inappropriate or disruptive behavior or behavior that does not live up to our online etiquette standards.

Attendance

- Attend all online classes that are mandatory

- Parents need to email for any illness/doctor's appointment

Academic Integrity (valuing and demonstrating positive regard for trust, honesty, respect, responsibility, and effort):

- Academic misconduct will not be tolerated
- Misconduct will follow the consequences of the "in-school" discipline.

Communication with teachers

What should students do when struggling with distance learning:

- Contact teacher in an email for a private zoom
- Contact the RTI Specialist (if you are on their caseload)
- Contact counselor
- Contact Dean of Students

We are all here to help you! Please reach out to us, as we can find you the help you need

Early Morning & Afterschool Regulations

Students must always be under adult supervision while on campus or during school sponsored activities. Once a student is dropped off at Shrine Academy, he/she is not permitted to leave the school premises. Neither is he/she allowed to leave after school to go to local businesses. Students are to be out of the building by 3:30 p.m. (and by 12:30 on half-days).

It is not the responsibility of the school to supervise students after the designated school day

Shrine Academy Detention Policy

Lunch Detentions

- Lunch Detentions will be held every day from 11:16-11:41am (Academy Lunch). Students who receive a lunch detention must meet in front of the Academy Office at 11:16am. The teacher who is assigned to monitor Lunch Detention on that day will let the students know what room they will serve it in.
- Students will be informed by their teacher that they need to serve a lunch detention. Students who are issued a lunch detention in the morning will need to serve it the same day. Students who are issued a lunch detention in the afternoon, must serve it the next day.
- Students serving a lunch detention must eat silently. Lunch detention will not be used to do homework, sleep, socialize, use cell phones or any other electronics.
- Parents will be notified via email when a student receives 3 lunch detentions in a quarter.

Before/After School Detentions

- Before/After School Detentions are held every Tuesday and Thursday in Room 205.
- Times: 7:00a.m. – 7:45a.m. OR 3:15p.m. – 4:00p.m.
- Students will serve their detention on the next

day (Tuesday or Thursday) it is offered (either morning or afternoon). Students may choose to serve either in the morning or the afternoon.

- Students will bring a detention slip handed to them by the teacher, school staff or administration.
- Students are not excused from detention for any reason. The student and family will need to make arrangements for the detention to be served on time.
- Detention will not be used to do homework, sleep, socialize, use cell phones or any other electronics.
- Students may attempt to contact the teacher giving the detention and Mrs. Olejniczak if the next detention day is impossible to attend. No guarantees will be granted to switch detention days. Students should attempt to change their detention date in a timely manner to increase the possibility of success.

Academic Misconduct

Academic misconduct is not acceptable at Shrine Catholic Academy. Part of a Catholic education is the formation of a student's character and integrity. The faculty and staff at the Academy take this responsibility very seriously. This policy will be enforced upon students engaging in dishonest behavior, as well as, to those students complicit (supplying completed homework to another student with the intent to copy). Incidents of academic misconduct will be recorded and reviewed regularly.

In-School Suspension

A student that is excluded or suspended is not permitted to return to class until parents meet with the principal. Participation in athletic events, dances, field trips, etc., is not permitted. **Work missed during the exclusion/suspension period may not be made up unless otherwise determined by school administration.** Behaviors which may result in exclusion/suspension include:

- fighting or inciting a fight (both physical and verbal)
- possessing tobacco or tobacco products, lighters
- pornography, alcohol, or other controlled substance legal or illegal
- cheating or forging a signature
- harassment or bullying
- stealing (of a minor nature)
- skipping class
- leaving school grounds before school or before going to study table without permission
- inappropriate language or gestures (including sexual harassment)
- any offense that endangers the safety of others
- consistent lack of respect for the school rules

NOTE: the above list is **not exhaustive**. Any action in violation of Gospel values may result in exclusion.

Expulsion

A student may be expelled for any of the following

reasons:

- possession of a knife, gun, other firearm, fireworks of any kind, or use of any other object to threaten or intimidate
- vandalism
- robbery or extortion
- false alarms or bomb threats
- repeated parental non-cooperation

Any student who fails to withdraw at the request of the principal shall be subject to formal expulsion proceedings, which will become part of his permanent record.

NOTE: There are no tuition refunds for students who are asked to withdraw or are expelled.

Weapons

Students are prohibited from bringing weapons to school and school sponsored activities, or having weapons in school or at school-sponsored activities, on the school premises, on a school bus or enroute to or from school, or in the immediate vicinity of the school. Any student found to be in violation of the school's policy is subject to disciplinary action, up to and including expulsion.

Performance Enhancing Drugs

Shrine Catholic Academy considers possession or use of any performance enhancing drug as unacceptable and shall subject the student to the same penalties that the school has established for possession/use of tobacco, alcoholic beverages, and illegal drugs.

Harassment- Which is defined as: "Intimidation by threats of or actual physical violence, Harassment includes but not limited to harassment on the basis of race, sex, creed, color, national origin, religion, or disability." Participation in such behavior will not be tolerated and will result in disciplinary action. In administering discipline, the Administration will take in consideration the individual personalities to insure the most effective discipline for each case. Discipline could include but not limited to: conference with student, conference with parents, in-school or out of school suspension, referral to a counselor or appropriate social agencies, removal from school events, retribution of damaged property, involvement of local authorities, and or including expulsion from school.

Sexual Harassment Policy

It is a policy of the Archdiocese of Detroit and Shrine Catholic Academy to make every effort to provide an educational environment as well as a work environment free from all forms of harassment. This policy applies to the actions of all faculty, staff, and students at Shrine Catholic Academy, as well as others who may be in a working relationship with the school. The Archdiocese of Detroit and Shrine Catholic Academy are open to and respect the complaints brought under this policy.

Respect for the dignity and worth of each individual is a basic tenet of Shrine Catholic Academy. Each individual faculty and staff member, student or others who are in a working relationship with the school, are entitled to work/attend school in an environment free from discriminatory practices, including sexual and other forms of illegal harassment. All will be held to standards of

conduct, which ensure that the school is free from sexual and other forms of illegal harassment.

Shrine Catholic Academy will neither tolerate sexual harassment nor will it tolerate reprisals against any employee, student or other persons who make a sexual harassment complaint. Any faculty or other staff member who violates this policy will be subject to disciplinary action including termination of employment. Any supervisor or faculty member who receives a complaint of sexual harassment and fails to take corrective action pursuant to this policy is also subject to disciplinary action including termination of employment.

Students are expected to treat all persons, including each other, with respect and dignity. Accordingly, sexually inappropriate behavior directed at faculty, staff or other students will not be tolerated. Such behavior will result in disciplinary action, up to and including expulsion from school.

Hazing

Which is defined as: "To persecute or harass by means of meaningless or humiliating tasks or actions, as a way of initiation or as a condition for continued membership or acceptance in a school organization, club, or activity." Participation in such behavior will not be tolerated and will result in disciplinary action, up to and including expulsion from school.

Dress Code and Personal Appearance

Shrine Catholic Academy students are ambassadors for Shrine Catholic Schools. As such, they should be well-groomed, neat, clean, and modest – during and after school, while on campus and at all school-related functions. Students are required to wear uniforms and must abide by the Dress Code & Personal Appearance policy.

The objective of the Dress Code & Personal Appearance policy is to create a consistent, professional look across the student body. The following information identifies the required elements of the school uniform. However, the Administration reserves the right to rule on the appearance of any student as it relates to the interpretation of this policy.

The following dress code is in effect:

- Students are responsible for their appearance until 3:05 p.m.
- Dress Code begins on the first day of classes.
- Dress Code remains in effect during detention and during exam days.
- The dress code remains in effect whenever the student is representing Shrine Catholic Academy.
- Lanyards and IDs must always be worn

Academy Boys

- Navy pants
- Gray polo with high school logo (long/short sleeve; cotton or dry fit)
- Solid Blue or Black socks (no athletic socks)
- Brown or Black shoes

- Brown/Black/Navy belt
- Navy blue sweater/vest with logo or ¼ zip with logo (purchased from school store)
- Mass Uniform - Light blue oxfords only, no polo with logo tie
- Spirit Fridays – Students may wear any Shrine top with uniform bottom.
- IDs with Lanyards

Academy Girls

- Plaid skirt/Navy pants
- Gray polo with logo (long/short sleeve; cotton or dry fit)
- Solid Blue/Black/White socks/tights (over ankle or higher) (no athletic socks)
- Brown, Black or Navy shoes
- Navy blue sweater/vest with logo or ¼ zip with logo (purchased from school store)
- Mass Uniform - Light blue oxfords only, no polo
- Spirit Fridays – Students may wear any Shrine top with uniform bottom.
- IDs with Lanyards

Summer Uniform

In August, September, May and June, students may choose to wear navy blue walking shorts (no outside pockets) in lieu of their pants or skirts. Athletic shoes and solid white crew socks over ankle or higher may be worn. (Solid Blue/Black socks also acceptable)

Spirit Day Uniform (Fridays)

On Fridays that are not Mass days, students may wear any Shrine top with uniform bottom. No hoodies.

Personal Appearance

Boys

- Hair - neatly trimmed and styled; must be above the ears & collar; no extreme colors or cuts
- Jewelry – no visible chains, earrings, or piercings

Girls

- Hair – no extreme colors or cuts
- Jewelry – of a discreet nature; ear piercings only
- Make-up – no excessive make-up

Athletics

The athletic teams of the Academy are administered through the Grade School Athletic Director and the Dad's Club. Shrine Academy teams compete in the CYO leagues of the Archdiocese of Detroit. All students are eligible to participate. There is an athletic code of conduct for players and coaches, who are parental volunteers. (see Volunteers section) Players who flout this code of conduct will be barred from participating further in any athletic events. The principal, in consultation with the athletic director, makes all final decisions. It is the responsibility of the parents of athletes to monitor the balance between time spent on athletics and academics. The Academy supports student athletes while maintaining class and homework performance as priorities.

Students may try out for any of the following teams:

Boys:	Girls:
Soccer	Soccer
Track	Track
Basketball	Basketball
Baseball	Softball
Cross Country	Cross Country
Football	Volleyball
Swimming	Cheerleading
Lacrosse	Swimming

A student-athlete who is found to have used a substance on the list of banned drugs, as set forth by law shall be declared ineligible for further participation in regular season and postseason competition in all sports.

Book Bags

Book bags must be able to fit in lockers. Book bags may not be carried to classrooms and may not be left outside of a student's locker.

Candy/Foods

GUM is NOT permitted at Shrine Academy at any time! No open bottles or cans are allowed in lockers.

Cell Phones

Cell phone usage is not allowed during the school day (7:30a.m–3:05p.m.) without the express knowledge and permission of the Teacher. This includes, but is not limited to, ear buds, headphones, texting, and the use of social media. Students are to leave their cell phones, earbuds, and headphones in their lockers at all times, unless otherwise directed. All damage or loss of cell phones while out of locker is at the student's expense. Any student found to be using a cell phone in any manner other than instructed, will be asked to put the device away, or have it confiscated until the end of the school day.

Computer/Internet/Web Page

A student may use a computer in the computer lab, from the iPad cart, or regular classroom at appropriate times, but must have a signed **Acceptable Use Policy** on file in the office before using the Internet at school. Parents must also sign this agreement.

Counseling

Students may at times have a need to see the Academy counselor. These appointments are made by students, teachers, the counselor, or parents. Information shared in counseling remains confidential.

Electronic Devices

Students may be permitted to use e-readers in the classroom. These devices include iPads, Kindles, Nooks or any e-reader or tablet device. Cellphones will not be considered as e-readers for the classroom, even though they have the capability. Any student found to be using their e-reader device in any manner other than instructed, will be asked to put the device away or have it confiscated until the end of the day. Continued abuse of an e-reader will result in the student losing the privilege of using it in the classroom. Any device used as an e-reader falls under the guidelines of the Acceptable Use Policy. Use of radio, tape recorders, MP3 players, and lap top computers must

be approved by the classroom teacher. Laser pointers are not permitted in the building.

Emergency Procedures

Parents are asked to complete an emergency information card at registration. In case of a medical emergency, this form will be used as a guideline to contact parents. In case of a medical emergency, 911 may be called first.

Emergency school closings

Parents will be notified by phone call or email should school need to close during the school day. Parents should listen to radio stations WWJ, WJR or television stations WDIV, or WXYZ or the school website for weather related school closings

Fire, Tornado and Lockdown Drill Procedures

All Academy classrooms have directions posted to be followed in case of a fire, tornado, or other emergency. These directions are practiced throughout the school year in compliance with mandated guidelines.

Field Trips

Well-supervised field trips conducted with the approval of the principal and under the direction of the school staff are permitted. All reasonable and prudent steps to safeguard the welfare of participating students shall be taken. Field trips outside of school further enhance students' educational experiences.

- A signed permission slip must be received by the school for a student to participate. **A note from home is not acceptable.**
- Dress code for each field trip will be determined by the nature of the trip and announced to the students. At no time are yoga pants or leggings considered appropriate
- When valid school bus transportation is not available and private vehicles are used, qualified volunteer drivers over 21 years of age must complete and follow all the stipulations on the Volunteer Driver Information Form
- Have completed a Volunteer Background Check Form
- Have completed a Protecting God's Children workshop and have the certificate on file at the school.
- Parents volunteering to chaperone for Washington DC trip or 8th Grade Camp must follow the same guidelines.
- Families must be current on tuition for their student to participate on an overnight school activity.

Hall Order/Hall Passes

During class changes, students must maintain appropriate and acceptable behavior. Running in the halls, loud obnoxious behavior, or endangering others' welfare will not be tolerated. Students must always have a hall pass.

Health Appraisal Forms

A completed Health Appraisal Form must be completed by all students. This form includes their immunization records and should be turned into the Academy office the first day

of school.

Students participating in CYO sports, must have a physical on file with the school before tryouts begin. All students and parents need to sign a Concussion Awareness Form. The form stays with the student's CA- 60 file and will remain on file at the school until the student's age is 25.

Library

The school library is open during the school day. The library facilities are available to all students and they are encouraged to use them. Appropriate behavior is always required.

Lockers

- Students are to keep their locker combinations a secret
- Lockers should always be locked.
- Students are not permitted to write on any surface of their locker, or deface them in any way, including jamming them.
- Students are encouraged to organize their space in such a way as to help them move to each class as quickly as possible.
- Students are permitted to use space organizers, or magnetic pads, if no surface is marred.
- Students will be responsible for damage caused to their lockers and may be charged for broken locks.
- Tape may not be used, nor stickers used within the locker.
- Students are responsible for keeping the area near and around their locker free and clear of textbooks, lunch bags, trash, etc.

Lost and Found

Students are required to write their name on all textbooks and are encouraged to label personal articles. Check for lost articles in the Academy office.

Medications

- It is the responsibility of parents to inform the Academy if a student is subject to any medical condition or need that requires regular or periodic attention while at school.
- The Academy will not dispense or administer **any** medicine to students (prescription or NON prescription) without a signed release form on file in the school office.
- A signed physician's order indicating drug name, dose, time and duration must be on file
- Medication may impact a student's behavior. Parents need to inform the school if their child is taking medication daily.

Phone Calls

To encourage responsibility for actions and logical consequences for disorganization, students will not be allowed to use the office phone, except for an

emergency. Forgotten homework and lunches are not emergencies. Parents may phone the school, in emergencies, to leave messages for their child. Students MAY NOT use cell phones to contact parents during the school day without permission.

Safety

Students are always encouraged to exhibit good safety habits. These habits require that they:

- Wear their lanyards and IDs on school grounds as identification
- use the sidewalks and crosswalk
- go directly home after school
- participate in fire, emergency, and tornado drills conscientiously
- follow rules of safety when riding a bike to school
- use common sense so as not to endanger themselves or others' well-being.

Academy students may not use book bags during the school day. They are encouraged to plan their day to reduce locker visits. Lockers have plenty of room for storing all necessary items.

Student Activities

There are many student activities and groups available at the Academy. Some of these groups include Announcement Committee, Music Ministry, Junior Honor Society, Robotics Team, Student Council, Yearbook, and more.

Textbook Policy

Each student is issued required textbooks. Normal wear and tear is expected, but textbooks must be usable for next year's students. Students must keep books covered. Students who lose or damage textbooks so they cannot be used the following year are charged full replacement cost.

Visitors

All visitors, including parents picking up students, must sign in at the main Office and receive a visitor's pass.

Volunteers

In compliance with the Archdiocesan Policy, the National Shrine of the Little Flower Schools and Parish conducts background checks on all personnel and volunteers in contact with children, the elderly, or persons with disabilities. The background check is a requirement for volunteering. Authorization forms are available at any school office or the Rectory Office. All information is confidential. Volunteers should also attend a Protecting God's Children workshop and have their certificate on file with the school.

Liturgy

All Academy students participate in the Eucharistic celebration of the Mass usually on a weekly basis. The students and religion teachers prepare for these weekly Masses. Students also have a 45-minute religion period daily, which is an academic class required of all students.

Sacramental Preparation

The first phase of preparation for the Sacrament of

Confirmation begins in grade 7 for students of Shrine Parish, followed by the second phase in grade 8. All Academy students are encouraged to be faithful to their own parishes and religious traditions; however, they are expected to participate in all Shrine classroom discussions and activities, during and outside of the school day, according to the curriculum.

Prayers

Our Father

Our Father, who art in heaven, hallowed be Thy name. Thy kingdom come, thy will be done, on earth as it is in heaven. Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation but deliver us from evil. Amen

Glory Be

Glory to the Father, and to the Son and to the Holy Spirit, as it was in the beginning, is now, and ever shall be, world without end. Amen.

Hail Mary

Hail Mary, full of grace, the Lord is with you. Blessed are you among women and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of our death. Amen.

SHRINE CATHOLIC HIGH SCHOOL & ACADEMY

Electronic Information Access and Use for Educational Purposes Policy

Shrine Catholic High School & Academy encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The School has developed this Electronic Information Access and Use for Educational Purposes Policy to govern the access, use and security of School Systems. Every User agrees to abide by this Policy by accessing or using the School Systems.

For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within this Policy.

- (a) "PEDs" means portable electronic devices, including, without limitation, laptop, computers, cellular telephones, tablets, watches, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of personal digital assistants ("PDAs").
- (b) "School Confidential Information" means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees and/or third parties with which the School does business.
- (c) "School Electronic Information" means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store or otherwise use that information or those communications. The School Electronic Information includes voicemail messages on the School Equipment.
- (d) "School Equipment" means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any the School Equipment.
- (e) "School Networks" means all School voice and data systems, including, without limitation, the School's Internet, wireless, intranet and extranet systems.
- (f) "School Systems" means the School Equipment and the School Networks.
- (g) "Users" means any individual who accesses and/or uses School Systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.
- (h) "User Equipment" means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, pagers, telephones, fax machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy.

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

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

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

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

The School Systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not: (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School

Electronic Information (including emails and attachments); (d) give or attempt wireless access to an unauthorized device; or (e) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

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

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

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

School Responsibility

The School will designate a system administrator who will manage the School Network and Wireless Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator may close an account at any time for infractions or temporarily remove a User account and/or a User's access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

The School will implement filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User's access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software operates only within the School wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access.

The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School.

It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children's Internet Protection Act.

Shrine Catholic High School & Academy Network Users

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

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

Privileges and Responsibilities of Users

Privileges

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

- use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange.
- access information from outside resources which facilitate learning and enhance educational information exchange.
- access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

User Responsibilities

Users are responsible for:

- using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
- attending appropriate training sessions in the use and care of School Systems.
- seeking instruction for the use of any available technology with which they are not familiar.
- adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School wireless and Network accounts are to be used only by the authorized owner of the account for the authorized purposes.
- using e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes, and if User is a student, only under the supervision of an adult.
- having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
- material received, created or distributed using School Systems.
- maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in non-compliance, the system administrator may delete files and messages, freeze the account, and/or close the account.
- preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
- awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.
- using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. The School is not liable for any for any financial obligations made nor any personal information provided while using School Systems.
- financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.
- any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so *at their own risk*.
- abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

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

PHOTO/VIDEO RELEASE

When you register your student for Shrine Catholic High School and Academy, you are asked to sign “Photographic Release Form”. Based upon your request on the release form, please realize Shrine Catholic High School and Academy may release photos or videos of your student to the National Shrine of the Little Flower, the Archdiocese of Detroit or to the Michigan Association for Nonpublic Schools (MANS) for publicity.