



Totino-Grace

High School

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High School

1350 Gardena Avenue NE

Fridley, MN 55432-5899

www.totinograce.org

2018-2019

Main Office	763 - 571 - 9116
Admissions	763 - 586 - 6316
Advancement	763 - 571 - 4675
Activities/Transportation	763 - 586 - 6333
Attendance	763 - 586 - 6300
Business Office	763 - 586 - 6301
School Counseling Services	763 - 586 - 6302

Totino-Grace High School admits students of any race, gender, creed, national, and ethnic origin or sexual orientation to all the rights, privileges, programs, and activities made available to students at the school. It does not discriminate on the basis of race, gender, national and ethnic origin, or sexual orientation in the administration of its educational policies, admission policies, scholarship programs, athletic and other school administered programs.

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MISSION STATEMENT

Totino-Grace is an Archdiocesan coeducational Catholic high school in the Lasallian tradition. Welcoming a student body that is academically, economically, and culturally diverse, we strive for equity and excellence in all programs. Recognizing the key elements of our mission as learning, faith, community, and service, we seek to provide a safe environment that places priority on mutual respect, self-discipline, and acknowledgment of our responsibility in the world community.

Administrative Team

Dr. Craig Junker	President
Mrs. Cheri Broadhead	Principal
Mr. Dan Vandermyde	Assistant Principal
Mr. Andrew Blake	Dean of Students
	Director of Campus Ministry

Administrative Interpretation of Handbook

The administration of the school reserves the right to interpret rules and policies of this handbook as individual situations and needs arise.

HISTORY OF TOTINO-GRACE

In the late 1950's, the St. Paul and Minneapolis Archdiocese began a program to expand the number of Catholic high schools in the Twin City area. Monsignor Joseph Lapinski, pastor of Immaculate Conception parish in Columbia Heights, was instrumental in purchasing property for a new high school in Fridley. In 1965, the Christian Brothers accepted responsibility for administration of the new school, and soon afterward, the School Sisters of Notre Dame joined them in this task. Grace High School opened in September 1966, with 175 freshmen.

From its very beginning, the brothers and sisters welcomed the presence of laymen and laywomen as their colleagues in every area of the school's operation, and a core group of laymen and laywomen have provided a continuity of spirit and tradition that is one of our school's strengths. The school continued to grow throughout the late 1960's and early 1970's. In 1970, the Christian Brothers informed the Archdiocese that they could no longer be responsible for the financial operation of the school and a lay Corporate Board was created to formulate policy for the school.

The school was originally named Archbishop Grace High School in honor of Archbishop Thomas L. Grace, an early Minnesota bishop who was a pioneer in education. In 1980, the name of the school was augmented to Totino-Grace High School to honor James and Rose Totino, generous benefactors to numerous archdiocesan institutions including Grace High School. The Totino's were entrepreneurs who began a restaurant and a frozen pizza business that was eventually acquired by the Pillsbury Company.



Totino-Grace High School

The Crest

A crest or shield is the oldest mark of identity and one that immediately results in a sense of belonging. The crest is a symbol of the strength of the Totino-Grace community and feeling of family people experience.

The Chevron

The chevron is a series of inverted V's on the left side of the crest. The chevron conveys the lasting impact of St. John Baptist de LaSalle, founder of the Christian Brothers, and highlights the school's commitment to carrying on the Lasallian mission.

The Cross

The cross states clearly that we are a Catholic school. Jesus Christ is at the center of our identity.

The Flame

The flame atop the crest is the lamp or light of learning. In the spirit of Blessed Theresa Gerhardinger and the School Sisters of Notre Dame, we are an educational community committed to learning and faith. We are people of faith called to be light for others.

Colors

The colors of blue and gold are the historic colors of Totino-Grace and are colors of the De La Salle family crest.

The Date

1966 is the year Totino-Grace was founded. It reminds us that although we may be young in terms of years, we nonetheless proudly celebrate our tradition of rigorous academics, faithful service, and excellence and equity in all programs.

WHAT IS A LASALLIAN SCHOOL?

Totino-Grace is a Lasallian school, inspired by the educational mission of St. John Baptist de La Salle. Born in 1651, De La Salle began a new system of Christian schools in which teachers assist parents in the educational, ethical, and religious formation of their children. The Brothers of the Christian Schools, also founded by St. La Salle, have been associated with Totino-Grace from its beginning. The Lasallian educational mission continues to thrive through a worldwide network of brothers and lay colleagues committed to the evangelization and education of youth, especially the poor.

GRADUATE PROFILE

Intellectual Ability - Students will have expanded their knowledge base and developed their critical thinking and communication skills, enabling them to be reflective, self-directed, lifelong learners.

Spiritual - Students will have explored their relationship with God and God's call to them to live holy lives. Students will be invited to grow in their understanding and appreciation of the Catholic tradition in the hope that they become active participants in their faith tradition.

Moral Sense - Students will have formed a moral identity based on the model of Jesus and the moral teachings of the Church, thus developing a true sense of integrity and respect for self, others, and the environment.

Commitment to Social Justice - Students will have become responsible members of the world community, respectful of diversity and committed to social justice.

Wellness - Students will have learned how to make healthy choices which promote their physical, mental, emotional, social, and spiritual wellness.

Aesthetic Appreciation - Students will have developed an aesthetic appreciation of beauty and the arts and will recognize the importance of the aesthetic in their personal lives.

SCHOOL CALENDAR 2018-2019

August

17 & 20 New Staff Orientation
 19 Freshman & Transfer Parent Information Night
 21-24 All Staff Workshop
 24 Grade 9 and Transfer Students only
 27 All Students

September

3 Labor Day - No School
 12 Back to School Night
 28 No School/Professional Development Day

October

9 Open House
 19 No School
 31 End of 1st Quarter

November

16 No School/Gala Set-Up
 17 Winter Place Gala
 22-23 Thanksgiving Holiday - No School

December

22 Christmas Vacation begins

January

7 School Resumes
 15-17 Semester I Assessment Days
 18 No School- Record Day
 21 Martin Luther King Jr. Day - No School
 22 Semester II begins

February

18 Presidents' Day - No School/Prof Development Day

March

18- 22 Spring Break - No School

April

5 End of 3rd Quarter
 8 Open House
 19 No School - Good Friday
 22 No School

May

10 No School/Founders' Day
 24 Last Day for Seniors
 27 Memorial Day - No School
 29 Baccalaureate Mass
 31 Graduation - School for Seniors Only

June

3-5 Semester II Assessment Days

TIME SCHEDULES

DAILY SCHEDULE

<u>Time</u>	<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>	<u>Day 4</u>
7:30 – 7:37	HR	HR	HR	HR
7:41 – 8:36	1	4	3	2
8:40 – 9:35	2	1	4	3
9:39 – 10:34	3	2	1	4
10:34 – 12:17 (lunch)	5	8	7	6
12:21 – 1:16	6	5	8	7
1:20 – 2:15	7	6	5	8
lunch 1	10:34 – 11:08 11:12 – 12:17	early lunch class		
lunch 2	10:38 – 11:08 11:08 – 11:42 11:46 – 12:17	class middle lunch class		
lunch 3	10:38 – 11:42 11:42 – 12:17	class late lunch		

CONVOCATION SCHEDULE

<u>Time</u>	<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>	<u>Day 4</u>
7:30 – 7:35	HR	HR	HR	HR
7:40 – 7:55	Convocation	Convocation	Convocation	Convocation
8:00 – 8:52	1	4	3	2
8:56 – 9:47	2	1	4	3
9:51 – 10:42	3	2	1	4
10:42– 12:25 (lunch)	5	8	7	6
12:29 – 1:20	6	5	8	7
1:24 – 2:15	7	6	5	8
lunch 1	10:42 – 11:16 11:20 – 12:25	early lunch class		
lunch 2	10:46 – 11:16 11:16 – 11:50 11:54 – 12:25	class middle lunch class		

EXTENDED CONVOCATION SCHEDULE

<u>Time</u>	<u>Day 1</u> HR	<u>Day 2</u> HR	<u>Day 3</u> HR	<u>Day 4</u> HR
7:30 – 7:35				
7:40 – 8:05	Convocation	Convocation	Convocation	Convocation
8:10 – 9:00	1	4	3	2
9:04 – 9:53	2	1	4	3
9:57 – 10:46	3	2	1	4
10:46 – 12:29 (lunch)	5	8	7	6
12:33 – 1:22	6	5	8	7
1:26 – 2:15	7	6	5	8
lunch 1	10:46 – 11:20 11:24 – 12:29	early lunch class		
lunch 2	10:50 – 11:20 11:20 – 11:54 11:58 – 12:29	class middle lunch class		
lunch 3	10:50 – 11:54 11:54 – 12:29	class late lunch		

LITURGY SCHEDULE

<u>Time</u>	<u>Day 1</u> HR	<u>Day 2</u> HR	<u>Day 3</u> HR	<u>Day 4</u> HR
7:30 – 7:35				
7:39 – 8:25	1	4	3	2
8:30 – 9:30	Liturgy	Liturgy	Liturgy	Liturgy
9:35 – 10:20	2	1	4	3
10:24 – 11:08	3	2	1	4
11:08 – 12:38 (lunch)	5	8	7	6
12:42 – 1:26	6	5	8	7
1:30 – 2:15	7	6	5	8
lunch 1	11:08 – 11:38 11:42 – 12:38	early lunch class		
lunch 2	11:12 – 11:38 11:38 – 12:08 12:12 – 12:38	class middle lunch class		
lunch 3	11:12 – 12:08 12:08 – 12:38	class late lunch		

TG CONNECT SCHEDULE

<u>Time</u>	<u>Day 1</u> HR	<u>Day 2</u> HR	<u>Day 3</u> HR	<u>Day 4</u> HR
7:30 – 7:35				
7:39 – 8:30	1	4	3	2
8:34 – 9:25	2	1	4	3
9:29 – 10:20	3	2	1	4
10:25 – 10:55	TG Connect	TG Connect	TG Connect	TG Connect
10:55 – 12:25 (lunch)	5	8	7	6
12:29 – 1:20	6	5	8	7
1:24 – 2:15	7	6	5	8
lunch 1	10:55 – 11:25 11:29 – 12:25	early lunch class		
lunch 2	10:59 – 11:25 11:25 – 11:55 11:59 – 12:25	class middle lunch class		
lunch 3	10:59 – 11:55 11:55 – 12:25	class late lunch		

TEACHING STAFF 2018-2019

When an extension is listed,
dial 763-586-6330 and then the extension.

Physical Education/Health

Mr. Dave Matzoll 242
Mr. Joseph Rodriguez 761
Mrs. Maria Swanson 758

Religion

Ms. Holly Hoey-Germann 734
Ms. Laura Hoss 725
Mrs. Clarey McInerny 728
Mr. Paul Miller 766
Mr. Bill Vance 792

Science

Mr. Jay Anderson 709
Mr. James Dahlman 701
Ms. Katie Koessler 729
Mr. Brent Rehfuss 703
Mrs. Erin Schmidt 720
Mr. Matt Thibodeau 737
Mr. Chris Vance 722
Mr. Adam Wolfe 721

Social Studies

Mr. Brian Litecky 763
Mr. TJ Paal 763-586-6314
Mrs. Joan Scharmer 748
Mr. David Theisen 700
Mr. Phil Trovato 706
Ms. Abigail Welle 733

World Languages

Mr. Andrew Barter 732
Mrs. Maureen Collins 714
Mrs. Nora Flom 716
Ms. Jodi James 735
Mrs. Lydia Scheiber 713
Ms. Krista Wiemiller 717

Art

Mr. Steve Berger 747

Mrs. Kate Clark 750

Business

Mr. Greg Granlund 730
Mrs. Joan Scharmer 748

English

Mrs. Roxanne Hand 742
Ms. Julie Michels 763-586-6332
Mrs. Amy Smith 744
Mr. Dave Wareham 718
Mrs. Amy Wysocki 741

Engineering

Mrs. Katie Koessler 729
Mr. Matt Thibodeau 737
Mr. Dan Vandermyde 769
Mr. Keith Welle 751

Industrial Arts

Mr. Keith Welle 751

Learning Lab

Mrs. Jennifer Junker 753
Mrs. Elizabeth Schwalen 752

Mathematics

Mrs. Mary Dengerud 736
Mrs. Deb Fagan 719
Mr. Ryan Ferkinhoff 711
Mr. Greg Granlund 730
Mrs. Mary Glynn 738
Mr. Tim Glynn 746
Ms. Peggy Renier 778

Music/Theater

Mrs. Jessica Haut 796
Mr. Timothy Hoffman 763-586-6311
Mrs. Suzanne Reyburn 763-586-6313
Mr. Terry Voss 763-586-6312

STAFF 2018-2019

When an extension is listed,
dial 763-586-6330 and then the extension.

Academic Office

Mrs. Cheri Broadhead 763-586-6334
Mrs. Diane Larson 203
Mr. Dan Vandermyde 763-586-6305

Activities/Transportation

Mr. Timothy Hoffman 763-586-6311
Mr. Mike Smith 763-586-6333
Mrs. Jan Thomas 219

Administrative Office

Dr. Craig Junker 763-586-6319
Mrs. Jane Naumann 204
Mrs. Meghan Weeks 200

Admissions

Mrs. Shari Nichols 763-586-6316
Mrs. Emily Sharockman 763-586-6323
Ms. Gabby Schauer 763-586-6324

Advancement

Mr. Jeff Ferguson 208
Mrs. Jenna Coauette 763-586-6328
Mr. David Olson 763-586-6327
Mr. Richard Olson 763-586-6335
Ms. Tiffeny Sable 763-586-6326

Attendance Office

Mrs. Meghan Weeks 200

Business Office

Mr. Mark Dougherty 763-586-6301
Mr. Matt Ksepka 763-586-6322
Mrs. Pam Miller 248
Mrs. Janet Moser 220

Campus Ministry

Mrs. Traci Bennington 731
Mr. Andrew Blake 794
Mr. Andrew Million 775

Communications & Marketing

Mrs. Kelly Refsnider 212

Fitness Center

ETS Personnel *782

Health Office

Mrs. Gail Koshiol 202

Library/Media

Mrs. Kim Long 760

Maintenance 763-586-6308

Mr. Brian Anderson
Mr. Ben Bertz
Mr. Blake Cook
Mr. Jeff Drew
Mr. Dick Leier
Mr. Tim Pastoors
Mr. Rudy Peka
Mr. Tom Reak
Mr. Leslie Rogers
Mr. Don Roney
Mr. Jonathan Shun

School Counseling 763-586-6302

Mrs. Julie Jackson 224
Mr. Joseph Morcomb 223
Ms. Jessica Osfar 245
Mrs. Jeanine Perovich 763-586-6302

Spirit Shop Associate

Mrs. Katie Jordan 213

Student Life

Mr. Andrew Blake 794

Technology

Mr. Jay Anderson 709
Mr. Paul Cleary 763-586-6331
Mr. Nicholas Hoang 791
Mr. Tim Pastoors 745

ACADEMIC INFORMATION

ACADEMIC GUIDE

More detailed information about the TG Academic Program can be accessed online on the TG Website.

GRADUATION REQUIREMENTS

• Fine Arts

1 semester credit
Art/Drama/Music

• English

8 semester credits
English 9: Writing and Speech
English 10: American Literature
English 11: World Literature
two senior English electives

• Health

1 semester credit

• Mathematics

6 semester credits

• Physical Education

2 semester credits

• Religion

8 semester credits
Introduction to the Bible
Living in Jesus Christ
Sacraments: Exp the Paschal Mystery
Church History
Christian, Catholic & Charism
Christian Morality
Senior Religion electives

• Science

6 semester credits
Physics
Chemistry
Biology

• Social Studies

6 or 7 semester credits
Beginning with the Class of 2019, a single semester of Human Geography is required during freshman year.
Human Geography
World History
United States History
U.S. Government
and one senior elective
or AP U.S. Government

• World Language

4 semester credits
Two years of a world language are required. Students are not required to begin their study of a world language during their freshman year.

• Electives

12 semester credits

GENERAL INFORMATION

Fifty four (54) semester credits are required for graduation. All students are required to carry at least 14 credits per school year and at least 7 each semester.

To maintain satisfactory progress toward graduation, students should have completed the following:

- 9th grade: 14 credits
- 10th grade: 28 credits
- 11th grade: 42 credits

If a student receives a failing grade in any subject at Totino-Grace, he or she may make up the credit to meet graduation requirements by retaking the course at Totino-Grace or by completing an approved summer school course. A student must receive **PRIOR APPROVAL** from Mrs. Broadhead or Mr. Vandermeye before enrolling in any such courses. A Junior or Senior who wishes to be a Teacher Aide may not count the credit toward the minimum 14 credits required each year, but may count the credit toward the 54 credits required for graduation. A student who

wishes to be a Teacher Aide does not register for that course until the first week of each semester. Teacher Aide grades are not included in a student's GPA. Students who are short more than 3 credits will not be allowed to participate in the graduation ceremony.

HONOR ROLL

An honor roll is determined at the end of each semester based on the current grade point average. Students with a current GPA of 3.67 or higher will be on the 'A' honor roll. Students with a current GPA of 3.0 – 3.66 will be on the 'B' honor roll. Grade point averages are not rounded.

ACADEMIC INTEGRITY

The Totino-Grace Mission Statement challenges our community to place a high priority on “mutual respect, self-discipline and acknowledgment of our responsibility in the world community.” In a faith community, our values cause us to carefully make decisions and to responsibly discern what is honest and good. As an academic institution, students are encouraged to use their intellect and creativity to produce work that is their own and that best represents their own knowledge, skills and/or opinions. It is never right for a student to violate this sense of academic integrity by being dishonest or deceitful in order to gain an advantage academically. This behavior is a serious offense and serves only to undermine a student's education and moral character.

Examples of cheating include, but are not limited to

- plagiarism (see definition below)
- copying another student's homework or class work or offering your work to someone else for the purpose of cheating
- sharing details from a specific test or quiz before, during, or after the event

- the use of unauthorized aids on tests or quizzes, such as cheat sheets, programmed calculators, cell phones or online translators
- recycling/reusing a previous paper or project of one's own or another's without the explicit consent of the teacher. Plagiarism "occurs when a writer uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source."
(www.wpacouncil.org)

Common forms of plagiarism

- cutting and pasting from electronic sources without using quotations or citing sources
- copying another student's paper with or without his/her knowledge
- paraphrasing ideas without giving credit to the original author
- failing to cite sources for pictures, graphs, etc.
- taking an essay off the internet

Quotation, Paraphrasing, Summarizing

- quotation – repeating word for word the ideas of another. A good rule of thumb is if you copy four words in a row, quotation marks and a citation within the text are needed. A quotation requires the use of quotation marks or indentation to show the words are not your own.
- paraphrasing – rewording the ideas of another. This does not require quotation marks, but you must cite the source within the text if the ideas are not common knowledge.
- summarizing – presenting main points in a shortened form. Cite the source within the text if ideas are not common knowledge. During your academic career at Totino-Grace, cheating will never be tolerated and will result in the following consequences:

First Instance of Cheating

- teacher/student conversation about the instance
- teacher notifies parent(s) or guardian(s) of the instance
- student must meet with an Academic Administrator
- student will sign an academic integrity statement to be kept on file in the Academic Office.
- credit reduction is at the discretion of the teacher if cheating is confirmed (may include redoing an assignment or test, loss of credit on an assignment or test, no credit on an assignment or test)

Second Instance of Cheating

- teacher/student conversation about the instance
- teacher notifies parent(s) or guardian(s) of the instance
- student and student's parent(s) or guardian(s) must meet with an Academic Administrator
- credit reduction is at the discretion of the teacher if cheating is confirmed (may include redoing an assignment or test, loss of credit on an assignment or test, no credit on an assignment or test)
- a third instance of cheating may lead to failure in a course and/or dismissal from Totino-Grace

LIBRARY AND CURRICULAR COLLECTION DEVELOPMENT POLICY

The Mission Statement for Totino-Grace High School is as follows:

Totino-Grace is an Archdiocesan coeducational Catholic high school in the Lasallian tradition. Welcoming a student body that is academically, economically, and culturally diverse, we strive for equity and excellence in all programs. Recognizing the key elements of our mission as learning, faith, community and service, we seek to provide a safe environment that places priority on mutual respect, self-discipline, and acknowledgement of our responsibility in the world community.

Curriculum and library collections are developed with this mission statement in mind, and with intent to provide a wide range of the best possible resources to enrich and support learning at Totino-Grace. Professional educators work to meet the needs of students, faculty and staff for educational and recreational reading and viewing, as well as for personal interests. Every effort is made to select materials in accordance with curricular and co-curricular needs, and in keeping with selection criteria defined within this document. Totino-Grace supports the principles of intellectual freedom as stated in the First Amendment of the Constitution of the United States and as expressed in the American Library Association “Library Bill of Rights” (Appendix B), the “Right to Read” statement of the National Council of Teachers of English (Appendix C), the “Freedom to View” statement of the Educational Film Library Association (Appendix D) and the “Statement of Intellectual Freedom,” of the Association for Educational Communication and Technology (Appendix E).

See the Library/Media section of the TG website for a complete copy of this document and the *TG Selection and Reconsideration Policy*.

ACHIEVE ACADEMIC SUPPORT PROGRAM

Totino-Grace welcomes a student body that is academically diverse while striving to provide programs that support and challenge students at all levels. In an effort to support students who struggle to succeed in the classroom, Totino-Grace has created the Achieve Program. The program’s goal is to foster a collaborative relationship with parents or guardians, teachers, counselors, and administration to ensure that students perform at their highest level and receive the assistance they need to achieve success. Achieve is for students whose current GPA falls below a 1.67 at the end of any quarter throughout the academic year. The program provides guidance in resolving or handling issues which make learning difficult and holds students accountable for their academic progress. Depending on the severity of the student’s needs, a student will be placed in a supervised study hall during the school day and/or a supervised study

hall after school with an Achieve monitor. If a student is not successful with these interventions, further interventions, including Academic Probation or removal from co-curricular activities will be considered. For further information, contact Mr. Dan Vandermyde, Assistant Principal.

ACADEMIC PROBATION

Totino-Grace High School strives to provide a supportive and challenging academic environment for every student. When a student is not experiencing academic success, there are several interventions that can take place to provide additional support for a student. When these interventions are unsuccessful and a student is not making progress toward graduation, the student will be placed on Academic Probation. During the probationary period, a student is given a final chance to improve academic performance, which would include, but is not limited to being on time for class, being prepared for class, bringing appropriate materials to class, staying alert and engaged in class activities, putting appropriate effort into class work, completing assigned homework, and asking for help. A student's progress will be reviewed at the end of the probationary period. If the student is successful, he or she will become a student in good standing. If a student does not experience success during the probationary period, he or she may be dismissed from Totino-Grace.

REPORT CARDS

Reports cards are available at the end of each quarter and semester through TG NetClassroom. Quarter grades give students an indication of their progress and semester grades are recorded on a student's transcript. At these two marking periods, report cards can be viewed by logging into a student's TG NetClassroom account.

MARKING SYSTEM

Grade	Honors Courses	All Other Courses
A	4.5	4.0
A-	4.17	3.67
B+	3.83	3.33
B	3.5	3.0
B-	3.17	2.67
C+	2.83	2.33
C	2.5	2.0
C-	2.17	1.67
D+	1.33	1.33
D	1.0	1.0
D-	0.67	0.67
F	0.00	0.00
P	0.00	0.0

LETTER GRADE GUIDELINES

The following guidelines are used in assigning letter grades. Each teacher determines the specific expectations for a course within these guidelines:

- A = course requirements fulfilled - superior achievement
- B = course requirements fulfilled - good achievement
- C = course requirements fulfilled - adequate achievement
- D = course requirements fulfilled - low level achievement
- F = course requirements not fulfilled

REQUIREMENTS FOR COLLEGE

In addition to the Totino-Grace requirements, many colleges in Minnesota and surrounding states require:

- 3 years of science
at least 1 year of biological science and 1 year of physical science
- 3 years of Math
- * 2 years of Algebra and 1 year of Geometry
- 2 years of a single world language
- 4 years of English which includes literature and/or writing courses

The School Counseling Department can help students learn the specific requirements for the college they plan to attend or the course of study they plan to follow. We encourage students to take advantage of the many resources located in School Counseling office.

SEMESTER ASSESSMENT DAYS

At the end of each semester three days are scheduled as assessment days. In the 2018-2019 school year assessment days are scheduled for:

Semester 1: January 15-17 Semester 2: June 3-5

The following time schedule will be followed on these days:

Day 1

HR 7:45 – 7:55
 Period 1 8:00 – 9:00
 Period 2 9:15 – 10:15
 Period 3 10:30 – 11:30
 Dismissal

Day 2

HR 7:45 – 7:55
 Period 4 8:00 – 9:00
 Period 5 9:15 – 10:15
 Period 6 10:30 – 11:30
 Dismissal

Day 3

HR 7:45 – 7:55

Period 7 8:00 – 9:00

Period 8 9:15 – 10:15

Dismissal

SCHEDULE CHANGES

Students should plan their academic program carefully so that schedule changes can be avoided. Students are encouraged to take advantage of teacher and parent assistance in making choices. If a student requests a schedule change, it will be governed by the following rules:

- Once a semester has begun, parents, a counselor and teachers involved must give written approval for a schedule change. Student Schedule Change Request Forms are available in the Academic Office or School Counseling Office.
- If a student wants to add a class and it is already filled, the request will not be honored.
- A \$50.00 processing fee is assessed whenever a course is dropped. This must be paid before the change is processed.
- Students must follow their current schedule until they receive notification of the schedule change.
- Courses dropped before mid-semester will not appear on a student's transcript. Any course that is dropped after mid-semester will appear on the transcript with a "WF" (withdraw failing) notation.
- A student will receive an "F" for any course that is dropped because of discipline, poor attendance or skipping. This grade will appear on a student's transcript.
- Occasionally students are allowed to audit a course they have already taken in order to prepare more fully for the next course in the sequence. This would take place only when the student has received a D in a course but still wants to continue in the subject the following year. When this is permitted, the second grade will replace the first on the transcript. No student may audit a class or change from credit to audit status without written permission from Mrs. Broadhead or Mr. Vandermyde.
- A Junior or Senior who wishes to be a Teacher Aide and receive credit for the course, must complete a Student Schedule Change Request Form during the first week of the semester.
- Students who do not complete the above procedures will not receive credit for classes.

GENERAL SCHOOL POLICIES

Conduct inside or outside of school that is detrimental to the school is subject to disciplinary action.

ATTENDANCE

Class attendance is extremely important and directly related to academic success. Whether excused or unexcused, every absence counts in terms of learning. It is the responsibility of the

student to minimize his/her absences. Parents can help students make regular attendance a high priority by excusing them only when absolutely necessary.

Minimum Attendance Policy

In order to receive credit for any course at Totino-Grace High School, a student cannot be absent from school or any individual class period more than ten times per semester. In the case of a family emergency or serious illness that might force a student to be absent past the required minimum days, administrative judgment will be used to determine if the student should receive academic credit. School sponsored off campus activities do not constitute school absence. Additionally, the school administration will partner with county officials with students not meeting the state's required attendance expectations.

Reporting an Absence

When a student is absent from school or late for any reason, a parent is to call the Attendance Line by 8:00 a.m. at 763-586-6300 to leave a recorded message regarding the student's absence or tardiness. The Attendance Line is available to receive confidential messages twenty-four hours a day. Leave the following information: student's name and grade; the reason he/she is not in school; a parent name and daytime phone number. A parent must call each day that the student is not in school. **Students will not be allowed to make up missed work unless the absence is excused.**

School-Related Absence

Totino-Grace prioritizes students' academic development and supports the educational opportunities students have outside of the regular classroom setting. Through curricular field trips and co-curricular opportunities, students expand their subject knowledge, develop their skills in academics, athletics and fine arts, and gain valuable skills in time management, teamwork, and commitment to success. Because school-related events, at times, remove students from the classroom, it is important for students to be in good academic standing when participating in these events. **When students are not in good academic standing, it is not always wise for them to miss school, even when the event is sponsored by Totino-Grace.** For this reason, the following policy will be enforced: A student will be allowed to miss class for a school related absence, which includes, but is not limited to:

- Field trips,
- co-curricular competitions or performances
- co-curricular trips, travel, or special events

only when the student is determined to be in good academic standing by the

Administration. The following will be taken into consideration:

- being in compliance with the minimum attendance policy
- passing all classes
- being current with school assignments

* Refunds may not be possible for pre-paid trips.

Unexcused Absence

If an absence is unexcused by Totino-Grace for any reason, the student will not receive credit for any assignments or tests missed. *Upon the second instance of an unexcused absence from a class per semester, the student is subject to receive a skip for the class and the skipping rule will go into effect.*

Skipping Rule

Totino-Grace High School does not condone skipping of classes. Therefore, after the first skip, the student's parents will be notified by the teacher. The teacher will also notify a school administrator. Upon the second instance of skipping, the student is subject to receiving a grade of "F" for the semester, and the parents will again be notified by the teacher or administrator. The student will be removed from the class and the credit must be made up at a later time. Any class or group that skips school for any reason will be subject to the skipping rule.

Absenteeism and Co-curricular Activities

Following are the daily attendance expectations in order for students to participate in co-curricular activities:

- * Students must be in attendance 5 full class periods, or have a valid documented excuse, ie: medical appointment, funeral, or pre-approved absence by a school administrator.
- * Students may not participate in after school activities if they leave early due to illness (even if in attendance 5 class periods).
- * Students involved in activities which have evening performances (music, drama, athletics, etc.) are NOT excused from any classes on the following morning. Students who sleep in and miss class, will receive unexcused absences for classes missed.

Illness

If a student is out of school for four or more days due to illness, a doctor's statement is required. Students who become ill during the school day must report to the Health Office. The Health Aide will then notify the parents if it is necessary for the student to go home.

Excused Vacation

Whenever possible, parents are asked to schedule family vacations at times when school is not in session. If an absence is known about in advance (e.g., immediate family vacation or college visit), the student must bring a signed parent note to Attendance prior to the absence. If possible, the student may be given work in advance. Following an excused vacation, it is the student's responsibility to get work in and to be prepared upon return to class. (Please see our Minimum Attendance Policy.)

Unexcused Vacation

Any student taking vacation other than a pre-approved or verified immediate family vacation cannot make up missed work or tests. Students will not be allowed to make up missed work or tests for any extended absence other than verified unforeseen emergencies.

Unforeseen Absence

If a student is absent due to unforeseen causes, the student is responsible for obtaining the work missed from either the teachers or his/her classmates. The student must set a date with the teachers for the completion of all missed work, based on individual teacher requirements.

End of Semester Absenteeism

Because of the importance of preparation for final tests and the tests themselves, we discourage absenteeism of any kind during the last weeks of each semester. Only unforeseen emergencies or special circumstances will be approved as excused absences. Parents must make a formal request, in writing, to an administrator, during final exams. Upon approval, teachers will be informed and asked to make special arrangements with the student to complete final exams.

Make Up Work

Make up work is allowed for excused absences; however, it should be noted that not all the learning which takes place during a class period can be made up with written work. Multiple absences from class for whatever reason are likely to have a negative effect on a student's grade. The work that can be made up should be completed in a timely manner following whatever guidelines the individual teacher has established. Students must accept the responsibility for getting this work done. Because teachers must be available to all students who need extra help, students who have been absent should not expect the teacher to completely reteach the material they have missed.

Tardiness to School

Totino-Grace High School does not condone tardiness to school or individual classes. We feel that such a lack of discipline is a detriment to a student's future life and a lack of courtesy to teachers and other school personnel. **All tardies will be unexcused unless arrangements have been made, in advance, with Attendance.** If a student has three tardies to school per semester the student will be assigned detention. When a tardy to school results in an absence from one or more class periods, the student will receive no credit for any assignments or tests missed in those classes. For each class period missed, the minimum attendance policy will go into effect. Upon the second instance of an absence or tardiness from a class per semester, the student will receive a skip for the class and the skipping rule will go into effect.

Tardiness To Class

All students must be in the classrooms when the bell rings at the end of passing time. Upon the second instance of unexcused tardiness or unexcused absence to class per semester, the student will receive a skip for the class and the skipping rule will go into effect.

Class Attendance

Students will not be allowed to leave class unless instructed by the teacher. This will be a rare emergency or situation deemed appropriate by the teacher.

State Tournament Attendance

We may alter the daily schedule so that students have the opportunity to attend state competitions when TG teams participate in the following sports:

Fall: Football, Soccer, Volleyball
 Winter: Basketball, Hockey, Wrestling
 Spring: Baseball, Softball, Lacrosse

These are the teams that earn their way to a state tournament through a structured process that reduces the total number of teams in the state to a small percentage that actually compete at the state level. The daily schedule will not be altered for 3rd place or consolation rounds. We will honor the written request of parents/guardians to release individual students when TG is competing in the following sports:

Fall: Cross Country, Tennis, Swimming
 Winter: Dance Team, Wrestling
 Spring: Golf, Track, Tennis

Students attending must check in with a designated school representative at the tournament site. (In lieu of a school representative being present, students will be asked to bring a ticket stub to Attendance the following day.)

Note: students will only be allowed to leave if they are in good academic standing (see "School-Related Absence" Policy page 23-24)

Early Dismissal

Because we end the school day at 2:15 p.m., early dismissal is not encouraged. Any exceptions will be handled on an individual basis. Parents are asked to schedule doctor and dentist appointments after 2:15 p.m. If it is necessary for a student to have an early dismissal, a parent note must be brought to Attendance with student's name, a telephone number where a parent can be reached, the time of dismissal, and why the student must be dismissed early or a call must be made to the Attendance Office by 8:00 am. All early dismissal requests must be submitted to Attendance before 7:40 a.m. Please plan ahead so you do not have to call during the school day to have your student released early. Notes may be verified by telephone before the student is released. Students must check out with the Attendance before leaving school and receive an early dismissal pass. Parents do not need to come in to sign their student out. Students are required to sign themselves out before leaving the building, in the Attendance Office.

Snow Emergencies

For school closings due to weather conditions, listen to WCCORadio/TV, KARE 11 TV, or check the Totino-Grace web site: www.totinograce.org. You may also call the Totino-Grace Attendance line 763-586-6300 or the Special Events line 763-586-6304 for a special closing announcement. Additionally, Totino-Grace will send a recorded message to all families.

Totino-Grace Online School Days

Philosophy: The safety of our faculty, staff and students is the primary factor when making decisions about cancelling school due to weather-related conditions. While this decision is not always easy, we take into account that our students come from multiple areas around the Twin Cities. Another factor that contributes to our decision of whether or not we should cancel school is the fact that our students have laptops and can access assignments and their teachers from home. When we need to cancel school, we will hold "online school days," in order to protect the integrity of our academic goals.

Requirement for Students: On days when school is cancelled due to bad weather or other unforeseen reasons, students will be required to do work for their classes online. Teachers will use their Powerschool Learning pages to post class content and homework for the classes that meet on the day that is cancelled. Teachers will also communicate how students can contact them during the day if they need assistance. This may be through email, a google doc for class questions, etc. Students will be responsible for the day's class content and any work that is to be handed in.

UNIFORM POLICY

Regular School Day

PANTS

- Solid Navy Blue standard width only
only navy blue...NO other shade of blue
- Solid Khaki standard width only
- No jeans that look like pants
- No khaki pants that are skin tight
- No stretch pants, yoga pants, or leggings

All items listed below must be purchased from specific suppliers:

SHIRTS WITH SCHOOL LOGO

- Solid Navy Blue or Gray Polo

SWEATSHIRT WITH SCHOOL LOGO

- Solid Gray or Navy Blue crew neck or 1/4 zip

- Skirts may not be worn as a uniform item.
- Shirts must be tucked in at all times.
- Pants are to be worn at the waist at all times.
- If a t-shirt is worn under the shirt it must be solid white, navy or gray, short or long sleeve.
- No sweat pants or joggers.
- Solid navy blue or khaki knee length dress shorts or capri pants and flip flop sandals may be worn in the following months only:
August, September, May, June.
- No blue jeans.
- No wallet chains.
- No face jewelry of any kind including nose piercings.
- No visible tattoos
- Hairstyles which draw undue attention to the student will not be permitted. Both the style and color should be neat, modest, and subtle.

Spirit Days (last day of the school week)

TG shirts (t-shirt, sweatshirt, etc.) may be worn in place of uniform shirts.

- TG shirts consists of TG team, group, club or Spirit Shop shirts only.
- Shirts purchased at State Tournaments, events or other competitions cannot be worn on Spirit Days.
- Home-made (decorated) t-shirts cannot be worn on Spirit Days.

Sanctions

1. Upon the first instance of being out of uniform, the student will be assigned a detention period.
2. If a student refuses to cooperate with the uniform policy, parents will be informed, and the student is subject to increasing disciplinary action Totino-Grace High School.

General Style of Dress and Appearance

Students are expected to be in uniform dress except on designated out of uniform days. Any hair styles or accessories including hair curlers that draw undue attention to a student are not permitted without administrative approval. Students are not allowed to wear hats of any kind during the school day. Neatness, cleanliness, and modesty are always to be observed. If a student is not neat, clean, or modest in appearance, he/she will be referred to a school administrator or who will then meet with the student and contact his/her parents.

General Style of Dress and Appearance at School Sponsored Activities

Students are expected to be clean, neat, and modest at all school sponsored activities, field trips, dances, etc. Styles such as bare midriffs, miniskirts, and short shorts are not allowed.

Out of Uniform Day

Any request for an out of uniform day must be made through the Administrative Team. The final decision will be made with the Administration. Prior to out of uniform days, the style of dress will be announced. Students who do not adhere to the specified style of dress are considered out of uniform, and as such, will be required to serve one detention period. If out of uniform days are abused, requests will not be honored. Stretch pants or yoga pants are never allowed.

Graduation Attire

Students are expected to wear their cap and gowns and any school issued medals during graduation. Modifications of any kind to caps and gowns are not allowed unless approval is provided by administration.

ALCOHOL AND DRUG USE POLICY

Alcohol and Drug Policy

Background: Totino-Grace High School is a learning community. The best environment for learning is one that promotes and supports healthy and responsible behavior. Totino-Grace recognizes that alcohol and drug use and dependency are a source of potential problems for students and can interfere with their behavior, learning and their fullest possible development. Totino-Grace, in partnership with parents, is committed to providing a positive educational environment and addressing abuse and dependency issues as appropriate.

Policy: No student shall possess, use, sell, distribute, deliver, supply or be under the influence of alcohol or any illegal, controlled, or mood altering substance or possess, use, sell, distribute, deliver or supply drug paraphernalia, or misuse prescription drugs at any time, at any place, on or off school property.

Sanctions for Violation

First offense

Any student who is determined to have violated Totino-Grace High School's Alcohol and Drug Policy shall:

1. Be suspended for a period of not less than 3 days. (The suspension may be modified at the discretion of the administration).
2. Be placed on Disciplinary Probation for the remainder of the school year.
3. The student will be required to meet with a TG counselor. In addition, the student will be required to have a chemical assessment with an outside agency, must share the assessment with their TG counselor and the Dean of Students, and must support and follow all recommendations from the chemical health assessment.
4. Be subject to Minnesota State High School League regulations and sanctions as well as the sanctions of the Totino-Grace Behavior contract as they apply to Co-curricular activities.
5. Be reported to law enforcement, as appropriate.
6. Follow any and all other conditions (e.g. drug or alcohol testing) as may be established by Totino-Grace at its sole discretion.

Second Offense

Any student who is determined to have violated Totino-Grace's Alcohol and Drug Policy a second time will be subject to dismissal. Totino-Grace reserves the right, at its sole discretion, to immediately expel any student who is determined to have possessed, sold, distributed, delivered or supplied drugs, drug paraphernalia or misused prescription drugs on or off school property, at any time.

Deterrents to Chemical Use

Totino-Grace is committed to providing an environment for students that is safe and free from chemicals. Initiatives are in place to serve this commitment.

1. Testing Procedure

Totino-Grace shall have the right, at any time, to request that a student submit to chemical test procedures it deems appropriate, including but not limited to breath, urine or hair sample. A student's refusal or failure to submit to such testing required by Totino-Grace will result in imposition of discipline as determined by Totino-Grace, up to and including expulsion. The Totino-Grace High School Counseling Office may be asked to make referrals for assessment, treatment and educational programs. All actions must be approved by the Totino-Grace Administration and Counseling Services. The Administration of Totino-Grace respects the confidentiality of the student who seeks help from our counselors in the area of chemical use.

2. Drug Detecting Canines

Totino-Grace works with Metro Canine Service in using specially trained dogs to keep drugs off campus. These dogs will canvas the school, parking lot and area streets where students park on a random basis about two times each month. The dogs are able to detect lockers and vehicles where illegal drugs have been present, even if they are not currently present. If a student, their locker or their vehicle is found to be in possession of chemicals, the student's parents will be contacted and the school sanctions will be applied. If the student is involved in our co-curricular program, our co-curricular sanction will also be put in place. If the drug dog makes a positive "indication" on a student, the student's locker or a vehicle and nothing is found, the student's parents will be contacted.

Vaping and Tobacco

Any student found in possession of or using tobacco or a vaping device at Totino-Grace High School or at any Totino-Grace sponsored activity including school buses will be subject to the following consequences:

First Offense

The student will be suspended immediately for one day. Parents must meet with and administrator or before the student's return. The student will also be placed on disciplinary probation for the remainder of the school year.

Second Offense

The student is subject to dismissal from Totino-Grace High School.

CLOSED CAMPUS POLICY

At Totino-Grace High School we are committed to the safety and well-being of all students. Because of this, and for liability reasons, no student is allowed to leave campus between 7:30 a.m. and 2:15 p.m. without a signed note from Mr. Blake or Mr. Ferguson. Any student who leaves campus without this permission during these hours will be suspended for UP TO three days. Any work missed cannot be made up. If a student leaves campus without permission a second time he/she will be Dismissed.

DETENTION

Students serve detention for dress code infractions, tardiness to school, or some parking violations. Detention is a quiet study period held on Mondays and Wednesdays after school for one hour. Any student who skips his/her assigned detention will be assigned an additional period of detention. If a student skips his/her assigned detention period two times in one semester, the student will be suspended from school for one day. Any missed work or credit cannot be made up. If a student skips detention more than two times in one semester, he/she will be subject to dismissal. All detentions must be served in the detention area.

RESPECT FOR OTHERS

All students are expected to exhibit respect for others at Totino-Grace High School at all times. Abusive or profane language is disrespectful to others and is not acceptable at Totino-Grace or any Totino-Grace sponsored activity. Inappropriate public displays of affection are disrespectful to others and are not allowed at Totino-Grace or any Totino-Grace sponsored activity. Vandalism related to any Totino-Grace activity is never acceptable.

DESTRUCTION OF PROPERTY

If a student is found destroying any property at Totino-Grace, that student is subject to payment for that property and is subject to dismissal.

HARASSMENT/BULLYING/HAZING POLICY

The mission of Totino-Grace is rooted in community, with an emphasis on a safe and welcoming environment that places a priority on mutual respect and treating all others with dignity. It is the policy of Totino-Grace High School to maintain a community that is free from harassment, bullying or hazing that may include, but is not limited to race, gender, religion, ethnicity, body type, ability, age or sexual orientation. It is a violation of this policy for any person to harass or bully another individual through conduct or communication of an inappropriate nature. Faculty members will confront observed or reported behavior that is harassing or bullying by nature.

Physical Harassment

Threats of physical violence or acts of physical violence including fighting are not allowed. Any threats of physical violence or acts of physical violence by students will be subject to automatic suspension and possible expulsion.

Verbal Harassment

Verbal harassment which includes but is not limited to name-calling and bullying is not allowed. Verbal harassment may result in suspension and possibly expulsion.

Threats /Harassment Towards Students or Faculty/Staff

Any student found harassing or making threats, directly or indirectly, to other students or faculty/staff members, including inappropriate phone calls, electronic or written correspondence, pictures or other visual representations, may be immediately dismissed. At the discretion of the school Administration, any such acts may be reported to law enforcement officials.

Cyberbullying

Cyberbullying includes but is not limited to tormenting, humiliating, intimidating or harassing another person. Any student found to be engaging in cyberbullying behavior is subject to suspension or possible dismissal.

Hazing

The act of hazing by any group at Totino-Grace is never allowed. Hazing is defined as any activity expected of someone joining a group that humiliates, degrades, abuses or endangers that person regardless of the person's willingness to participate. Any student found hazing is subject to suspension or possible dismissal.

Sexual Harassment

As a Catholic Christian Community we believe our sexuality is a gift from God that demands a Christian response grounded in the values and morals of our Judeo-Christian heritage. Sexual harassment is contrary to a healthy Christian approach to our sexuality. Therefore, it is the policy of Totino-Grace High School to maintain a community that is free from sexual harassment. It is a violation of this policy for any person to harass another through conduct or communication of an inappropriate sexual nature. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature including references to sexual orientation. Sexual harassment is illegal. Sexual harassment may include but is not limited to:

- verbal or written/graphic harassment or abuse
- jokes of an inappropriate sexual nature
- subtle pressure for sexual activity
- intentional brushing against another individual's body
- demanding sexual favors accompanied by implied or overt threats
- any unwelcome touching of a sexual nature

Any student found committing a sexually violent act will be reported to the police and immediately dismissed from Totino-Grace.

Reporting Harassment

A student who alleges harassment by another should report it to any faculty member, counselor, or administrator. In all cases an administrator will be informed. Upon the first instance of a reported act of harassment, the person responsible for the act will be required to meet with Mr. Blake or for the purpose of delineating appropriate response. The student's parents will be notified. A substantiated charge of continued inappropriate behavior will subject that student to disciplinary action including suspension or expulsion.

WEAPONS POLICY

Weapons of any kind are never allowed at Totino-Grace High School. Any person found possessing a weapon will have the weapon confiscated and turned over to the proper legal authorities. Any student found possessing a weapon will be dismissed.

STEALING

If a student is found stealing anything from Totino-Grace, the merchandise or cash value must be returned and the student is subject to dismissal. All incidents will be reported to the police.

COMPUTING & TECHNOLOGY: RESPONSIBLE USE POLICY

The use of technology at Totino-Grace High School is a privilege. The technologies available at Totino-Grace are designed for educational purposes in accordance with the school mission. Priority will be given to students doing academic work.

Students must abide by the principles of this Responsible Use Policy whenever Totino-Grace's equipment or services are involved.

Totino-Grace staff will monitor student activity as needed and appropriate. Totino-Grace reserves the right to search anything brought on campus, including (but not limited to) school-issued laptops and students' personal electronic devices. All traffic on TG's network is logged and identifiable in several ways. Totino-Grace students will be provided with a laptop computer and appropriate peripheral supplies, a secure student account, wireless access on the TG campus, and appropriate storage space for school-related work. Students will be responsible for any activity on their individual accounts and should not share passwords. If a student account is used inappropriately, the owner of the account could lose her/his computer privileges.

Misuse of technology at Totino-Grace may result in disciplinary action, revoking of electronic privileges, possible dismissal from school, and any appropriate legal action.

Students will not hold any teacher, Totino-Grace High School, or the Archdiocese of St. Paul and

Minneapolis responsible or legally liable for materials distributed or acquired from the network.

The following activities are not allowed on the school network:

- online gaming, except for academic purposes and with specific instruction from a member of the faculty
- online shopping on any website or application

- streaming video or audio, except as needed for schoolwork
- duplication or distribution of copyrighted material in any format, other than a backup copy (for personal use) of legally owned and appropriately licensed material
- other activities may be deemed unacceptable if they detract from Totino-Grace's mission.

The following activities are prohibited, on or off campus, at any time:

- **taking pictures or video recordings of others without their permission.** This includes students, teachers and staff.
- engaging in criminal activity or gang-related activity.
- arranging, promoting, or notifying others of fights.
- harassing, bullying or demeaning other students.
- taking, possessing and/or sharing inappropriate pictures, videos or texts with a phone or camera.
- sending sexual photos, videos or texts via cell phone or other electronic media ("sexting").
- posting any pictures online.
- anonymous postings on any website that violate TG's rules and policies.
- language that is offensive or derogatory towards any person or Group.

Electronic Communications and Social Media

Electronic communications should be primarily academic in nature. Personal email, instant messaging, social networking, and chat utilities may not be used on the school network without a school-related purpose. These utilities should be used thoughtfully on school equipment (even outside of school hours and beyond TG's network). **All electronic communications should be carefully considered, since they leave a digital trail and may be permanently stored.**

Use of social media sites and utilities during school hours, on school property, and/or using school equipment must be ethical, appropriate, and academically relevant. All students must avoid inappropriate use of equipment and social media, as described below.

Inappropriate use of technology can come in many forms but would include any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, harassment, sexism, threats, violence and weapons, or vulgar language, or language that is offensive or derogatory to any person or group. Inappropriate use also includes the use of TG's computing equipment (regardless of location) or network to vandalize or damage property of a person or organization, to distribute viruses, to hack any computer system, to gain unauthorized/illegal access to information or files, or to share another person's personal information (including photographs) without implied or direct permission.

Such activities undermine the atmosphere of trust at TG and will be treated seriously.

Any report of a prohibited use will be taken seriously. The administration will confiscate and search electronic media (including but not limited to computers, cell phones and pagers) when there is reason to believe that they have been used inappropriately, as above. They will also confiscate and search electronic media if they have reason to believe that a search will discover evidence of a violation of the law or a school rule, regardless of whether the violation

occurred on school property. Searches may include inspection of text messages, images, recordings, voicemails, and call logs. A prohibited use may also result in other discipline, including but not limited to suspension, dismissal, and/or referral to law enforcement authorities.

Use of Other Electronic Media in School

Students may use cell phones, Ipods, MP3 players, or other similar devices before the school day begins (homeroom constitutes the beginning of the school day) or after the school day ends. These devices may not be used during the school day **except as specifically allowed by a classroom teacher**. If a student is found to be using such a device, it will be immediately taken and will be returned to their parent or guardian by the Dean the following day, or when arrangements can be made. A second offense will result in suspension for one day. Any further offense and the student will be subject to dismissal.

Use of a cell phone during examinations will automatically be regarded as cheating. Students may not use cell phones, computers or other such devices in the locker rooms or in the bathrooms at any time. Totino-Grace maintains a closed network. Students will not be authorized to connect their personal devices to TG's wireless network.

SCHOOL DANCES

All Totino-Grace dances are chaperoned by an administrator, several teachers and a uniformed police officer. Student I.D.s must be presented to be admitted to the dance. Curfew times vary according to the dance start times, but are typically 1 to 1-1/2 hours after the dance begins. Students are not allowed into a dance after curfew. Outside guests are allowed only with advance written permission from an administrator.

If a student is found to be in the possession of, or under the influence of, alcohol or any other illegal substance, parents will be called and asked to pick up their child from the dance. Additionally, the student is subject to the penalty for violating the Alcohol and Drug Policy.

Students will not be allowed to dance in a suggestive or profane manner. Displays of intimacy or affection which contain a note of sexual suggestion are inappropriate to the dance environment and inconsistent with the school's mission.

Breathalyzers

Breathalyzers will be used at all Totino-Grace dances. Students will be asked to provide a breath sample as they enter the dance. If they test "positive", their parents will be contacted and asked to come pick up the students. Students will be sanctioned using school rules. Breathalyzers may also be used at other TG events, such as games.

COMMUNICATIONS

Daily Announcements

Daily Bulletin announcements will be posted electronically on the TG website and on the students' Haiku page each day. Items must be emailed to Mrs. Weeks (meghan.weeks@totinograce.org). Announcements must be approved by appropriate coach/moderator/teacher. Accepted announcements for the morning are games scores or results of other co-curricular activities. These must be given to an administrator by 7:30 am. Afternoon announcements are limited to cancellations, schedule changes or student messages only.

Messages for Students

All telephone messages for students will be held at the Administrative Office. Students will be paged during lunch or at the end of the day. Students will be called out of class only for family emergency messages that have been verified by an Administrator.

Use of Electronic Media in School

Students are allowed to use cell phones, Ipods, MP3 players, or other similar devices before the school day begins (homeroom constitutes the beginning of the school day) or after the school day ends. Students are not allowed to use cell phones, Ipods, MP3 players, or other similar devices during the school day. If a student is found to be using such a device, it will be immediately taken and will be returned to their parent or guardian by the Dean the following day, or when arrangements can be made. A second offense will result in suspension for one day. Any further offense and the student will be subject to dismissal. Students are not allowed to use cell phones in the locker rooms or in the bathrooms at any time. Use of a cell phone during examinations will automatically be regarded as cheating.

Posters and Announcements

All posters and publicity to be placed within the school building must be approved by Mr. Blake or Mr. Ferguson. Publicity for events that conflict with school sponsored activities will not be allowed. The text on all posters must reflect respect for all persons involved in the advertised activity. This includes athletic teams Totino-Grace competes against. Vulgar words, phrases, or symbols are never allowed on posters or locker signs. No posters may be placed on wooden doors. Posters maybe placed:

In the Commons

Posters may be put up with the approval of your activity moderator on the upper north, south, and west walls using masking tape only. No posters may be placed on the wall above the Auditorium.

In the Classroom

Posters may be put on bulletin boards with the teacher's permission. The sponsoring group is responsible for seeing that all posters are removed the day after the event is over. If this is not done, the sponsoring group will forfeit its right to place any posters in the Commons.

VISITORS

Totino-Grace High School. No other visitors will be allowed during the school day. Permission must be obtained from the Admissions Office two days in advance of the visit. Parents of the prospective student should call the Admissions Office to arrange the visit.

BUILDING USE

Athletic Facility and Locker Rooms

No one is allowed use of any part of the athletic facility or locker rooms unless supervised by a member of the Athletic Department. Food and drink are not allowed in any of the areas listed above. Card playing or any form of gambling is also not allowed.

Chapel

The Chapel is an area of sacred space intended for individual and group prayer only. Any other use is not allowed.

Commons

The Commons area is a place for eating, study, and relaxation. Students are responsible for picking up their own litter. Faculty members have been assigned to the Commons to help insure that it is kept in order for use by all members of the community. The students are responsible for cleanliness in the Commons.

Corridors

Students are allowed use of the corridors during specified moving times or when they have a corridor pass. Corridor passes will be issued by school staff only. Food and drink, including water bottles, are not allowed in the corridors and classrooms. Teachers are instructed to confront students misusing lockers and corridor areas. The teachers are to be treated with respect at all times. If a student is misusing the corridors, the student will be referred to Mr. Blake or Mr. Ferguson and his/her parents will be contacted.

Lavatories

Loitering is not allowed in school lavatories. No food or drink is allowed in the lavatories. Use of hair dryers and curling irons in lavatories is not allowed. Students are not allowed to use cell phones in the lavatories. Any student found misusing the lavatories will be subject to the following consequences:

First Offense

The student will be suspended immediately for one day. Parents must meet with Mr. Blake upon the student's return. The student will also be placed on disciplinary probation for the remainder of the school year.

Second Offense

Student is subject to dismissal from Totino-Grace High School. The student is subject to payment for any damage done to the lavatories.

Lockers

We give each student a secure place to store his/her personal possessions by providing a locker with a lock. Students' lockers are the property of Totino-Grace High School, and as such,

are subject to inspection at any time. All student backpacks and carrying bags must be left in their lockers the entire day. Totino-Grace High School is not responsible for lost or stolen articles from a student's locker. Students should not give out their combination. Pictures with sexual overtones and alcohol advertisements are not allowed in lockers and will be removed if found.

A student will be required to assume financial responsibility for any malicious damage to his/her assigned locker. All damage to lockers must be reported to Mr. Blake.

Parking Lot

Students are allowed to park vehicles only between lined spaces in the parking lots. Students who park on the street must maintain at least two car lengths distance from driveways and mail boxes. Parking tags must be displayed on the rear view mirror. Detention will be given to students who park illegally and/or for failure to display tags. Parking tags will be issued under the direction of the Dean of Students. Anyone misusing a vehicle at or around Totino-Grace will have his/her registration revoked, will not be allowed to park in the parking lot, and will have his/her parents notified. Students are allowed to go to cars for materials during the school day, ONLY with permission from Mrs. Weeks in the Attendance Office. Parking tags for on-campus parking will be issued to juniors and seniors only. Sophomore and freshman students will not be allowed to park vehicles in the lot between the hours of 7:00 a.m. and 3:00 pm on scheduled school days. Violators will have their vehicle towed off campus at the owner's expense.

Study Areas

General guidelines for the use of the areas listed below are presented so students understand what kind of behavior is expected.

1. **Library:** Quiet and cooperative study is expected. Food and socializing are not allowed in this area.
2. **Study Halls:** Quiet study only is expected. Cooperative study is allowed only as designated by the study hall prefect. Socializing is not accepted.
3. **Commons:** Cooperative study and socializing is accepted.

Auditorium

The Auditorium is designed for small and large group presentations. Students are not allowed in the Auditorium unless supervised by a staff member

Memorials and Memorial Events

Totino-Grace values the inherent worth and dignity of each individual student and staff member. When a student, staff member, or extended TG community member dies, the Administration will work closely with family members to ensure that best practices are followed in creating memorials or hosting events.

To help ensure that all memorials are consistent, so that the loss of one life does not appear to be more important than the loss of another, we will work to follow guidelines established by

Mental Health experts and honor the wishes of family and community members when possible.

CO-CURRICULAR ACTIVITIES

BEHAVIOR POLICY FOR STUDENTS INVOLVED IN CO-CURRICULARS

Totino-Grace High School believes in the philosophy that participation in our co-curricular program is a privilege, not a right. This privilege is granted to students who uphold the ideals of Christian leadership, display good citizenship, abide by the rules and regulations of the school community and the Minnesota State High School League where applicable, and commit themselves to academic success. Participants in co-curricular activities represent more than themselves when they compete or perform. People often judge our community by the conduct and attitude displayed by athletes or performers, whether the students are in or out of school. Therefore, students involved in co-curriculars are expected to maintain a high standard of conduct.

Standards of Behavior

All Totino-Grace students who participate in a co-curricular program must commit to the following standards of behavior:

- Stay chemically free (including alcohol and tobacco, e-cigs or personal vaporizers) through the entire calendar year which includes use or possession in or out of season.
- Exhibit conduct that is consistent with good sportsmanship.
- Treat self and all others (including students, coaches, officials, fans and teachers) with respect.

Penalty for Violating the Chemical Use Policy

The penalty for violating the Chemical Use Policy is:

First Violation:

- 1) Suspension for 1/3 of the current season or the next season of participation. This applies to games, competitions or performances. It does not apply to practices nor does it prevent a student from being a member of a team or group during the season in question.
- 2) Complete an interview with a Chemical Health Specialist
- 3) Ineligibility for any awards for that season.

Second Violation:

A second violation of the Chemical Use Policy: the penalty is the same as the First Violation plus a mandatory chemical assessment from a health agency. The student must follow the recommendation that comes out of the assessment in order to regain eligibility.

Third Violation:

A third violation during a student's high school career will result in exclusion from the entire co-curricular program for the remainder of the student's high school career.

The administration reserves the right to deal with any therapeutic situation on an individual basis.

Penalty for Unsportsmanlike Behavior

The penalties for violating the rules involving sportsmanship and respect will be consistent with Minnesota State High School League rules. Based on the severity of the incident, the Administration may impose stricter sanctions.

General Definition of 1/3 of Season

1/3 of season may vary year to year, depending on the number of contests. Must be a minimum of two weeks

Fall Sports

- Cross Country. 3 meets
- Football. 3 games
- Soccer. 6 games
- Swimming. 6 meets
- Tennis. 5 matches
- Volleyball. 5 matches or tournaments

Winter Sports

- Basketball. 7 games
- Dance Team. 5 competitions
- Hockey. 7 games
- Wrestling. 5 meets or tournaments

Spring Sports

- Baseball. 6 games
- Softball. 6 games
- Golf. 5 matches or tournaments
- Lacrosse. 4 games
- Tennis. 5 matches
- Track. 4 meets

Academic Clubs, Performance Groups, Other Activities

- Academic groups and other clubs
. . . . 1/3 of season
- Performance groups
. . . . 1/3 of competitive season and 1/3 public performance season
- TG Theater
. . . . 1 full working period preceding the next deadline
- Company of Singers, Encore, Jazz I, Jazz II, Percussion Ensemble
. . . . 1 production
- Student Council
. . . . Elected officers will be removed from their positions for the remainder of the school year. After serving a twelve week sanction, they may participate in Student Council as a representative. Representatives also serve a twelve week sanction.

- Student Ministers
 2 weeks
- Lasallian Youth
 May still participate in local Lasallian Youth projects but may not participate in a mission trip until the next school year.
- National Honor Society
 Subject to disciplinary action or dismissal according the NHS Constitution.

BEHAVIOR AT CO-CURRICULAR ACTIVITIES

All students are expected to behave in a mature way at any co-curricular event. It is expected at athletic events that our students will stand in a respectful way for the National Anthem, our school song and the school song of our guests, and will only use cheers that are appropriate and positive. Harassment of game officials or coaches and players of either team will not be tolerated. When cheering at games, we expect students to follow the guideline of NO NAMES, NO NUMBERS, NO NEGATIVES. Any student found misbehaving at any co-curricular event will lose the right to attend such events. Any student involved with violence related to poor sportsmanship at any athletic contest will be subject to dismissal from school.

CO-CURRICULAR ELIGIBILITY

For information regarding Co-Curricular Eligibility, please see Achieve Academic Support Program statement on page 19.

CO-CURRICULAR TRIPS

Students will be allowed to take part in co-curricular trips (e.g., Music Department tours, World Language travel and Mission Trips) only if their tuition and fair share payments are up-to-date. If obligations are not up-to-date at the time the student must begin paying for a scheduled trip, the money for the trip will not be accepted. If financial obligations are not kept current prior to a trip, any prepaid trip fees that are refundable will be refunded and the student will not be allowed to make the trip. The final decision will be made the Friday before the departure.

CAMPUS MINISTRY

The primary goal of the Campus Ministry department is to educate the Totino-Grace community in all areas of the Catholic faith: Scripture, Doctrinal Tradition, Sacramental and Worship Life, Morality, and Social Mission. The department works to further the mission of the school by offering and overseeing student-centered faith formation activities. By focusing on students as active participants in all aspects of Campus Ministry programs, the department complements the Religion department's academic formation with spiritual and affective formation programs. Finally, the department works to foster, throughout the Totino-Grace community, an understanding of our Lasallian tradition and our Catholic call to faith and action.

PRAYER

Each morning the school day begins with prayer. When the prayer leader begins and students are called to prayer with the phrase, "Let us remember that we are in the holy presence of God," please respond with the sign of the cross. Morning prayer will end with an invocation to St. John Baptist de La Salle, founder of the Christian Brothers, and Blessed Theresa Gerhardinger, foundress of the School Sisters of Notre Dame, the two founding religious communities of our school. The response to these invocations is: "Pray for us." The closing prayer, "Live Jesus in our hearts," is said by the prayer leader to which all respond: "Forever." This is the closing prayer used throughout the world in Lasallian schools.

RETREATS

All students are expected to attend one retreat during each school year. These are opportunities for the students to reflect on their faith life, to challenge themselves to grow in their relationship with God, and to build community among their peers. All students attend a retreat designed specifically for their grade level. The retreat themes are taken from the four elements of our school's mission statement: LEARNING, FAITH, COMMUNITY, and SERVICE.

Note: All students must attend a retreat during their senior year to fulfill the graduation requirement.

LASALLIAN YOUTH

Lasallian Youth is the name we use for our school service programs at Totino-Grace. This includes service projects, mission trips and a variety of other activities. Students from all grade levels are encouraged to participate in these programs. For more information on all of our Campus Ministry programs, stop by the Campus Ministry Office or check out the Campus Ministry web page on the TG website.

HEALTH OFFICE

MEDICATION POLICY

All medications must be kept in the Health Office during the school day. Over-the-counter medications may be taken with written parent permission. Students taking prescription medications must have a doctor's permission on file. Medication forms are available from the Health Office. This medication requirement includes all prescriptions and common over-the-counter medications such as aspirin, Tylenol, Midol, and cough syrup.

PHYSICALS

Physical forms for new students entering Totino-Grace are mailed in the spring. This form must be returned to the Health Office either before school starts or on orientation day. All students planning to participate in any co-curricular activities will need a physical on file that is less than

three years old before they will be allowed to practice.

AED (Automated External Defibrillator) DEVICE

In an effort to reduce the risk of death due to sudden cardiac arrest (SCA), and to improve the safety of our school, Totino-Grace High School possesses a lifesaving piece of equipment known as an Automated External Defibrillator (AED). An AED is a medical device used to shock the heart out of a state of fibrillation, which can lead to sudden cardiac arrest. Totino-Grace has defibrillators in the following locations: north wall of the commons, annex gym across from the fitness center, athletic training room, & outside on the practice field. Under no circumstances should a student tamper with an AED.

ALLERGY AWARENESS GUIDELINES

Latex

In an effort to provide a safe environment for people with severe latex allergies, Totino-Grace is a latex-safe school. Students, parents and other visitors to the school are not allowed to bring in latex balloons for birthdays, banquets, celebrations, competitions, etc. Mylar balloons are a safe alternative which may be used.

Peanut/Tree Nuts

In an effort to provide a school environment that is safe for students with peanut and tree nut allergies, students are asked to keep food in our Commons/cafeteria space or individual lockers. Any food or beverages outside of water should not be in classrooms without the specific approval and control by a classroom teacher.