

LADYWOOD HIGH SCHOOL
STUDENT HANDBOOK

MISSION STATEMENT

Ladywood High School is a Catholic, college-preparatory school sponsored by the Felician Sisters following the Franciscan tradition. We are a community of administrators, faculty, staff, parents/guardians, and students who witness Christ to the world through the pursuit of knowledge the understanding of truth, and by our actions of service to society.

OBJECTIVES

Within the framework of a total Catholic/Christian environment, Ladywood High School aims to educate young women in the attainment of Catholic values, human potential, and the ability to put faith and knowledge into fruitful action. Ladywood High School aims to harmoniously develop the whole person so that she might live her earthly life to the fullest and thereby, attain her eternal reward.

PHILOSOPHY

Ladywood High School seeks to influence and guide the formation of Catholic/Christian women who have an inquiring, tolerant, and liberal personality; who can face uncertainty and ambiguity with confidence; and who can formulate creative ways to meet the changes in present and future societies.

VISION STATEMENT

At Ladywood, we guide each young woman in the growth and formation of their spirit, mind, and heart. Students, faculty and staff feel safe to stretch and hone their unique abilities. Through this experience, we energize students' faith, formulate inquisitive minds, and have zeal to personify the charism of the Felician Ministry.

TELEPHONE DIRECTORY

Main Office:	734-591-1544	Office Hours 7:00 AM to 3:00 PM
Fax Main Office:	734-591-4214	
Attendance Office:	734-744-6250	
Admissions Office:	734-744-6249	
Tuition Business Office:	734-591-2058	
Fax Business Office:	734-591-2003	
Athletics Office:	734-591-2323	
Guidance Office:	734-591-1544 x228	

School Colors: Blue and White

School Nickname: Blazers

ALMA MATER

Hail to our Alma Mater
Hail to our banner blue and white
Round you are fragrant pine trees
Skies above are right,
This splendor and your glory
Lift to the sky your proud acclaim
Hail to her Fame-All hail the name of

LADYWOOD!

Then cheer for dear old Ladywood
With voices ringing loud and clear
And wave the blue and white
Her name reveres.
We're out to date to do
We are our daughters loyal true,
We'll wave the blue and white
We will fight for you!

CLOSING PRAYER: Memorare

Remember, O most gracious Virgin Mary,
That never was it known
That anyone who fled to your protection,
Implored your help, or sought your intercession
Was left unaided.

Inspired by this confidence,
I fly unto you, O Virgin of Virgins my Mother.
To you do I come,
Before you I stand,
Sinful and sorrowful.

O Mother of the Word incarnate,
Despises not my petitions,
But in your mercy, hear and answer me.
Amen

FELICIAN CORE VALUES

1. **RESPECT FOR HUMAN DIGNITY**-We practice the value of respect for human dignity by exhibiting our reverence for, and commitment to, promoting the dignity of the person.
2. **COMPASSION**-We practice the value of compassion by exhibiting an empathetic consciousness towards others expressed caring service.
3. **TRANSFORMATION**-We practice the value of transformation by having an open mind and heart, leading to continuous improvement of all involved in our ministry.
4. **SOLIDARITY WITH THE POOR**-We practice the value of solidarity with the poor by ensuring the needs of the poor and vulnerable are met through advocacy and action.
5. **JUSTICE AND PEACE**-We practiced the value of justice and peace by forging right relationships, recreating a sustainable environment, promoting the common good. . . all in the pursuit of peace.

RELIGIOUS EDUCATION/ACTIVITIES

- The school day begins and ends with prayer
- While in attendance at Ladywood High School, students are required to take two Theology courses per year and attend the annual school sponsored retreat.

- Students who miss the retreat are required to make up the experience at a Ladywood approved retreat.
- Students are also required to attend religious functions:
 - Eucharistic Liturgies
 - Prayer Services
 - Reconciliation Services, etc.
- Ladywood students are urged to participate fully in Parish services and activities because the Parish is an integral part of all Catholic Life.

COMMUNITY SERVICE

- In keeping with the mission of Ladywood High School, each student is expected to be involved in community service. Following are the minimum hours of service expected for each level:
 - Freshman 15 hours
 - Sophomores 20 hours
 - Juniors 25 hours
 - Seniors 25 hours
- Students must record and have certified (signed by the adult supervisor of the project) all service hours. All records must be submitted to the designated advisor for evaluation and recognition.

SPIRITUAL GUIDANCE

Spiritual guidance is always available through our Campus Minister, and/or local Priests. Services may be requested at any time and all efforts will be made to honor such requests.

GRADUATION REQUIREMENTS

A STUDENT IS REQUIRED TO HAVE A MINIMUM OF **26** CREDITS FOR GRADUATION. THESE CREDITS MUST INCLUDE:

- 4 credits in Theology, one for each year of attendance at Ladywood High School
- 4 credits in English
- 4 credits in Mathematics
- 3 credits in Science (Biology, Chemistry or Physics, and one additional Science credit)
- 3 credits in Social Studies (Global Studies, American History, Economics and Government)
- 3 credits in Electives
- 2 credits in World Language (must be two consecutive years)
- 1 credit in Physical Education and Health
- 1 credit in Fine Arts (Performing or Visual)
- 1 credit in Computer Technology

For credits to be counted toward graduation, students must successfully complete **both** semesters of a full year course.

CLASS STATUS

For a student to have Sophomore status, she must have earned 7 credits; to have a Junior status, she must have earned 14 credits; and to have a Senior status, she must have earned 21 credits.

TRANSCRIPTS

Official transcripts bear the school seal and are transmitted online or mailed directly by the school to a recognized institution, not to the student. An Official transcript is sent at no charge for undergraduates. Alumni requesting an official transcript are charged \$2.00 per transcript. All requests for official transcripts should be made directly to the Guidance Department.

FINANCIAL HOLDS

The school reserves the right to withhold a report card, transcript, and/or diploma for any student whose parents/guardians owe tuition and for any student who owes fees for fines, books, athletic fees or uniform fees. Other measures may also be imposed for unpaid tuition as set forth in the Tuition Agreement.

ADMISSIONS

Ladywood High School admits students of any race, nationality or origin and affords each student all rights, privileges, and access. It does not discriminate based on race, nationality or ethnic origin in its hiring, personnel, and educational policies, admissions, scholarship and loan programs, as required by the terms of Title IX of the Educational Act of 1972, Public Law 92-318 (as amended by Public Law 93-568). Ladywood High School retains the right to select students based on:

1. Performance of High School Placement Test (Grade 9 only)
2. Performance in Grades 7-8 (Grade 9 only)
3. Performance in last high school grade and GPA if a transfer student
4. Recommendations
5. Attendance and disciplinary records
6. Student's potential for success

Students who select Ladywood as first choice at the time of the testing are given first consideration. Students wishing to transfer to Ladywood High School after the start of 9th grade need to provide the following:

1. A letter from the parent(s) and a separate letter from the student(s) explaining the situation and why they would like to transfer to Ladywood.
2. Copy of student's high school transcripts/grades from all high schools attended
3. Copies of standardized tests scores
4. For International students only: a copy of their immigration papers, Visa, etc.

Ladywood High School retains the right to refuse admittance to any student whose presence would seriously impair the development of Christian education or that would otherwise hinder or impede the school's mission.

FINANCIAL INFORMATION

Ladywood is a private, Catholic High School that charges tuition and fees to maintain a balanced budget. The tuition and fees schedule is published annually. The registration fee for the academic year is **\$250.00** per student and is nonrefundable. Payments are made to Smart Tuition.

If a student is withdrawn during the quarter---full tuition for the quarter is due.

- **Nonsufficient Fund Fee-\$25.00** will be assessed for all returned checks. Payment should be made within 10 business days.

- **General Fee**-There is a **\$250.00** general fee that **must** be paid with the first tuition payment
- **Technology fee**-There is a **\$475.00** technology fee that **must** be paid in July.
- **Graduation fee**-Seniors are responsible for a **\$125.00** graduation fee which **must** be paid with the first tuition payment. Seniors will not be allowed to participate in graduation activities until all financial obligations are paid in full.
- **Grants and Scholarships**
 - Ladywood High School offers tuition assistance based on financial need. **FACTS**, an outside company, determines individual financial need. Applications to **FACTS** are available to all registered students. **NO** tuition assistance will be given without a report from **FACTS**. All grants and scholarships will be credited to the final payment of the account once the money is received. One hundred percent of all scholarships and financial assistance are forfeited if the student no longer attends Ladywood High School.
- **Fundraising**
 - All parents and students are expected to support and participate in school sponsored fundraisers. These activities supplement the difference between the actual cost of educating the student and the tuition. No student, parent/guardian, or faculty/staff member may solicit any funds through sales, collections, etc. without the explicit and written permission of the Ladywood High School Administration.

TEXTBOOKS

Textbooks are available through the online book store that the school recommends or you may purchase the books from your preferred website. However, we cannot guarantee that the books are the correct edition if the student purchases the books from an outside source. Please make sure that you have the correct ISBN number when purchasing your books to avoid any delays in shipment and/or incorrect purchases.

COURSE SELECTION

The course selection process provides the student with numerous opportunities to seek advice in selecting courses for the following year. It is not within the school policy to change a course based on the preference of teacher or hour of class.

Classes are planned and teacher's schedules develop on the basis of classes selected by the students during spring registration. However, Administration reserves the right to change student schedules in order to maintain class size, balance teacher loads, and/or adjust the student's academic schedule. In the event of such change, appropriate notifications will be made to the student and her parent(s). Students are required to complete all full year courses.

Every student receives a copy of her schedule at the beginning of the school year provided that the student's tuition and other fees have been paid. The student/parent can view the year schedule on the student's progress page in Blackbaud. Separate accounts for parents and students must be created in Blackbaud in order to access the student's schedule. An account can be set up by contacting Administration. Once an account is set up as a freshman, it will be the same account through graduation.

ONLINE/DUAL ENROLLMENT COURSES

The State of Michigan allows online/dual enrollment college courses to be taken in high school to help the student get college credit while attending high school. The State of Michigan has allocated funding for such courses along with any course fees and the student's book(s).

Students in grades 9-12 are permitted to take online/dual enrollment courses from the college of their choice for certain electives or in the event they were not enrolled in a class due to unavailability or similar reasons. However, Ladywood does not cover the cost nor reimburse the cost to attend and participate in such courses.

Students taking an online/dual enrollment course should be self-motivated and dedicated students. A study hall may be given to the student so that they can work on the class during school hours. Certain criteria must be met for a student to be considered a candidate for such college classes. If an online dual enrollment course is selected, it is the parent's and student's responsibility to provide the required computer device, as well as, any required software and/or equipment necessary to complete the course.

Students are still required to earn all the required credits for high school graduation. Any college level credit will not be counted in the student's high school GPA.

It is very important that students who would like to take advantage of Online/Dual Enrollment opportunities contact the Guidance Office prior to the beginning of each semester to ensure enrollment in the college course.

GRADES/HONOR POINTS

Quarterly grades are based on assigned values as follows:

- Regular and Accelerated Grades
 - 4.00 A 93-100
 - 3.67-3.99 A- 90-92
 - 3.33-3.66 B+ 87-89
 - 3.00-3.32 B 83-86
 - 2.67-2.99 B- 80-82
 - 2.33-2.66 C+ 77-79
 - 2.00-2.32 C 73-76
 - 1.67-1.99 C- 70-72
 - 1.33-1.66 D+ 67-69
 - 1.00-1.32 D 63-66
 - 0.67-0.99 D- 60-62
 - Below 0.67 F 0-59
- Advanced Placement (AP)
 - AP classes=one additional honor point (F-0)

PROGRESS REPORTS

When parents and students are logged into Blackbaud, the student's progress report can be found on their homepage under Performance for each class. The student's progress can be viewed throughout the year. If a student is falling below a C-, the teacher will send an email to the parent to make them aware of this situation. Parents should reply back to the teacher to acknowledge their awareness of their daughter's grade.

REPORT CARDS

Report cards will be issued electronically via Blackbaud each quarter. Any questions regarding grades must be submitted in writing to the main office within two weeks of the date of issuance.

EXAMINATIONS

As a college prep school, Ladywood recognizes that knowing how to take examinations an important part of preparing for college. In addition, exams are a learning tool; they require students to organize and review all the material covered during a given course.

- **Quarterly exams:** Written examinations may be given during class at the end of each quarter at the discretion of the teacher.
- **Semester Final Exams** are a course requirement and are to be taken at the scheduled times. Any exemption to this policy is the decision of the administration. Any student who fails to show up for a final exam will receive a grade of "F" and fail the course.
 - The school reserves the right to **refuse seating** for final examinations to any student whose parent/guardian owe tuition and to any student who owes for fees, fines, books, and/or athletic fees or uniforms. If the student is allowed to take the exam, the class rank and grade point average will not be calculated and the report card, transcripts, etc. Will not be issued until all financial responsibilities are met.

CONFERENCES

Parents are welcome to make appointments for conferences with teachers, counselors, or the Head of School by calling the main office between 7:10 AM and 2:45 PM. Teachers are not available for conferences when teaching.

- **Formal Parent-Teacher Conferences** are scheduled during the first and second semesters. This gives parents an opportunity to meet with teachers. If a lengthy conference is needed (more than 5-10 minutes), arrangements should be made for another day and time.

PARENT/TEACHER/STUDENT COMMUNICATION

Parents', teachers', and students' communication is enhanced with the use of the Internet. Through Blackbaud, a software program, teachers can record assignments, grades, assessments, message parents and students, post announcements, and give additional information about the courses they are teaching. Parents and students have access to view all of this information in Blackbaud once a user name and password is generated for the student and parent. All users of the Blackbaud system must have their own user name and password, thereby, maintaining strict confidentiality throughout the school.

TUTORING PROGRAM

Teachers are available to help students after school each day from 2:15-2:45 PM. It is the responsibility of the student to request assistance.

- **The National Honors Society** also hosts a tutoring program for students. Students and parents may seek this help through the counseling office or the subject teacher.
- **Enrichment time** is now built into the student's schedule for 45-minutes once a week throughout the year. Students may seek help in their core classes at that time. The Enrichment time is mandatory for all students whose grades are falling below a C-.

SEMESTER GRADES

Final grades for the semester are computed by doubling the two quarter grades, adding the final exam grade, and dividing the sum by 5.

- EXAMPLE: (2)QUARTER 1 GRADE + (2)QUARTER 2 GRADE + FINAL EXAM = _____/5
 $3.0 + 3.0 + 2.94 + 2.94 + 3.5 = 15.38 / 5 = 3.076$

CUMULATIVE GRADE POINT AVERAGE (GPA)

The Cumulative GPA is based on the Semester grades that a student receives during her four years of high school. To figure out the cumulative GPA, the number of previous semester honor points is added to the number of new honor points and is divided by the sum of the previous and present semester grades.

- EXAMPLE: If a student (at the end of her sophomore year) earned 104 honor points (quality points) for 28 grades and at the end of the first semester of the junior year she earned 17 honor points (quality points) for 7 grades, her cumulative GPA would be 3.46. The grade point average 3.46 is obtained by dividing the 121 quality points (honor points) by total number of grades, i.e. $28+7=35$.
 $104 + 17 = 121 / 35 (28+7) = 3.46$
- **CLASS RANK** – The class rank shows how well the student has done in comparison with all the other students in that grade level. It is based on the total number of quality points, grade point average and the number of credits successfully completed.

ACADEMIC PROBATION

A student is placed on academic probation if her quarter and/or semester grade point average is equal to less than 1.75. Any student who fails two or more subjects in a quarter and/or semester will be placed on academic probation. A student may be dismissed from Ladywood if both:

1. Her grade point average (GPA) does not exceed 1.75 in the following quarter and/or semester, and
2. Her cumulative grade point average (GPA) is below 1.75.

Failure in two or more courses in a semester may result in the student being requested to withdraw from Ladywood High School.

GRADE POINT AVERAGE AND HONORS

The grade point average (GPA) is computed for each quarter and appears on each report card. It serves as the basis for computing honor roll status. To be considered for the honor roll:

1. A student must have an A, B, or C in each of her classes with a minimum of a 3.145 GPA. Any C- disqualifies the student.
 2. A student may not receive more than one detention within a quarter.
 3. A student who incurs a suspension will not be considered for the honor roll for that quarter.
 4. A student who receives a disciplinary action for cheating will not be considered for the honor roll for that quarter.
- **Academic Honors**
 - Principal's Honor Roll: 4.000-4.999
 - Second Honors: 3.500-3.999

- Third Honors: 3.145-3.499

A student who is on the Honor Roll all four quarters of a year will receive the designation, Honor Student and receive an Honor Roll Certificate. A student who has been an Honor Student for **four years** at Ladywood High School is awarded the **Gold Cord** at graduation. A student who has been an Honor Student for **three years** at Ladywood High School (including senior year) is awarded the **Blue Cord** at graduation.

- **Valedictorian/Salutatorian**

- The Valedictorian and Salutatorian Honors are based primarily on seven semesters: total number of quality points, grade point average and credits earned, but character and service must also be considered in calculating these honors. Conversely, student conduct that disparages or tarnishes the reputation of the Ladywood High School community will disqualify one from this honor.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is based on character, leadership, service and scholarship. To be eligible for membership, a candidate must meet the following criteria of each area of evaluation:

- **Character:** A candidate must be a responsible person who respects herself and others in a Christian manner.
- **Leadership:** A candidate must be willing to assume leadership roles at Ladywood High School, at her parish, and in her community.
- **Service:** A candidate must give freely of her time and talents in service to Ladywood High School, at her parish, and to her community.
- **Scholarship:** A candidate must also meet the following academic requirements:
 - Seniors, Juniors, and Sophomores must maintain a cumulative GPA of 3.5
 - The candidate must make the honor roll in the quarter preceding her nomination for membership.
 - The candidate is strongly encouraged not to have a "Withdrawal" recorded on her permanent record.

Members of the National Honor Society must sign a contract and are evaluated each semester. If the student falls below the standards, she will be placed on probation and/or dropped from membership.

STUDENT COUNCIL

The Student Council is an organization through which the students may express their opinions assist in the administration of the school, and participate in the management of school activities. The student must have a minimum GPA of 3.3 and be registered for the coming schoolyear to run for Student Council office. The Council further requires that the student sign a contract, maintain at least the 3.3 GPA, and that she participate in all Student Council sponsored activities.

FIELD TRIPS

Field trips are part of the school programs. In order to participate:

- A student must have a 'C' or better in each class missed that day
- Signed permission by the respective teachers.
- The student must present the permission form signed by her parents/guardians on the date required.

- The student is responsible for making up any work missed in her other classes due to her absence.
- Appropriate dress is required.

ASSEMBLIES

Assemblies are a regular scheduled part of the curriculum. They are designed to be educational, as well as, entertaining. Guidelines for student behavior are:

- Leave all books in your classroom/homeroom
- Proceed to and from the gym or activity center in an orderly fashion
- Be attentive and respectful

The entire staff supervises assemblies and may take appropriate action for any violation of the above guidelines.

COLLEGE CREDIT/DUAL ENROLLMENT

Students may take courses at a college or University during the school year.

Students are encouraged to avail themselves of the opportunity to obtain college credit while still attending high school. Students need school permission to enroll in a dual enrollment course during the school day. These are considered enrichment courses and do not substitute for secondary level courses.

Students need to speak with their guidance counselor for additional information and to receive permission to enroll in a college level course.

Ladywood does not cover any costs nor reimburse any costs to attend or participate in such courses.

SUMMER AND NIGHT SCHOOL POLICY

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

- She receives a letter from the Guidance Department advising summer or night school because she failed a class and needs the credit.
 - Failure to take the prescribed summer school classes may make the student ineligible to return to Ladywood

Summer or night class grades will not change the grade from Ladywood and will not affect a student's cumulative grade point average (GPA). The credits received will be recorded on her permanent record and accepted by Ladywood towards graduation requirements.

Ladywood does not cover any costs nor reimburse any costs to attend or participate in such courses.

ACADEMIC INTEGRITY POLICY

Academic integrity requires that students be truthful and respectful of the intellectual property of others. In their pursuit of knowledge, students must know what constitutes academic dishonesty so that it can be avoided.

There are three types of academic dishonesty.

1. **Cheating:** Misrepresenting mastery of material on a test or on written projects. Examples are:
 - a. Copying another student's homework or class work.
 - b. Allowing another student to copy her work.
 - c. Using notes or lists during an exam, test or quiz.

- d. Using calculators improperly during an exam, test or quiz.
 - e. Giving out test answers during or after an exam, test or quiz.
 - f. Submitting work in her name which has been prepared by others.
 - g. Altering responses on a quiz or test to deceive the teacher or to 'help' another student.
2. **Plagiarism:** Representing someone else's words, ideas, phrases, or statistics as her own work. When a student submits work that includes research, the sources of the information must be acknowledged through complete, accurate footnote references, verbatim quotations when necessary, and bibliographical listing. To avoid a charge of plagiarism, a student should be sure to include a footnote (credit to another person's work) whenever she:
- a. Quotes another person's word directly.
 - b. Uses another person's ideas, opinions, or theories even if they have been paraphrased in the student's own words.
 - c. Uses facts, statistics, or other graphic material taken from a source, unless the information is common knowledge.
3. **Fabrication:** Inventing information or giving false information to deceive the educational process. Examples are:
- a. Citing or footnoting information which is not taken from the source indicated.
 - b. Padding a bibliography by listing sources which are not used in the research paper.
 - c. Making up or fabricating information and submitting it as research data.
 - d. Writing a quiz, paper, test, or other class work for another person or allowing another person to do the same for her.
- **Consequences for academic dishonesty**
 - **1st offense**
 - Zero on the assignment
 - Disciplinary referral form turned into the Dean of Students
 - Student appears before the Dean of Students
 - Teacher & Dean of Student calls parents
 - Saturday detention will be issued
 - **2nd offense**
 - Zero on the assignment
 - Disciplinary referral form turned into the Dean of Students
 - Student appears before the Dean of Students
 - Teacher & Dean of Student calls parents
 - Student will receive a one-day, in-school suspension resulting in zeros on all work missed in any class on that day.
 - **3rd offense**
 - Zero on the assignment
 - Disciplinary referral form turned into the Dean of Students
 - Student appears before the Dean of Students
 - Teacher & Dean of Student calls parents
 - Student will receive a two-day, in-school suspension resulting in zeros on all work missed in any class on that day.
 - **Subsequent offenses**
 - Zero on the assignment
 - Disciplinary referral form turned into the Dean of Students
 - Student appears before the Dean of Students
 - Teacher & Dean of Student calls parents
 - Dean of Student will determine consequence

- **Important Note:** This policy applies to all assignments (class work, homework, projects, tests, etc.). The Administration will keep a record of all Disciplinary referrals regarding academic dishonesty. The referrals carry over from year to year as long as the student is enrolled at Ladywood. Therefore, if a student has been academically dishonest as a Freshman and again two years later, that will be considered her second offense.

ATTENDANCE POLICY

Students are only allowed four (4) excused absences per class each semester. After four (4) absences, all subsequent absences will be unexcused and result in zeros for all assignments missed on the day of the absence. This policy will apply unless the Administration grants an exception based on extenuating circumstances.

Pre-approved absences, dentist/doctor appointments are not treated as exceptions to this policy. If a student is tardy in excess of 20 minutes, the student will be considered absent for that class. This policy is consistent with the expectations that our students will encounter as future employees. Most employers only allow a set number of absences before pay is reduced for each subsequent absence.

There is a high correlation between good attendance and academic achievement. To foster positive work and study habits, the Administration and Faculty believe that students must be in class in order to fully maximize the educational opportunities that are available to them.

Monitoring student attendance is a shared responsibility between the school and home. Even though students who are absent (excused) may make-up their written assignments, there is no way to make-up the interaction that exists in the classroom. It is the student's responsibility to attend all classes and to be on time.

- **ABSENTEE PROCEDURE TO FOLLOW**

- When a student is absent from school, a parent/guardian **MUST** call the attendance office at 734-744-6250 between 7-8:00 AM on the day a student is absent or will be unusually tardy.
- Upon her return to school, the student **MUST** report to the attendance office prior to her first class.
- Students must bring a written note signed by their parent/guardian and where applicable, a doctor's note.
- The phone call, note and doctor's note where applicable are needed prior to the student's readmission to school.

- **EXCUSED ABSENCES-**The following conditions for absences will be considered excused and will not result in loss of credit if proper verification is provided.

- Unavoidable doctor visits with written verification from the doctor's office. This includes, but is not limited to, all medical, chiropractic, orthodontic or dental personnel.
- Hospitalization with written verification
- Serious, extended illness or chronic health conditions under a physician's care with written verification from the physician
- Mandatory prearranged court appearance verified by court documents prior to and after the appearance.
- Death in the immediate family
- Exclusion for immunization purpose

- Prearranged absence properly documented
- **UNEXCUSED ABSENCES**-If the school classifies the absence as unexcused the student receives no credit for assignments or tests missed. The following list includes examples of unexcused absences but is not limited to these:
 - Oversleeping
 - Hair appointment
 - Babysitting
 - Student pictures
 - Working, etc.
 - Non-attendance at the following functions are considered unexcused absences unless approved by the Administration ahead of time.
 - Liturgies
 - Prayers services
 - Annual Retreats
 - All-school service day
- **AFTER SCHOOL PARTICIPATION**-Students who are absent from school all day or half of the day may not attend or participate in any school function, activity, sports practices, games or events that day.
- **PREARRANGED ABSENCES**-When it is necessary to miss school because of extenuating circumstances, students must submit a letter to the Dean of Student's office prior to the absence.
 - Teachers are not responsible for providing advance assignments or make-up work. Missed quizzes, tests and assignments must be made up within two weeks.
- **VACATIONS**-A vacation that does not coincide with the school calendar is discouraged. The normal schedule provides for vacations at Christmas, Easter and the entire summer. Parents/guardians are asked to plan vacations during these periods. The school's position is:
 - We do not support or authorize vacations taken when classes are in session.
 - We do not approve of students missing classes either before or after the scheduled vacation periods. An absence on the day before or the day after a scheduled vacation period is an automatic unexcused absence.
- **ILLNESS**-If a student becomes ill during the day, she must report to the Attendance Office where she will be marked absent from classes missed. The Attendance Office will also contact her parent/guardian to plan for her to leave the building. In the meantime, the student will wait for transportation. At no time may a student leave the building or make her own arrangements to contact parents. The student must bring a note from her parent/guardian, and if applicable a doctor's note, upon her return to school.
- **FUNERALS**-In the event of a death in the immediate family or Ladywood family, parents who wish to have their daughter attend the funeral service may have her excused by sending a note stating the time the student will leave and return to school.
- **CUTTING CLASS**-A student is expected to attend all classes, study halls, homerooms, assemblies, field trips, or any other school function that have been scheduled. Cutting class or any

scheduled activity will result in '0' in classes missed on that day, as well as, a one-day suspension.

- **LATE ARRIVAL**-Students are expected to be in school and to report to all classes on time. "On time" means that a student is seated in the classroom, in uniform, with all material ready to begin class. Students arriving late to school must check in at the Attendance office. Failure to do so will result in an unexcused tardy.
- **TARDINESS POLICY**-Three unexcused tardies will result in a Saturday detention. Three additional unexcused tardies result in an additional Saturday detention. After a 7th unexcused tardy, the student must appear in front of the Dean of Students who will determine any further actions to be taken. **Tardies do not carry over from quarter to quarter.**
 - If a student is with another teacher who provides a pass or with the counselors who provide a pass, that is considered an excused tardy and does not count toward the Saturday detention consequence.
 - All first period tardies will be considered unexcused unless the Administration grants a blanket exception due to inclement weather.
 - After 3 or 6 tardies, the teacher will write up a disciplinary referral form and turn it into the Dean of Students. The Dean of Students will take the necessary action based on the teacher's referral.

MAKE-UP WORK

A student absent one or two days, in need of the assignments for the next class meeting, may either email her teachers requesting the assignments and/or check Blackbaud. The missing work should be made up by the next class meeting, but not later than two class sessions.

After a prolonged absence which has been excused, the student has the responsibility to make arrangements with her teacher(s) to complete the missing assignments and tests. The length of time allotted for make-up work is left to the teacher's discretion but is not to extend beyond two weeks without consultation with the Administration.

DRESS CODE

The dress code is in effect from the first day of school to the last unless otherwise announced by the Head of School. A student's appearance at school reflects an attitude of pride in self, school, and the community. To reflect a spirit of academic and business worlds, Ladywood students are required to be neatly groomed and dressed in clean uniform shirts, sweaters and skirts. Students' hair should be clean, neat and combed. Headbands are permitted without writing or excessive decoration.

NOTE: At All Liturgy Masses, Full Uniform Is Required.

THE UNIFORM INCLUDES:

- Kilt skirt - no more than 2 inches above the knee
- White, long or short-sleeved Ladywood monogrammed knit shirt with collar and banded edge
- Optional white monogrammed turtleneck
- Ladywood navy-blue, v-neck long-sleeved sweater
- Ladywood navy-blue quarter-zip fleece or varsity athletic sweater

- Solid white, navy- blue, gray, or black ankle, crew, knee high socks or tights can be worn
- Footwear will consist of:
 - tennis shoes
 - top-siders
 - shoes that have a closed toe and closed sides
 - crocs
- Plain white T-shirts (NO Designs) **CAN** be worn under the uniform shirt
- Seniors may wear their class sweatshirt as part of their uniform
 - Scrubs (Sweatshirt, Senior T-Shirt, and Scrub pants) once they have been approved on the scheduled dates only
- Slacks- khaki uniform slacks may be worn
- While school is in session, Student Identification Cards **must** be worn on the approved lanyards.
 - The lanyards should not be tied or have other attachments.
 - The ID card case should not have stickers placed on it.

SPIRIT DRESS APPAREL INCLUDES:

- Unless the administration has approved a different dress down theme for the school day, the students must **only** wear Ladywood apparel.
- Jeans and / or athletic pants may be worn if they are clean, neat, and without fringes or holes.
- Official Ladywood T-shirts and/or sweatshirts may be worn.
- School appropriate shoes must be worn.
- Students who wear another school's apparel will be issued a disciplinary referral.
- No Shorts unless informed prior to the dress down day.
- No Yoga pants, pajama pants, or leggings may be worn for Spirit dress apparel.

UNACCEPTABLE DRESS INCLUDES: Except when expressly permitted for special occasions

- The following footwear is **not** permitted:
 - Any shoe that scuffs the floor (leaves black marks)
 - Boots
 - High heels
 - High top tennis shoes
 - Sandals
 - Flip-flops
 - Slippers
 - Moccasins
 - Roller Shoes
 - Birkenstock
 - Any shoe with fur inside or outside
- Tights with designs are not permitted.
- No head coverings including, but not limited to:
 - hats
 - caps
 - excessively large hair ornaments

- No excessive hair colors of, including but not limited to, blue, green, purple, orange, etc.
- No spiked, shaven or extreme short haircuts are allowed
- No outdoor jackets or coats
- No sweat pants or pajama pants under kilts
- No gloves
- No multiple earrings, bracelets and/or necklaces
- No nose, tongue, eyebrow and any other body part piercing

WATER BOTTLES

Students may use a **clear** water bottle during the school day. Water bottles may only have water in them. Pop, water flavorings, juice energy drinks, alcohol, etc. Are not permitted. Any student found in defiance of this policy will face disciplinary consequences including up to an expulsion.

CODE OF CONDUCT

A student's personal conduct is an indication of her desire to remain a student at Ladywood High School. Respect and responsibility are the foundation of the Ladywood Code of Conduct.

Students are expected to be courteous and respectful to others, including administrators, teachers, parish and school employees, volunteers, parents and students, in all of the interactions. Students who engage in name calling, threats, bullying, intimidation, or other conduct or communication that has the purpose or effect of creating a hostile, offensive or abusive atmosphere including online postings on social networks, such as, Facebook, Twitter, Instagram, SnapChat, iMessage and all social media sites online in general will be brought to the attention of the Governance Team who will review and investigate the situation to determine the course of action to be taken. Types of actions to be taken may be one or all of the following:

- Call home to parent/guardian
- Discipline
- Expulsion

Student conduct that is disparaging or harmful to the reputation of the Ladywood High School Community may incur indefinite suspension and/or expulsion.

The use of the Internet must be in support of education and research consistent with the educational objectives of the school. As computer users, the student agrees to follow all rules and codes of ethic in all their work. Students also agree to follow the Electronic Resources Policy.

Any infringement of the Code of Conduct will result in the student being disciplined, up to and including expulsion, for conduct inside or outside school that is deemed by the Head of School as detrimental to the school community.

- **DISCIPLINARY ACTIONS:** A student's conduct that hinders the Ladywood environment, may incur a detention, suspension and/or expulsion for any of the following reasons:
 - Boisterous and unacceptable behavior on buses
 - Unladylike behavior in hallways, including shouting, running or horseplay
 - Unauthorized presence in the hallway
 - Lying
 - Chewing gum in school
 - Defacement of school property, desks, or lockers

- Malicious vandalism
- Defacement of school uniform
- Kicking or otherwise damaging lockers
- Disrespect for teachers, administration and staff
- Dress code violation
- Eating or drinking outside of the cafeteria area
- Disruptive behavior during the lunch sequence
- Repeated violations of the Academic Integrity Policy
- Unauthorized presence in the parking lot during school hours
- Vulgar language whether written or spoken
- Use of cell phone at any time during the school day, including lunch period for the first offense
- Second offense for using a cell phone in school during the school day
- Improper behavior at school functions
- Use of radios, beepers, cameras, cell phones or other electronic devices in school
- Use of any beverage except water in school-except in the lunch room during lunch
- Littering anywhere on the school premises
- Habitual detention
- Skipping class and/or a required activity
- Leaving campus without authorized permission
- Physical and/or verbal assault and harassment of another student or any other person
- Insubordination-open defiance of school personnel or any persons associated with the school
- Possessing immodest literature and/or use of profanity whether written or spoken
- Smoking at any time in the school building, on school premises or at any school sponsored activities
- Smoking e-cigarettes at any time in the school building, on school premises or at any school sponsored activities
- Possession of drug paraphernalia
- Possession or use of, exchange or sale of, or being under the influences of alcoholic beverages and/or drugs on school property or at any school sponsored activities
- Possession of a weapon or dangerous object (referred to Police)
- Theft of personal or school property
- Improper use of computers, including visiting restricted sites such as Facebook, Twitter, Instagram, SnapChat, iMessage, etc.
- Unwholesome attitudes disruptive to the good of all
- Other troubling behavior or conduct as determined by the Ladywood Administration

The Head of School reserves the right at her discretion in the best interest of the school to waive and/or deviate from any and all disciplinary rules, practices or procedures.

- **IN-SCHOOL/OUT OF SCHOOL SUSPENSION PROCEDURES**

- The student is removed from all classes on the day(s) of suspension. A suspension is recorded and notification is given to her parents. The student receives an "F" for every class missed. Tests **may not** be made up.
- The student **may not** participate in any school-related activities during the time of suspension.

- School personnel will communicate with the parents and student prior to the student's readmission after an extended suspension.
- Following a third suspension, the student will be permitted to withdraw from school.
- **DISCIPLINARY PROBATION**
 - A student may be placed on probation for serious or continued misconduct. During this probation, the student will have the opportunity to exhibit improvement. Parents will be informed of the terms of the probation.
- **EXCLUSION**-Exclusion is an act of removal from the school with no opportunity for readmission.
 - Exclusion Procedure-Only the Head of School may exclude a student
 - The Head of School is notified immediately of the act/incident
 - The student must report to the Head of School at once
 - The Head of School gathers the facts and interviews all parties concerned
 - Parents are called and apprised of the incident
 - The student is sent home
 - The Head of School evaluates the situation
 - The student is dropped from enrollment
 - A written report of the incident will be made in triplicate and given to the appropriate parties involved.

LEGAL MATTERS

Under Michigan Law, the following actions are criminal and are subject to school disciplinary action (suspension and/or expulsion) and to police intervention:

- Possession of a weapon or dangerous object
- The sale, use, possession, or distribution of illegal drugs or alcoholic beverages
- Theft of school property
- Vandalism or malicious destruction of property

If a student is involved in a police matter, her parents will be notified as soon as possible.

INTERNET

All students are required to sign the Electronic Resources Policy Agreement. Only students who have this Agreement signed by the parent on file may have access to the Internet. They must follow the guidelines designated by the Administration.

The use of the Internet must be in support of education and research consistent with the educational objectives of the school. As computer users, students agree to follow all rules and codes of ethics in all their work. Any infringement of this Agreement will result in a detention and the cancellation of computer privileges for the duration of the year. A second offense will result in a suspension.

ELECTRONIC DEVICES

The use of cell phones is prohibited throughout the school day in all areas of the Ladywood High School Building. Cell phones and other electronics are to be left in the car or turned off and kept in the locker during the school day, or they will be confiscated.

The use of cell phones by students at any time during the school day, including class time, study periods, lunch periods and off-site school related activities that occur during the school day will be subject to disciplinary action including, but not limited to, in/out-of-school suspension and confiscation of the phone.

Should a situation arise, necessary phone calls may be made at the attendance office or in the main office. Parents may contact their daughter or leave a message through the main office and not through her cell phone. Messages will be given to the student at an appropriate time.

The use of cameras, video recorders, camera phones or recorders, radios, iPods, beepers, and other types of personal audio/visual equipment is also prohibited in school and locker rooms. These items may also be confiscated by the teachers or administration and the student may be subject disciplinary action including expulsion. Taking pictures in class, in the locker room and/or posting any of these photos/videos on Facebook, etc. will result in a disciplinary action up to expulsion.

CO-CURRICULAR ACTIVITIES

There are many co-curricular activities available to students at Ladywood High School. These activities include programs and events that are religious, educational, athletic, and social in nature. Students must understand that their primary responsibility is to their academics and that participation in any co-curricular activity is secondary.

Students must have a 2.0 cumulative grade point average or better in order to participate in a co-curricular activity that extends beyond a period of two weeks. However, the National Honor Society and the Student Council require a higher GPA. Students can check on Blackbaud or with the Guidance office for their GPA.

SOCIAL ACTIVITIES

All arrangements for an activity are to be made with the approval of the class or club advisor and the Head of School. Activities should be planned well in advance of the scheduled date. The advisor and the Head of School should be informed of all arrangements as they occur.

ATHLETICS

Ladywood offers a variety of athletic programs in which students can participate during the fall, winter and spring seasons. The sports are on the varsity and junior varsity levels.

Athletes are bound to follow the Ladywood High School Catholic League and Michigan High School Athletic Association (MHSAA) rules and regulations, as well as, the policies and procedures of Ladywood High School. Before trying out for the sports team:

- The student must be registered and in good standing
- All requisite tuition and fees paid
- The student must have a cumulative GPA of 2.0
- The student must have and maintain a 2.0 GPA in all classes taken within a quarter or a semester
 - If a student's GPA falls below a 2.0 in any class/classes, the student will not be eligible to participate until the grade in all class/classes is returned to a 2.0.
- A current physical exam must be on file

- Any athlete absent two or more classes or the entire day may not participate in athletic competitions or practices for that day
- Any athlete who must serve a detention may not attend an athletic competition or practice until the end of the detention
- Any student suspended from school may not participate in athletic competitions or practices for the duration of the suspension.
- Athletes waiting for after school practice must wait in the area designated. (See After School Wait Program)

CONCUSSION LAW

If a student is withheld from athletic activities due to a suspected concussion, she may not return at all that day and only on a subsequent day with the written clearance of a doctor (MD or DO).

CARS

Students who drive to school must obtain a parking permit from the school office. This permit must be exhibited in the front window of the car. Cars must be parked in the designated area only. Unregistered cars and those not parked in the assigned areas may be towed away at the owner's expense. Cars must be locked at all times for safety precautions. The school does not assume any responsibility for any loss, theft, damage, or accidents which occur on school grounds. Students may not drive, sit in, or go to their cars at any time during the school day unless approved by the main office. Upon approval, the student will sign-out and sign-in.

BUS SERVICE

Bus service is provided by the Livonia Public School system to those eligible according to law.

CAR PICK UP/BUS SERVICE

Parents or anyone who drives students to school must abide by the rules and procedures established by the school.

- All cars must enter through the main driveway
- Obey the speed limit of 15 mph for student safety
- Only cars with handicap permits should park or stand in the handicap parking places
- Students are to be dropped off/picked up in the designated area
- No cars are to stand or park on the road in front of the building and block the way of buses or the flow of traffic
- All student cars must be registered. Unregistered cars will be towed at the owner's expense.
- All bussed students enter/exit through the North Entrance doors
- Grades 9-11 enter through the North Entrance doors
- Grade 12 enters through the Senior Central Entrance doors
- All posted signs are to be observed
- The driveway at the North end of the parking lot is for exiting only from 6 am to 3 pm

WAIT PROGRAM

The students' safety and security at Ladywood High School are paramount before, during and after school hours. Although the school day ends at 2:10 PM, we are aware that many of our young ladies do remain after school for various activities. We offer a supervised wait room with a moderator. Students participating in this program must fill out the Wait Program form and return it to the main office. The

supervised hours are from 2:15 PM - 4:30 PM daily. Although the supervised hours end at 4:30 PM, your daughter(s) may stay in the cafeteria until 6:00 PM.

Please note: If your daughter(s) would like a snack while in the Wait Program, she should bring it from home the morning of. Students are not allowed to leave the school at 2:10 PM to go get food and then return to the Wait Program at Ladywood. Nor are they allowed to call somewhere and have something delivered to the school. It is for their safety and security that this policy is in effect.

If your daughter is waiting in the cafeteria between 4:30 and 6:00 PM, she must sign out on the log sheet before leaving the moderator's room to go to the cafeteria and stay there until her ride arrives. During this time, your daughter(s) must continue to abide by school rules and policies.

Students participating in any sports program must report to the Wait Program and remain there until 10 minutes before practice. Students should not wait in the gym or locker room. Students may not leave the school premises while waiting for any sport and/or other school activity. The school assumes **no responsibility** for students who act on their own and disregard this safety precaution.

CAFETERIA

Students may bring a lunch from home or, when available, buy lunch at school. Students have access to microwaves in the cafeteria and vending machines that offer beverages and snacks. Grades 9-11 must eat in the cafeteria. Seniors can eat in the Senior Lounge or Cafeteria. Each student is responsible for cleaning up after herself.

LOCKERS/PERSONAL PROPERTY

- Lockers are the personal property of Ladywood High School
- The administration has the right to seize items in the student's possession and has the right to search school property used by the student when there is reason to believe that the student possesses material which violates the law, school policy, or regulation
- Locker combinations should not be shared with others
- Students may use only the assigned locker
- Students must keep their assigned locker in proper order. No pictures or printed materials can be posted permanently either inside or outside the locker. Any item posted must be appropriate and in the keeping of the teachings and standards of Ladywood High School. The must be locker left clean at the end of the school year.
- Coats, sweaters, purses, and backpacks must be placed in lockers and not taken into the classroom
- Students must always keep their lockers closed and locked. For their protection, students are advised to keep all valuables at home and not stored within their locker.

LOST AND FOUND

Items (including books) found on top of lockers, in the hallways or left in classrooms during or after school hours will be brought to the main office and placed on a table just outside the office. Students are encouraged to check the lost and found daily for missing possessions. Unclaimed books may be sold.

HALL PASSES

Students leaving or returning to a class or designated area must have an official school pass. It is the teacher's responsibility to issue and collect the pass(es) in the respective rooms.

CLOSED CAMPUS

Ladywood High School maintains a closed campus. Students remain within the school premises from the time of arrival until the time of dismissal. Students may not leave the school premises while waiting for any sport and/or other activity. The school assumes no responsibility for students who act on their own and disregard this safety precaution.

CLOSING OF SCHOOL

Should it be necessary to close school due to extreme cold, dangerous road conditions, excessive snow or any other reason, the media will be notified. If the Livonia Public Schools are reported closed, Ladywood will be closed. The Ladywood website, <http://www.ladywood.org>, as well as, the local TV and Radio stations: WJR, WWJ, WXYZ or Channels 2, 4, and 7 will also list the school when it is closed. Current families will receive a phone message via School Reach. All activities for the day are automatically cancelled.

EMERGENCY DRILLS

Emergency drills are paramount to the safety of all students and personnel.

- **FIRE:** During a fire drill, faculty, staff, students and guests must leave the building immediately. The last person exiting a room closes the door. The teacher takes his/her class roster to be able to account for all students.
 - Anyone detecting smoke or a fire should:
 - Pull the nearest fire alarm
 - Notify the office
 - Exit the building
- **TORNADO:**
 - Anyone detecting a funnel-like cloud:
 - Immediately notify the office
 - A signal is given
 - Teachers take their class roster to be able to account for students
 - All personnel must seek shelter immediately in hallways away from glass doors or window
 - Students will not be released from school
- **LOCKDOWN:** In the event of a hazardous or threatening situation, the school implement its lockdown procedures.

ACCIDENTS

Any accident in school, on the school grounds, or at any school-sponsored event must be reported immediately to the person in charge and to the school office. If professional treatment is needed,

emergency action will be taken immediately and the student's parents or guardians will be notified. All persons in charge are to file an accident report with the main office.

HEALTH PROCEDURES

Each student is required to have an emergency card on file which lists names and telephone numbers of whom to contact in case of an emergency. This card also provides insurance information, health or other information important in an emergency. In addition, each new student must present, by the first day of school, an immunization record completed and signed by her doctor. Parents are asked to notify the school of their daughter's health problems requiring immediate attention.

NO MEDICATIONS SHOULD BE IN THE STUDENT'S POSSESSION. If a student must take medication during school hours, she must present to the office the completed "Release for Dispensing Medication" form signed by the doctor and the parent/guardian, as well as, the medication. No medication will be dispensed without proper forms.

In the event of illness or accident on school time, parents will be contacted. A report will also be filed in the office.

GUIDANCE, COUNSELING AND CAREER INFORMATION

Guidance is an integral part of the total school program. It consists of those services which will facilitate the optimal development of the individual. It is not connected with school discipline, but with the self-discipline of the individual. The outcomes of the Guidance program are student centered. The aim is to enable each student to understand her abilities, interests, and personality traits, to develop them as fully as possible, to relate them to her life goals, to establish within herself basic Catholic values, and finally to reach a state of mature self-guidance.

Counselors help the students to use intelligent planning and decision-making techniques to reach wise educational, vocational, and personal decisions.

Counselors meet with students and individually regarding such matters as:

- Educational and social adjustment to high school
- Physical, emotional or social needs
- Classroom visitations/lesson plans according to the student's needs
- The quality of academic work done by a student
- The results and interpretation of standardized tests
- The selection of a student's curriculum for the following year
- Vocational information
- Post high school/educational information and admissions

Students are encouraged to make use of the counseling services and parents are encouraged to maintain contact with their daughter's counselors.

WORK PERMITS

Work permits are available from the Guidance Office. Students (minors) who plan on working are required by law to have a work permit on file. Work permits can also be obtained from the school district where the minor resides or the school district where the minor will be employed.

CHANGE OF ADDRESS

Parents/guardians of students and/or students are requested to notify the office in writing of a change of address or telephone number.

STUDENT VISITORS

Student visitors are welcome to Ladywood High School under the following circumstances:

- The visitor's parent must call the office at least one week prior to the visitation day. Guests will not be admitted on a walk-in basis.
- Guests should be in 8th grade or transfer students who are interested in admission to Ladywood High School.
- The visitor should not be absent from her school in order to spend the day at Ladywood.
- The visitor must provide a letter from her parents approving the visit.
- On the visitation day, guests must report to the office prior to attending classes or school functions with the Ladywood student.
- Guests must behave in a manner consistent with Ladywood school regulations.
- Guests must wear appropriate attire: no jeans, shorts, or athletic clothes
- Guests are encouraged to plan their visits between September and April.

VISITORS/SPEAKERS

All visitors must sign-in at the front office. Speakers invited to make presentations to any group are subject to prior background checks per the Detroit Archdiocesan policy.

AIDS EDUCATION

Based upon its Christian Philosophy, Ladywood's response to Acquired Immune Deficiency Syndrome (AIDS) includes the following:

- Education of the Ladywood Community
- Recognition of the importance of the individual
- Honoring the right of confidentiality
- Loving Christian concern for the person, sensitivity to the needs of the individual, and a concern for the school community.

ANTI-HARRASSMENT POLICY

An environment of mutual respect for the dignity and worth of everyone is a basic tenet of Ladywood High School. Students are encouraged to form, hold and express their own beliefs and opinions. However, a student's exercise of free expression must not interfere with the right of other students. All students must be able to learn and grow in an atmosphere free from any form of harassment.

Harassment can be either conduct or communication. Actions that seem harmless or musing to some may be offensive to others. Therefore, harassment according to this policy includes any verbal, physical or written behavior which intimidates individuals or groups on any basis including, but not limited to

race, ethnic background, religion, gender, national origin, or disability. It also includes an expressed or implied threat to personal safety. Harassment must not have an effect of interfering with the students' participation in the curricular or co-curricular activities of the school. Accordingly, harassment by inappropriate behavior directed at faculty staff or other students will not be tolerated. A student who feels she is being harassed by peers or a staff member or who is aware of the harassment of another student(s) shall report such incidents to a teacher, counselor or an administrator.

The staff member receiving a student's report, a parent's report or observing an incident of alleged harassment is expected to convey to the Head of School the circumstances surrounding the alleged incident. If the Head of School determines that harassment has occurred, she will take steps to end the harassment. If the incident(s) continue to occur, additional action will be taken. The Head of School or her appointee will initiate a further investigation of the harassment charges and implement follow-up measures, which she believes are appropriate up to and including exclusion from school.

CONFLICT RESOLUTION

If a student or a parent has a concern about a school policy, a classroom policy, disciplinary action, (grade 9s), another student or a teacher, the following procedure should be followed to resolve the situation as quickly as possible. In all situations, this procedure begins at the lowest level.

- **Procedure**
 - Contact the person with whom you have a complaint to discuss both sides of the situation
 - Each person is expected to make a wholehearted attempt to listen to each other and resolve the problem.
 - If the problem is unresolved, either person may request a meeting at the next level to discuss the situation and arrive at an amicable solution.
 - A request for a review of the decision at the next level must be made in writing within three (3) workdays.
 - A response to the review must be made within three (3) workdays.
 - No concerns may be presented to or reviewed at a higher level unless all other levels are pursued.
- **The levels of recourse are as follows:**
 - For Students
 - Student to Student
 - Student to Teacher
 - Student to Counselor/Department Head
 - Student to appropriate committee
 - Student to Head of School
 - The Head of School is the final arbiter in any situation
 - For Parents
 - Parent to Teacher
 - Parent to Counselor, Department Head or Committee (if appropriate)
 - Parent to Head of School
 - The Head of School is the final arbiter in any situation

The Head of School retains the right to make amendments to this handbook during the course of the school year. In the event that changes are made, the parents will be notified through regular communication channels.