Gabriel Richard Catholic High School
2026 – 2027

Founded in 1965

School Office
(734)-284-1875

Athletic Office
(734)284-6054

Attendance Office
(734)284-3533

Fax Number
(734)284-9304

15325 Pennsylvania Road
Riverview, MI 48193
Website: www.gabrielrichard.org

SCHOOL DAY SCHEDULE

TIME	MON	TUES	WED	THUR	FRI
7:40-8:30	A	A	A	A	A
8:34-9:24	B	B	B	B	B
9:28-9:55	HOMEROOM				
9:59-10:49	C	C	C	C	C
10:53-11:43	D	D	D	D	D
11:43-12:08	LUNCH				
12:12-1:02	E	F	E	F	E
1:06-1:56	F	G	F	G	F
2:00-2:50	G	E	G	E	G

Tuesday Mass Schedule

HR	7:40 - 7:45
MASS	7:45 - 8:30
HR	8:30 - 8:56
A	9:00 - 9:43
B	9:47 - 10:30
C	10:34 - 11:17
D	11:21 - 12:04
LUNCH	12:04 - 12:29
E/F	12:33 - 1:16
F/G	1:20 - 2:03
G/E	2:07 - 2:50

Alternate Tuesday Mass Schedule

HR	7:40 - 7:45
MASS	7:45 - 8:30
HR	8:30 - 8:56
A	9:00 - 8:38
B	9:42 - 10:20
C	10:24 - 11:02
D	11:06 - 11:44
LUNCH	11:44 - 12:09
E/F	12:13 - 12:51
F/G	12:55 - 1:33
G/E	1:37 - 2:15

Half Day Schedule

A	7:40 – 8:09
B	8:13 – 8:42
C	8:46 – 9:15
D	9:19 – 9:48
E	9:52 – 10:21
F	10:25 – 10:54
G	10:58 – 11:30

SCHOOL PRAYER

Lord, let us rise to teach ourselves and others to recognize our responsibility to one another; help us to cultivate respect; to grow in mind, body, and soul; to think critically; and to uphold morality. Lord, instill the desire for peace and justice in our hearts. Encourage us in our commitment as leaders in society and in the satisfaction of service. Amen

Three Party Partnership
For Excellence

The Student, the Parents, and the School

The Gabriel Richard *Parent-Student Handbook* has been compiled to familiarize parents and students with Gabriel Richard Catholic High School's (Gabriel Richard) philosophy, goals, academic requirements, school services and activities, student conduct and responsibilities, and any other pertinent information. Gabriel Richard provides an excellent educational experience for all students, while at the same time affording all students the opportunity to mature into Christian men and women. Students are encouraged to develop their academic and extracurricular talents in a community of faith where teachers, parents, administrators, staff, and students endeavor to live values of the Gospel.

By enrolling at Gabriel Richard Catholic High School, both parents and the student agree that the student will comply with all regulations that are now in effect or which may become effective during the student's enrollment at Gabriel Richard concerning conduct, dress, attendance, and official vacation periods, and that the student will fulfill all academic requirements. The parents also agree to meet annual financial obligations to the school. Parents and students should read and discuss the contents of the *Parent-Student Handbook.* It is very important that parents and students familiarize themselves with the standards of discipline and the rules of conduct that must be respected and honored during the student's enrollment at Gabriel Richard Catholic High School.

Thank you for allowing the Gabriel Richard family to share with you the opportunity and responsibility of encouraging, guiding, and assisting your child to pursue his/her education and to nurture the values, understandings, and skills they need for a happy, fruitful, and successful life.

FR. GABRIEL RICHARD

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

PHILOSOPHY

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

MISSION STATEMENT

Gabriel Richard Catholic High School cultivates learners who serve with faith, courage, and integrity; empowering them to positively impact the world.

SCHOOL SYSTEM

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

MARKING SYSTEM

Grading Scale
The percentages shown in the following table are the minimum required to earn the corresponding letter grade and quality points. Grades are not rounded up.

	%	Quality Points		%	Quality Points		%	Quality Points
A+	98.00	4.33	**B-**	80.00	2.67	**D+**	67.00	1.33
A	93.00	4.00	**C+**	77.00	2.33	**D**	63.00	1.00
A-	90.00	3.67	**C**	73.00	2.00	**D-**	60.00	0.67
B+	87.00	3.33	**C-**	70.00	1.67	**F**	00.00	0.00
B	83.00	3.00						

Semester Grades
Semester grades are calculated using the following formula:

[2(*1st quarter percentage* + *2nd quarter percentage*) + *final exam percentage*] ÷ 5 = *semester grade*

Example
1st quarter percentage: 91% (A-)
2nd quarter percentage: 93% (A)
Final Exam 89% (B+)

[2(91%+93%) + 89%] ÷ 5 = 91.4% Semester Grade: A-

Grade Point Average
A student's career grade point average is calculated by dividing total quality points by total weight for 9th-12th grade courses taken at Gabriel Richard. Each semester grade carries a weight of 0.5 and earns 0.5 credits for a passing grade.

Example

Semester 1				Semester 2			
A	4.00	A+	4.33	B+	3.33	A	4.00
C+	2.33	B+	3.33	A-	3.67	B+	3.33
B	3.00	F	0.00	B-	2.67	A-	3.67
A-	3.67			A+	4.33		

Quality Points
(4.00+2.33+3.00+3.67+4.33+3.33+0.00+3.33+3.67+2.67+4.33+ 4.00+3.33+3.67) ×0.5 = 22.83

Credits	***Weight***	***GPA***
13.0×0.5 = 6.5	14.0×0.5 = 7.0	22.83÷7.0 = 3.26

Pass/Fail and No Credit Courses
Pass/fail courses carry a weight of 0.0 and earn 0.5 credits if passed. *No credit* courses carry a weight of 0.0 and earn 0.0 credits.

College Courses
Courses earing college credit are not included in high school GPA calculation.

Adjusted Grade Point Averages
The grade point average that Gabriel Richard publishes is an *adjusted GPA*. Additional quality points are added the point value of grades earned in Honors and Advanced Placement courses. Honors courses receive an additional 0.33 of a point (A=4.33, etc.). Advanced Placement courses receive an additional 1.00 point (A=5.00, etc).

Incompletes
Teachers may, at their discretion, allow students to submit coursework after a marking period has ended. A grade of *I* (incomplete) will be recorded until all coursework has been submitted and graded. All outstanding work must be completed within two (2) weeks of the end of the marking period, unless otherwise approved by the Administration.

Grading Errors
Any grading errors must be brought to the attention of the teacher, in writing, within two weeks of the end of a marking period. Errors not reported within two weeks of the end of a marking period will be corrected only in extraordinary circumstances as determined by the Administration.

GRADUATION REQUIREMENTS

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

English	4 units of credit
Theology	4 units of credit
Mathematics	4 units of credit
Social Studies	3 units of credit
Science	3 units of credit
World Language	2 units of credit
Fine Arts	1 unit of credit
Physical Education/Health	1 unit of credit
Public Speaking	½ unit of credit
Online Experience	1 unit of credit

Social Studies credits must include *World History, American History, Economics,* and *US Government*

Mathematics credits must include *Algebra 1, Algebra 2, Geometry,* and one additional math. A math course must be taken in senior year even if 4 credits have already been earned.

Science credits must include *Biology, Chemistry or Physics* and one additional science course.

World Language credits must be earned in the same language in consecutive years.

CHRISTIAN SERVICE REQUIREMENT

In addition to the above requirements, students are required to complete 42 community service hours for graduation. A minimum of twelve hours of service per school year is required, beginning with second semester freshman year. (Realizing that freshmen might need time to adjust to high school and its academic and social challenges, service is not required during the first semester freshman year, therefore, only six service hours are required.)

Students may choose service projects offered through Gabriel Richard's Service Coordinator or make their own arrangements for service with the assistance of their parents, church, youth group, or local service organizations.

At least twenty hours (of the total 42 required hours) must be direct service to the needy or working for justice.

Summer service is counted toward the next school year's hours.

Service hours are to be turned in using the Outreach Verification Form provided by the Campus Ministry Department.

RETREAT PROGRAM

Development of the total Christian person is an important aspect of student life at Gabriel Richard. A four-year retreat program is planned by Campus Ministry. A required retreat is scheduled for all freshmen, sophomores, and juniors. Seniors have the opportunity to experience an extended retreat.

HONOR ROLL AND CITIZENSHIP

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

A) Principal's List
Grade point average of at least 4.000

B) First Honors
Grade point average of 3.500-3.999

C) Second Honors
Grade point average of 3.000-3.499

Recognition at the Annual Honors Assembly is based upon the averaged final semester grades for the year.

Students with any incomplete courses will not be placed on the Honor Roll until all incompletes have been made up.

Published Honor Rolls will not be updated to include students who submit work to resolve an incomplete more than two weeks after the end of a marking period.

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

CITIZENSHIP – A student's eligibility for the Citizenship Award is based on the student receiving a comment of "The student is consistently well behaved" in ALL classes for the year.

AP CLASSES

All students taking AP classes are expected to take the AP Exam on the designated day. Make-up exams will only be offered to students for qualifying reasons as indicated by the Advanced Placement Board.

Students who skip an AP exam will not receive AP or Honors credit, will not receive a refund, and will have to pay an additional returning fee.

ACADEMIC LETTERS

Students who have earned a Grade Point Average of 3.7 or better per school year will receive an Academic Varsity Letter in recognition of outstanding scholastic performance in the classroom.

ACADEMIC RANKINGS

In order to be eligible for top 10 honors and class valedictorian/salutatorian, a student must attend Gabriel Richard for three complete academic years, including the senior year. In order to be included in transcript rankings, a student must attend Gabriel Richard for two complete academic years, including the senior year. A student transferring in for his/her Junior year will be ranked at the completion of that academic year. A student transferring in for his/her Senior year will not be ranked on transcripts.

ONLINE GRADES

Access to an online grading portal is provided to all students and parents. This system eliminates the need for a printed progress report. Progress report dates indicated in the school calendar identify when the fifth week of the grading period is over and alerts parents/guardians and students to check online for updated grades.

TRANSCRIPTS

To request a transcript (for colleges, end of year grades, transferring school, applying for a job) an account must be set up at *www.parchment.com*. Full directions on how to do this can be found on the Gabriel Richard website under the Guidance tab.

RIGHTS OF PARENTS AND STUDENTS

In Accordance with Public Law 93-380 (11-9-74) Right of Students and Parents:

A. Parents and students have the right to view education records kept in files of the school office. These include:
    1. Scholastic records
    2. Standardized test scores
    3. Attendance records
    4. Records of disciplinary actions and progress reports

This right does not include taking a copy of the record by either parent or student.

B. No person other than the parent, student, or designated school personnel may have access to these files.

C. No records may be sent to non-school agencies without written consent of the parent or guardian.

SCHOOL CLOSING - SNOW DAYS

If it becomes necessary to close school because of the weather or because of equipment failure, parents will be notified through the School Reach phone program that Gabriel Richard Catholic High School employs. Also, closing information will be announced on television channels 2, 4, 7, 50(CW50) and 62(CBS) and radio channels WJR 760 AM and WWJ 950 AM. The radio and television stations will refer to Gabriel Richard Catholic High School as GABRIEL RICHARD RIVERVIEW.

Homework assignments, tests, exams, or other school assignments will be due on the next day that school is in session, or as specified by each teacher should the day be a designated Chrome@home Day.

CHROME@HOME DAY

The school may institute a Chrome@home Day due to inclement weather or other unexpected need for school closure. This is an opportunity for students to receive instruction from home. Chrome@home activities are not optional. Teachers will post assignments online by 10am, and students are responsible for adhering to each teachers' posted due date.

If a student is sick and unable to participate in assigned Chrome@home Day activities, a parent should contact the teacher(s) via email by 10am. The student will receive an excused absence and is responsible for completing all Chrome@home activities upon returning to school.

EMERGENCY PROCEDURES

In case of an emergency when the parent/guardian cannot be located, the adult specified by the parent/guardian during online registration will be contacted. We ask that the emergency contact person live within 15 minutes of Gabriel Richard Catholic High School. It is important that changes in person/address/phone number be reported to the school as soon as possible.

If a parent cannot be contacted and emergency care is required, the school will contact EMS and the student will be taken to Henry Ford Wyandotte Hospital.

SUPPLEMENTAL ACCIDENT INSURANCE

Gabriel Richard Catholic High School carries supplemental accident insurance coverage for all student injuries sustained while at school or school sponsored events. This is a secondary coverage to any insurance coverage the student/parent has on their primary medical insurance coverage. Coverage is through Student Assurance Services of Stillwater, MN.

Once the primary medical coverage has been determined, parents may submit their excess expenses to Student Assurance Services for determination. Forms are available in the Business Office.

Parents may also purchase 24-hour supplemental accident insurance through this company. Please go to the Michigan Catholic Conference website at www.micatholicconference.org for further details.

COUNSELING

Students wishing to see their counselor may fill out the sign-in sheet in the Counseling lobby. Passes will be given to the students to see their counselor. In an emergency, the student may report to the Counseling Office for assistance. Parents are welcomed to call for an appointment with the counselor.

The School Counselors are available to assist students in a variety of ways. These include:

1. PERSONAL CONCERNS: Students are welcomed to discuss personal concerns with their School Counselor. When appropriate, the School Counselor will make a referral to a community agency.
2. ACADEMIC COUNSELING Students experiencing academic problems are encouraged to discuss them with the counselor.
3. LEARNING SUPPORT: Gabriel Richard Catholic High School offers minimal accommodations for students with a Nonpublic School Service Plan or Accommodations Plan. Our School Counselors partner with community agencies for necessary testing and planning for accommodations, and they work with students on implementing those accommodations.
4. POST SECONDARY PLANNING: The School Counselors will assist students with career exploration and post-secondary planning, including: job shadow experiences, college applications, financial aid applications, scholarship exploration, and course selection to supplement post-secondary plans. The School Counselors will host a Senior Parent Night, Financial Aid Night, and Junior Parent Night to assist families with this process.
5. SCHEDULING Courses are selected in February for the following school year. Because the entire school's schedule is based on the selections students make at that time, it is important that

students make careful choices and consult with the counselor. When choosing classes, students are expected to make a firm commitment to their choices and to honor that commitment. Any schedule change, except for errors, will require a $50 fee, plus the required paperwork. In case of an error on the schedule, the student must notify the counselor within the first week of the semester. No schedule changes will be processed after the second week of the semester. Student-initiated schedule changes are not allowed. The Principal must approve any schedule change. Teachers may initiate a course level change due to ability of the student at any time and at no cost to the student.

SUMMER, ONLINE AND NIGHT SCHOOL

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

1. He/she receives a letter advising attending summer school because of a shortage of credits or academic deficiency. After receiving the letter from the school, the student must contact the GR Counseling Department before any arrangements are made in order to make certain that summer school selections meet GR requirements.
2. He/she fails a class that cannot, under a normal load, be made up at Gabriel Richard (i.e. Senior English classes).
3. A limit of two credit hours per academic year may be made up at online schools.
4. All summer coursework must be completed by the first day of the next school year.

Letter grades from basic or plus courses taken at Michigan Virtual Academy or other approved schools will be reflected on the transcript, but not used in calculating the career GPA. All classes recommended and completed during summer/online/night school are recorded on the permanent record and equivalent credit (.5/semester) is given, if it has not already been received.

DUAL ENROLLMENT

For a student to qualify for Dual Enrollment they must have met the minimum qualifying score on their ACT, SAT, PSAT, etc. These requirements can be found at www.michigan.gov. It is recommended that the students meet with their School Counselor to select courses that will meet the requirements and to review necessary paperwork. The course must be approved by Gabriel Richard Catholic High School, the college, and the State of Michigan.

REPEATING CLASSES

Under special circumstances and with the permission of the counselor, teacher, and parent, a student may be permitted to repeat a class at Gabriel Richard. This will only be allowed in situations where the student has received a failing grade. If a class is repeated during a regular term at GR, both grades will appear on the student's record, and the higher grade will affect the GPA. Credit will be given when the course is passed.

PREGNANCY

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

ACADEMIC DISMISSAL

Any student who fails more than two credit hours will be dismissed from the school. A student who fails more than two credit hours in a school year may petition the Principal to return for the next school year. Any student who has failed four or more credit hours in a school year will be dismissed without the option to petition.

SCHOOL SAFETY

Building Security

Entry doors are locked after the first period tardy bell. No student may ever secure a panic bar on an entry door in the "unlock" position or prop an entry door open. No student may ever let anyone into the building during a school day. Anyone who enters the building during the school day must enter through Door A (by the office) by using the security system. All visitors must report to the office after being admitted by office staff.

Lockdowns and Partial-Lockdowns

In a threatening or emergency situation, it may be necessary to call for either a lockdown or partial-lockdown of the school. As in a case of severe weather, students are instructed in the exact procedure of both the lockdown and partial-lockdown. In either case it is crucial that students: respond immediately, remain calm, maintain silence, follow the directives given to them by faculty and staff, and under no circumstances attempt to call anyone with a cellphone. This procedure is in cooperation with various law enforcement agencies including the Department of Homeland Security and the local police. Any student who acts inappropriately during a lockdown or semi-lockdown, even if it is only a drill, will face disciplinary action as deemed appropriate by the Administration.

Emergency Evacuation
Should circumstances require an immediate evacuation of the school, we will implement the evacuation plan. This plan is in cooperation with Department of Homeland Security directives as well as those of local emergency responders.

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

SCHOOL POLICY DOMAIN

Real property, owned, leased, or otherwise controlled by the school-including school sponsored functions at other locations is considered within the school's policy domain. The regulations and provisions set forth by Gabriel Richard apply to all persons, vehicles, and property within school grounds.

Alcohol, Drugs, and Tobacco
Outside of exemptions determined by the Administration, no one may possess, consume, manufacture, sell, or distribute alcoholic beverages, controlled substances, tobacco, e-cigarettes, or paraphernalia of such at any time within the school policy domain.

Weapons
A weapon is any object that can be used to threaten or injure another. Possession or use of any weapon within the school policy domain is cause for immediate expulsion, as directed by the Catholic Schools Office. The Administration will determine what constitutes a weapon.

Fireworks
Possession, sale, or use of explosives or fireworks within the school policy domain is forbidden.

Automobiles and Parking Lots

The parking lots are maintained for the benefit, convenience, and protection of the students. All students who drive to school must register their cars. Use of Gabriel Richard parking lots is a privilege, not a right. Any vehicle on the campus is subject to a search by the Administration. Students will be held responsible for the contents of their vehicle.

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

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

1. A parking permit is required of everyone who parks in Gabriel Richard lots. The $50.00 fee for this permit partially covers the cost of snow removal and filling holes. Replacement permits cost $10.00. Car pools need to purchase only one permit.
2. Parking spaces are assigned. Students are not to park in areas assigned to staff. Parking in a staff space or in a space or area other than the ones assigned for student usage will result in detentions. If more than two violations occur, the school has the right to revoke parking privileges.
3. Parking in a fire lane can result in a ticket, a fine, and a possible jail term imposed by the Riverview Police. The school has no control over the fire lanes.
4. Gabriel Richard is not responsible for cars or their contents including parking permits. Keep the car locked at all times.
5. Students involved in accidents in the parking lots are expected to contact the police.
6. No student is allowed to loiter in or around the cars before, during, or after school hours or at any school function.
7. Reckless driving in the parking lot or abuse of any of the above regulations will result in the loss of privileges of driving to school.
8. Once a student driver has arrived, he/she is to report immediately to the building. Once a student arrives for school, he/she remains in the building, and the car is off limits until the end of the school day. Students may go to their cars during the school day only with the permission of the Administration.
9. Students who do not drive on a daily basis and do not purchase a parking permit are required to register their car in the front office and pay $1.00 per day. Students who forget their parking permit are required to register their car in the front office on those days they do not have their permit.

Lockers

1. Lockers are in the instructional wings and use during class time disturbs students and teachers. Students are encouraged to use their lockers with courtesy and common sense during class exchange only.
2. For their protection, students may use only the locker assigned to them. Locker combinations should be kept confidential, and lockers must be kept locked.
3. Lockers and surrounding areas should be kept clean. Interior locker doors that are decorated inappropriately will have objectionable material removed. Lockers must be cleaned out on the day specified, and all stickers, mirrors, pictures, etc., must be removed. Gabriel Richard Catholic High School will not be responsible for materials left after that day.
4. Repair of damage to an assigned locker is the student's responsibility. If a locker door is stuck, the student should report it to the front office.
5. Lockers are school property and may be searched at any time by school authorities.
6. Gabriel Richard is not responsible for lost, damaged, or stolen property.

IMMUNIZATIONS

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

ADMINISTERING MEDICATION

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

Students who may need an inhaler should have the inhaler on their person at all times. The use of an inhaler also requires a doctor's order and parent's signed permission on file in the office. The school recommends that students have another inhaler in the office as a backup in case they forget theirs. Parents must provide any special emergency medication such as an EpiPen, Benadryl, etc.

Trained school personnel will administer minor first aid treatment in case of an accident. The school complies with federal OSHA standards regarding blood-borne pathogens. These include the use of protective gloves by staff when having any contact with body fluids. Parents may review our model policy and guidelines for administering medications to students in either the Main Office or the Attendance Office.

ATTENDANCE OVERVIEW

When a student is absent, it is the parent/guardian's responsibility to call the Attendance Office (734-284-3533) by 9:00 AM each day of the absence. Attendance Office personnel are available from 6:30 A.M. until 11:00 A.M. To request an early dismissal after 11:00 AM, please call the Main Office (734-284-1875 Ext. 110).

1. Students are allowed 10 absences per class per semester.
2. A parent must phone the Attendance Office when a child is absent or will be tardy. If a parent does not call, the student will be considered truant.
3. A student must be present for weekly Mass in order to participate in or attend a school event, game, or practice taking place on the day of Mass.
4. If a student is absent for half or a whole day, the student will not be allowed to participate in any athletic/school event, unless a medical/dental note has been submitted to the Attendance Office, or an administrator allows the student to participate.

Tardiness
A student who arrives late to school must report directly to the Attendance Office. Students arriving late will not be admitted to class without a slip from the Attendance Office. Students arriving late to school or to class will receive a detention for each tardy. Only tardies for legitimate prearranged appointments or special circumstances approved by the Administration will be excused. The student will receive an excused tardy slip from the Attendance Office when they present verification of the appointment. All other tardies are unexcused, including oversleeping, car problems, trains, etc.

Students marked *tardy* for a class period will receive a detention. Students with more than seven total tardies per semester will also receive one demerit per tardy beginning with the 8th.

Students who accumulate 3 unexcused tardies in a class per semester will receive an absence for that period. Chronic first period tardies and absences will be treated as a behavior issue and will be addressed with the student and parent/guardian.

Absences
1. Students must be present for half of the entire day, in order to practice, rehearse, or take part in extracurricular activities, or any other school sponsored activity including dances that evening, play in games, act in the play, or participate in clubs. If a student is absent and attends a practice, game, dance, or other school activity that same day, he/she will be suspended from his or her next scheduled event. Any student who is not in attendance during the school day is not to be on the school premises during that school day. Exceptions to this policy will be handled on an individual basis by the school Administration.
2. Students are to be present for 30 minutes of class on a full day and 15 minutes of class on a half-day in order for the student to be considered present (not absent) for the class. Students who are 20 minutes or more tardy for a class will be considered absent. Students will also be required to serve a tardy detention.
3. Absences that will be excused are: school related absences (student council, field trips, and sport participation) and absences for verified doctor/dentist appointments, long-term emergencies and those requiring hospitalization. Students are to present verification of their doctor/dentist appointment or hospitalization to the Attendance Office on the day of their return.
4. After four unexcused absences, either full day or individual class, the counseling department may meet with the student. After seven the administration may require a conference with the student's

parents or legal guardian. After 10 the administration may contact the Riverview police department's truancy officer and/or other appropriate authorities. After 18 the student may be expelled.

5. Absences for vacations taken outside of scheduled vacation periods will be counted as unexcused absences. Teachers will not be responsible for providing make-up work in advance. Vacation absences of more than one day should be prearranged at least five school days before the absences are to take place. The student should obtain a vacation form in the office and have his/her parents sign it. The completed form must be returned to the Attendance Office at least one day prior to the absence.
6. Students are responsible for making up all missed work and tests. The student is responsible to get all work the first day back from an absence through the online grading portal or the teacher. The student will be given one school day per day absent, up to one full week, to complete assignments. Students should arrange to make up missed tests with the individual teacher. Long-term assignment due dates need not be adjusted and tests announced in advance need not be postponed. For extended absences, individual arrangements may be made.
7. All requests for early dismissal must be presented in writing before 9:30 A.M. to the Attendance Office. If necessary, a phone call by the parent/guardian will be acceptable, but a written note is preferred. Only legitimate, pre-arranged appointments or special circumstances approved by administrative personnel will be considered excused for early dismissal. Early dismissal is disruptive to the learning process; therefore, every effort should be made to make appointments after school.
8. In the case of skipping a class, the student will receive a zero for the day, will earn a detention for each class skipped, and will not be allowed to make up class work or tests. In addition, the time lost will be added to the absence tally.
9. If a student leaves campus during the school day without notifying school authorities, the student will be subject to suspension or expulsion.
10. Attendance at the funeral of the parent/close relative of one of their classmates will be permitted only when written permission from a parent/guardian or a phone call is presented to the Attendance Office the day of the funeral by 9:00 A.M. These absences count as part of the total 10. Funeral home visits during the school day are not permitted.
11. Students who become ill during the school day must first report to the teacher and then to the Attendance Office where they will remain until it is determined whether they will return to class or go home. Students may not attempt to contact their parents by

text or cellphone call. Parents will be contacted, and students will be allowed to leave the building only after a parent/guardian makes arrangements for transportation or gives permission for the student to leave. Students who do not report to the Attendance Office will be considered skipping a class (1 detention per class).

12. Students who attend the Prom must be present for the entire school day on the day of the Prom (weekday Prom) or school day before prom (weekend Prom). All appointments must be made after school hours.
13. Early dismissal to avoid Liturgical events will not be approved.

DRESS CODE

Although our primary concern is with the mind, the heart, the spirit, and the faith of our students, we also believe that external appearance reflects an attitude of pride in self, school, and community. Gabriel Richard Catholic High School students are required to follow the uniform dress code each school day, as well as test days and on field trips. The Administration reserves the right to make adjustments throughout the year, as necessary.

Uniform for Girls

1. Girls must purchase the uniform items from the school's designated supplier.
2. Girls may wear the uniform pants (plain front), skirt, or skort with the uniform top (short/long sleeved polo, or long-sleeved oxford). These tops may be worn with a uniform sweater or uniform fleece. The polo/oxford may be opened two buttons from the neckline and must be tucked in at the waist, not turned under. Banded tops do not need to be tucked in. Only solid gray, black or white t-shirts may be worn under the polo or oxford shirt. The pant logo must be visible. Pants must be worn at the waist, must be hemmed, and may not be slit.
3. Senior girls may wear the designated Senior black/white or grey/white polo untucked.
4. Skirts/skorts may not be rolled at any time. Skirts/skorts must be no shorter than five inches above the middle of the knee**.**
5. Students can wear a variety of socks with patterns and colors that are appropriate.
6. Girls' shoes may have a heel no higher than two inches.
7. Sweatpants or pajama pants may not be worn under skirts.

Uniform for Boys

1. Boys must purchase the uniform shirts from the school's designated supplier.
2. Boys may wear khaki pants (plain or pleated front) that have belt loops, be straight legged with no elastic at the ankles, with the uniform top (short/long sleeved polo or long-sleeved oxford). These tops may be worn with a uniform sweater or uniform fleece. The polo/oxford may be opened two buttons from the neckline and must be tucked in at the waist, not turned under. Only solid color, gray, black or white t-shirts may be worn under the polo or oxford shirt. Pants must be worn at the waist, must be hemmed, and may not be slit.
3. Senior boys may wear the designated Senior black/white or grey/white polo untucked.
4. Boys may wear khaki golf shorts May – September. They do not need to be from the designated uniform company. Cargo shorts are not permitted.
5. Boys can wear a variety of socks with patterns and colors that are appropriate.
6. Boys must wear a belt. The belt must be solid black or brown. Belt buckles must be design-free and standard size. Oversized buckles, flashing buckles etc. are not permitted.
7. Hair must be clean, well kept, and trimmed in a traditional business-like fashion. It should be above the collar in the back, above the ear, and above the eyebrows when pulled straight. The administrator will be the final arbiter of what is or is not an acceptable haircut. If a student is in violation, he will have until that following Monday to be within code. If his hair has not been cut to code, he will be sent home. He will not be allowed back into school until he is checked and approved by the Administration.
8. Facial hair is not permitted. Sideburns must be neatly trimmed and no longer than ear length.

Dress Code for Boys and Girls

1. Excessive jewelry is not permitted. Tattoos must be covered. Wallets or keys with chains attached are not allowed. Visible body piercing jewelry is limited to two earrings per ear for girls only. Boys are not allowed to wear earrings. Nose, tongue, eyebrow, lip, and any other body piercing is not permitted even if covered by a bandage.
2. Shoes and stockings/socks must be worn and visible at all times; footies are not acceptable. Students may wear black or brown dress or casual shoes with matching soles and without embellishments of other colors or patterns. Students may also wear leather athletic shoes that are black or white with black or white soles. For all shoes, the full backing must be upright, not turned down.

Hiking/work boots, or any boots above the ankle, are not permitted. Insurance regulations forbid students from wearing flip-flops, rubber/plastic sandals, beachwear, clogs, slippers, etc. Any footwear with fleece lining, moccasins, canvas shoes, and HEYDUDE shoes are not permitted.

3. Hats, sunglasses, scarves, and bandanas may not be worn in school. Hats or head coverings must be removed upon entering the building and should remain in the student's locker until the end of the school day.
4. No sweat/wind pants, hooded shirts or blankets will be permitted.
5. Hair may only be worn in natural hair colors, i.e., no blue, purple, green, pink, bright red, etc. This also includes highlighting tones. Fad haircuts, i.e. Mohawks are not permitted.
6. All uniform clothing must be in good condition. Students may not wear any clothing that is torn or has holes. Worn out uniforms and uniforms that your student has outgrown must be replaced.
7. The school authorized logo must be visible on all uniform components except the skirt/skort for girls and pants/shorts for boys.
8. *Team-designated* jackets may be worn over school uniforms in cooler weather. These jackets are sanctioned by the coach of a particular team. The team jacket must be the zip type, not have a hood and be of school colors (white, burgundy, black)

Dress Code for Jean Days

1. All clothing worn on a jean day must be in good condition. Students may not wear clothing that is ripped, torn, or has holes.
2 Dress code shoes and socks must be worn and visible at all times.
3. Denim clothing (no mini-skirts) and denim capri pants are allowed. All tops must be GR attire. Students may not wear cargo pants, yoga pants, wind pants, leggings, etc., in place of jeans. Hats and sunglasses may not be worn.

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

Backpacks / Gym Bags / Purses

Students are not permitted to carry backpacks, gym bags, etc. to class. These items must be secured in their lockers. These items impede movement in the classrooms and may pose a potential safety hazard. Purses must be pencil pouch size.

STUDENT CONDUCT CODE

The Student Conduct Code is a living document with a two-fold purpose:

1. To enable students to become more fully a person of respect, honor, and decency
2. To create an environment and atmosphere that ensures the safety and well-being of all students.

The rationale behind each of the Student Conduct Code items attempts to reflect these two core objectives.

Conduct Code Items

1. Students should conduct themselves with honor and self-control at all times, including extracurricular activities.
2. Students must eat lunch in the cafeteria. Food and drink may not be carried, drank or eaten outside the cafeteria and vending machine halls. This includes before, during, and after school.
3. Students may not bring any glass containers into the building.
4. Students are allowed to carry clear plastic bottles or metal Stanleys for their beverages throughout the day. Students may not bring in or have in their possession any other open beverage container including those purchased at a fast food restaurant or convenience store such as soft drinks or coffee, or those brought from home. Students may not be in possession of an open container of food or beverage (excluding water) anywhere other than the cafeteria and vending machine hallways, and only before school or during lunch. Students may not leave the premises during school hours without permission from the Administration.
5. Students may not be in the instructional hallways except during class exchange or with permission and signing out with their teacher. Vending machines are not available to students during any class time, including Academic Seminar. The cafeteria is open for students before school.
6. Public Act 187 requires that each school have periodic fire and severe weather drills. When the alarm is sounded, students will move quickly to the designated area, assemble with their teachers so that attendance may be taken, and remain at the designated location until the return signal is given. Silence must be maintained during the entire drill.
7. Students are not to go to the gym or locker room area unless they are scheduled for a class, athletic practice, or they have specific permission of the athletic director or physical education teacher.

8. Student identification cards must be carried on the student at all times. If the card is lost, a duplicate must be obtained for a fee of $10.00 the day after the card is lost. Students must present their ID cards:
    a. To be admitted to athletic events
    b. At the request of any faculty member
9. All materials to be posted, displayed, or distributed, including materials posted on lockers, must be approved in advance by the Administration. No materials may be attached to the walls.
10. The school does not encourage, nor will it sponsor any class trips, e.g., Cedar Point, senior class trip, ski trip, etc. Students may not use school time (classes, communication period) to advertise class trips, and/or collect fees or permission slips. School personnel will not accept fees or permission slips from students/parents.
11. Student cellphones will be collected during the first period of the day and distributed back to students at the end of the day.
12. Students may not wear smart glasses, even with prescription lenses, or any other glasses with video or audio recording capabilities.
13. Students may not wear a smart watch (any watch with connectivity or recording capabilities), earbuds, AirPods, headphones, or similar devices during the school day.
14. Students many not record audio, video, or still photographs while on school grounds or at school-sponsored events without prior faculty permission and consent of all persons being recorded.
15. There is to be no card playing in class or at lunch.
16. Gambling of any form by students is prohibited in school.
17. Records will be held for students transferring out of Gabriel Richard until all financial obligations (fines, fees, damages, losses, etc.) are met.
18. NON-PAYMENT OF TUITION: The school reserves the right to refuse seating for final exams for any students who owes tuition, fines, fees, or equipment. The school also reserves the right not to issue a report card or transcript for any student who has money owing. This point is especially important for seniors who may wish to have transcripts issued to colleges of their choice.

Cafeteria

1. The cafeteria is open for students in all grades for lunch during period D.
2. Students must eat lunch in the cafeteria or courtyard (when open) only. Students are not permitted to eat lunch in a classroom, upstairs lounge area, or staff office.
3. Students must be in the cafeteria and out of the corridors at the end of class exchange.
4. Students are not permitted to wander the corridors or leave the building during lunch.
5. Students are not permitted to go to their lockers during lunch.
6. Students may use only the first-floor restrooms during lunch.
7. Students must return to the cafeteria after purchasing from the vending machines or using the microwaves. Students may not linger in the vending area.
8. It is important that students clean their tables and use the trash containers provided. All leftover trash must be removed from floors and tables. Students are required to stack their chairs at the end of the lunch period.
9. Students are expected to act in a respectful manner toward each other and toward the supervising staff during lunch hours.

STUDENT DISCIPLINE

The Principal or the principal designate is authorized, in all cases, to impose appropriate student discipline up to and including expulsion.

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

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

Most disciplinary incidents will be assigned one demerit. The administration may assign more demerits to an incident at its discretion.

Some disciplinary concerns include the following:

1. Involvement in a physical confrontation with another student.
2. Acts of vandalism.
3. Theft of school or personal property.
4. Hazing (Hazing is defined by law as an intentional, knowing, or reckless act that was directed against an individual that could endanger the physical health or safety of the individual, and that was done for the purpose of affiliation with, participation in or maintaining membership in any organization).
5. Photographing, or otherwise capturing or recording, a visual image for distribution, dissemination, or transmission of recording, photograph, or visual image of an individual having a reasonable expectation of privacy (Public Act 155).
6. Retaliation in any form, such as harassment, name-calling, ostracizing, intimidation, threats, etc., against an individual including school employees, volunteers, parents, and students, for reporting or cooperating, in good faith, in school-sponsored or sanctioned investigation will not be tolerated.
7. Students are expected to conduct themselves with respect for themselves and others in personal relationships. Displays of affection of a romantic nature beyond holding hands or a casual hug are embarrassing to others and show little respect for the reputation of the partner. Students are not to kiss, sit on each other's laps, or engage in prolonged embraces of a romantic nature.

Disciplinary Action

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

1. Illegal parking (no sticker, parking in fire lane, parking in teacher spots, etc.).
2. Dress code violation (See Dress Code Section).
3. Hall/locker infraction, obstruction of hallway, pornographic materials in lockers, at locker at inappropriate times, etc.
4. Cafeteria/lunch infractions, food/drink outside the cafeteria, failure/refusal to clean up the table and area during lunch or to stack chairs, taking money from others, etc.
5. Theft of school or personal property.
6. Failure to report to scheduled detention.
7. Using a locker other than the one assigned without permission of the Administration.
8. Failure to report to Mass, assembly, or class.
9. Careless/reckless driving in the parking lot.
10. Possession of tobacco products and electronic smoking devices and/or paraphernalia.
11. Skipping a class or school day.
12. Tampering with safety equipment (AED, fire extinguishers, etc.).
13. Fraud (forging the signature of a parent/guardian or staff member, calling school as parent, etc.).
14. Cheating (including copying homework, plagiarizing papers, cheating on tests, etc., as reported by the teacher). A student will not plagiarize; copy homework, cheat, or gain unauthorized access to or tamper with educational materials.
15. Propping open or unlocking entry doors.

BULLYING, INTIMIDATION, AND SEXUAL HARASSMENT

Bullying is defined to mean any gesture, written, verbal, or physical act that will have the effect of harming a person or damaging their property or placing them in reasonable fear of harm. Bullying has the effect of insulting or demeaning the person or group in such a way as to disrupt or interfere with the school's educational mission. Harassment, intimidation, and bullying not only refer to what transpires at school or on school grounds, but also on the Internet.

The Gabriel Richard Catholic High School Mission and Philosophy are clear in recognizing the value of our ongoing relationship to the community. Students are expected to be courteous and respectful to others, including administrators, teachers, and school employees, volunteers, parents, and students, in all of their interactions.

Name-calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive, or abusive atmosphere, including activity in online postings on social-networks will not be tolerated.

Sexual harassment, including sexual innuendoes, jokes of a sexual nature, sexual propositions, sexually suggestive pictures or cartoons, foul and obscene language, jokes or gestures, unwanted and unnecessary physical contact, unwelcome comments about appearance, etc., is unacceptable behavior.

No form of harassment, intimidation, or bullying will be tolerated. Disciplinary measures, up to and including dismissal, will be taken. A police report will be filed.

DETENTION

Students receiving a detention are notified through the online grading system. Students who receive a detention have two days to serve the detention: the day the detention is received and the following day. Detentions will be held directly after school from 3:00-4:00PM. During detentions students are not allowed to: converse with anyone, have food or drink, be allowed on any electronic devices, or sleep. They are expected to either work on homework, study, read a book or magazine, or sit quietly until the end of detention.

Parents of students disregarding serving a detention will be notified.

After parents have been notified, and the student still has not served the detention, he/she will be suspended as follows:

1st	offense	=	1 day suspension
2nd	offense	=	3 day suspension
3rd	offense	=	5 day suspension

Subsequent offenses will be handled on an individual basis with the Administration.

After school jobs, practice for athletics, club participation, catching a bus, car pool, etc. will be no excuse for missing detention.

All detentions must be served in order to graduate or to be promoted to the next grade.

SUSPENSION/DISMISSAL FROM SCHOOL

Serious disciplinary matters are handled at the discretion of the Administration. A student will be suspended or dismissed from school for a major offense at the discretion of the school Administration.

In-School Suspension

A student will receive one day of in-school suspension once 10 demerits are accumulated during a school year. The student will receive an additional one-day in-school suspension for each additional 5 demerits received during the school year.

Disciplinary Probation

A student will be placed on disciplinary probation for two weeks once 10 demerits are accumulated during a school year. The student will be placed on disciplinary probation for two weeks for each additional 5 demerits received during the school year. While on disciplinary probation the student may not attend any school events nor may they attend or play in any athletic events. The student may attend team practices with permission from the Dean of Students and Athletic Director. Violating probation by attending a school event or game automatically extends probation by one week and accrues one demerit.

Suspension

Students are expected to complete assignments during suspensions using the online grading system, as teachers are not expected to send assignments home. The work will be graded with a maximum grade of 59%. Students may still receive full credit on long-term assignments (projects, papers, etc.) assigned before the suspension. Long-term assignments must be turned in by the due date.

Dismissal

A student may be dismissed from Gabriel Richard for the following reasons:

1. Behavioral issues.
2. Administrative recommendation to the Principal.
3. Earning 4 credits or less in a school year.
4. Failure to meet special terms established through a contract.
5. Any serious breach of discipline as determined by the Administration.

DUE PROCESS GUIDELINES

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

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

THE PRINCIPAL'S PREROGATIVE

Notwithstanding any provision of the *Parent-Student Handbook,* in all matters that relate to the health, safety and welfare of any student or employee of Gabriel Richard, the good name and reputation of the school, or the security of the school, the Principal of Gabriel Richard reserves the right to take any action he/she deems appropriate to preserve and protect the best interests of the Gabriel Richard Catholic High School community.

DANCE REGULATIONS

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

Dance Attire

Formal and Semi-Formal Dance (Prom/Homecoming)

Young men: tuxedo or suit and tie

- Hats and headwear are not permitted.
- Boys' shirts must be buttoned up (and remain buttoned up) to at least the second button from the collar.
- Shirts must stay on throughout the entire dance.
- Pants must fit properly on the hip and not sag below the waistline. No under garments may show.

Young Women: No revealing dresses, no sheer material, no jeans, no t-shirts

- Appropriate length skirts and dresses must be worn. These garments must be mid-thigh length or longer. Slits on dresses must not be higher than mid-thigh.
- No midriff may show. Two-piece dresses must overlap. Mesh/see-through inserts or cutouts in midriff are not allowed.
- The back and front of the dress must not be too low-cut or revealing. The back of the dress should not go below mid-back (bra-line). The front of the dress must completely cover the bust line and may not be plunging. No under garments may show.

Safe/appropriate footwear must be worn at all times. Sneakers may be worn, but formal footwear is preferable.

Dance Conduct

1. Students may not engage in moshing, grinding, or other lewd or provocative dancing. (An administrator at the dance or a designee will determine what is lewd and/or provocative dancing.) Students who dance in an inappropriate manner will be warned about their inappropriate actions. Additional violations of this rule will result in the student being required to leave the dance. A repeated violation of this rule could also result in the student's loss of dance privileges.
3. All students must arrive 30 minutes prior to the start of the dance. No student will be readmitted to the dance after leaving the building.
4. Students are not allowed to loiter in the parking lot or to sit in parked cars. They must enter the building or they must leave the premises.
5. School regulations with regard to student conduct (i.e., smoking, alcohol, drugs, etc.) are in effect.
6. Students are not permitted to appear at the dance after consuming alcohol or drugs, with alcohol or drugs on their breath, or with alcohol or drugs in their car or in their possession. If the staff in charge has any reasonable suspicion about a student, they will administer an alcohol test. The school retains the right to search all vehicles if there is suspicion of alcohol or drugs. Police will be contacted and they in turn will contact the student's parent.
7. All dances at GR require the purchase of tickets in advance. One ticket will be provided per person, not per couple.
8 Students may be allowed to bring one guest to each dance. The guest may not be over the age of 20. A student must give the complete name and phone number of his/her guest to the sponsor of the dance by the required date/time. A completed dance permission form must also be on file for each guest prior to the

purchase of tickets. The number of guest passes permitted may be limited. Guests must accompany the student from Gabriel Richard upon entering the dance. The student from Gabriel Richard will be held responsible for the guest at the dance.

9. Chaperone directives are to be followed and respected. If the questionable behavior continues, the student will be required to leave the premises and his/her parents will be notified.
10. To gain admittance to any dance, a guest must present a current picture I.D.
11. Students are required to deposit their coats in an area designated for coat check. Coats will be off limits for the entire dance unless a student is escorted by a chaperone or is leaving the premises for the evening. Do not leave valuables unattended. Gabriel Richard is not responsible for any lost or damaged valuables. This area will be supervised by a staff member/chaperone.
12. Parents expect students to be in attendance at a dance during the specified times. Any student who wishes to leave before the last 30 minutes must have a parent provide consent to a faculty member via phone call. The faculty member must speak directly to the parent.

STUDENT GOVERNMENT

Every Gabriel Richard student is eligible to run for a Student Government position provided that he/she has a cumulative GPA of 2.5 or higher, is currently passing each class (with no grade below C-) and has citizenship evaluations identifying the students as no less than "usually well behaved." Student Government members retain their positions by maintaining a GPA of 2.5 with no semester grade below a C-.

Elections for the office of Student Government are held in the spring of the year. Freshman class representatives are elected in the fall of the year. Students who are interested in representing their class as a member of Student Government may obtain an application from the Student Government Moderator. Applications turned in late or incomplete will not be considered.

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

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

If a Student Government representative does not abide by school and student government regulations, is placed on disciplinary or academic

probation, accumulates disciplinary referrals, is involved in a serious offense, etc., he/she may be removed from office.

STUDENT AMBASSADORS

The Gabriel Richard Catholic High School Ambassadors is a group of select students chosen to promote a positive image of the school. As representatives of this organization, ambassadors are expected to work towards making the school a better place. Ambassadors are required to work at all GR Open Houses, GR Live, Pioneer Exploration Days, and Freshman Information Nights. They may also be needed at other school functions.

In order to become a Student Ambassador, a student must be a Sophomore, Junior, or Senior. The application process is in the fall of every new school year. New ambassadors are selected after an interview process and committee review. Student Ambassadors are expected to have and maintain 2.7 GPA with a clean discipline record. Violation of these expectations is grounds for suspension and/or termination from the Student Ambassador program.

NATIONAL HONOR SOCIETY

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

NHS Selection Process

1. Sophomores and Juniors who have a cumulative GPA of a 3.5 or higher will be invited to apply in the springtime of their 10^{th}/11^{th} grade year.
2. Student's discipline record will be evaluated
3. Students must meet the service hour requirement based on their prospective grade level. Service experiences can be in-school or out-of-school related: Sophomores: 30 hours; Juniors: 40 hours
4. Students must prepare a personal statement to include with their application.
5. Students will need to request recommendations from teachers and the Dean of Students.
6. A panel of five Gabriel Richard staff members will make up the Faculty Council and will make the final decision on those applications who will or will not be accepted into the NHS.
    a. Admission decisions are based on a rubric, which is included with the NHS application.
    b. Members of the Faculty Council will remain anonymous.
    c. The NHS Adviser is not permitted to participate in admission decisions.

8. A formal ceremony will take place in the spring to induct the new National Honor Society members and to recognize the senior members of the NHS.

ATHLETIC PROGRAM

The Athletic Program supports the philosophy and mission statement of Gabriel Richard Catholic High School as stated in this agenda. Specifics to athletics are available in the Athletic Handbook.

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

Enrollment - Enrollment in school must be prior to Monday of the fourth week of the current semester. A non-transfer student must be enrolled in the school for which he or she competes.
Absences - Students must be present for the whole day, including Mass and homeroom, in order to practice, rehearse, take part in extra-curricular activities, or any other school event. A school administrator will handle exceptions to the attendance policy on an individual basis.
Age - A student who turns 19 years of age on or after September 1 may compete in athletics for the remainder of that school year.
Physical Examination - A physical examination by an M.D. or D.O. is required on an annual basis. A record of the examination must be on file at the school.
Awards - A student/athlete cannot accept any award or merchandise exceeding $5.00 in value for athletic performance. Athletes accepting cash, merchandise certificates, or any other type of negotiable certificate of any value are in violation.

Men's Athletic Program

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

Women's Athletic Program

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

Athletic Academic Policy

1. For any student to be eligible to participate in athletics and other extracurricular activities, they must be passing all classes for each card-marking period and have an overall ten-week grade of 2.0 GPA.

2. Any student who does not maintain a 2.0 GPA or is found to be failing a class will be placed on a progress report system. Progress reports can be obtained in the Athletic Office. Progress reports must be signed by each of the student's teachers and returned to the Athletic Director at the end of each week for review. As part of the progress report system, students may be placed on probation which may include suspension from practice and/or games depending on the students overall standing. Each student will be reviewed on an individual basis.
3. Any student placed on progress reports who is making satisfactory positive progress, both academically and behaviorally, may be given permission to resume athletic participation.
4. A student athlete that receives a detention for any reason may face possible suspension for all athletic participation.
5. Other rules regarding athletics can be found in the Athletic Handbook found on the GR website under the *Athletics* tab.

ASBESTOS MANAGEMENT PLAN

The school's Asbestos Management Plan is designed to be in compliance with state and federal regulations, and is available in the Maintenance Office. If you have any questions, please contact Leonard St. Pierre 734-284-1875 ext. 124.

PEST MANAGEMENT PLAN

The school applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be informed prior to pesticide application may Leonard St. Pierre 734-284-1875 ext. 124.

RESPONSIBLE USE OF TECHNOLOGY

Gabriel Richard Catholic High School is a Google Apps for Education School. We provide each student a Chromebook and Wi-Fi access for educational use. We provide this service to promote educational excellence by facilitating collaboration, innovation, and communication. Such access is a privilege that carries expectations and responsibilities. While the Chromebook belongs to you, we require you to follow GR policies while at school.

If a student Chromebook is being serviced, a loaner Chromebook may be available and the student will assume responsibility for any occurred damages.

Responsible Use Is Following School Requirements
Teachers expect that all students have a device with the same capabilities and functionality, therefore you must:

- Use your GR provided Chromebook or an approved replacement model. Other laptops or Chromebook models are not allowed.
- Run only Chrome OS in verified boot mode.
- Log in to your Chromebook using your GR Google account, not a personal Google account.
- Avoid connecting to a Wi-Fi Hotspot at any time while on GR premises.

Responsible Use Is Taking Personal Accountability
While connected to school resources, it is your responsibility to:

- be aware that the school administration can access any communication from GR equipment, services, or network if inappropriate activity is suspected;
- protect personal identity information, including pictures of yourself, or those of other students or faculty;
- respect content filtering software and avoid any attempt to bypass the filter or network safeguards.
- protect and secure your IDs and passwords. Use of another person's ID/password or giving your ID/password to another constitutes unacceptable behavior;
- be sure your Chromebook is charged and ready for a full school day's use.

Responsible Use Is Acting Conscientiously, Ethically and with Integrity
While connected to school resources, it is your responsibility to:

- respect the rights and privacy of every user;
- refrain from photographing or videotaping a student or staff member without their knowledge and consent;
- refrain from posting or sharing content on social media that negatively portrays Gabriel Richard
- adhere to digital licensing, copyright, and intellectual property guidelines;
- exercise academic integrity;
- protect all electronic equipment from any physical damage;
- avoid any form of cyber-bullying or harassment, which will not be tolerated.