

2021 - 2022

Student Handbook



Totino-Grace High School

1350 Gardena Avenue NE, Fridley, MN 55432-5899

763-571-9116 www.totinograce.org

PURPOSE, USE, AND INTERPRETATION OF THE TOTINO-GRACE HANDBOOK

References to "parents" in the handbook are meant to include legal guardians of students.

The Totino-Grace Handbook serves several important purposes.

- It outlines the operational procedures.
- It is a source of basic information for students to plan and carry out their academic and co-curricular pursuits.
- It acts as an official source of the rules, standards, and expectations that promote and ensure a positive and safe environment for members of our community.

This handbook replaces all previous versions of the Totino-Grace Handbook. If necessary, content of this handbook may be amended during the school year. If modifications are made to this copy, enrolled families will be notified by email. The most current version of the handbook is always available on the parents page of the Totino-Grace website.

Students and parents should review the content of this document carefully. It is the expectation of all students and their families to embrace the policies and procedures outlined in this document as a part of the responsibility that comes with membership in our school community. A handbook receipt and consent form is due annually prior to the start of the academic year.

The administration of the school reserves the right to modify and interpret the content of this handbook at their discretion and as individual situations and needs arise.

Please direct questions to the main office to be addressed by the appropriate department or staff member.

**This version of the 2021-2022 Totino-Grace Student Handbook was approved for publication
by school administration on July 20, 2021.**

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SCHOOL PRAYER

Good and Gracious God, giver of life and love, we praise you for calling us together as one.

Through the inspiration of our founders, John Baptist de La Salle and Theresa Gerhardinger, may we trust in your goodness and love.

We ask you today for a gentleness with one another and a forgiving heart.

May we be animated by a spirit of faith and zeal.

Keep us ever-mindful of the poor in our midst.

Spirit of God, enlighten and strengthen the Totino-Grace community, so that we may know our divine call and recognize what we are, what we should be, and what we must do.

May we pray with our hearts, join as one community, and be committed to serve You and each other in our daily lives.

Let us strive to learn; let us give ourselves to learning.

Let Jesus be the way we walk, the truth we follow, the life we lead.

St. John Baptist de la Salle and Blessed Theresa Gerhardinger...Pray for us.

Live Jesus in our hearts...Forever!

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.

VISION STATEMENT

Totino-Grace is an innovative, vibrant Catholic Lasallian high school known for academic rigor and relevance. Enriching student-teacher relationships and dynamic experiential learning opportunities inspires all students to reach their academic, faith, and personal goals. Financial stability and vitality ensure accessibility and transformative success for our students and school community.

LASALLIAN EDUCATION AT TOTINO-GRACE

- We educate in the Holy Presence of God, striving for excellence by instilling Gospel values in all we do and by inspiring academic and spiritual growth.
- We believe that teachers and staff stand in a providential and grace-filled relationship with students. Totino-Grace students benefit from the witness of a caring, concerned, and dedicated faculty, administration and staff.
- We are committed to create and sustain respectful human relationships in community. Within such a setting, Totino-Grace seeks to challenge its students to serve others and to deepen a sense of responsibility in the world community.
- We seek to serve and embrace students with varied academic needs and diverse social, cultural, and economic backgrounds and do so in partnership with families and all those who are committed to living the Lasallian mission.

CHARACTERISTICS OF TOTINO-GRACE GRADUATES

- 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.
- Spirituality - 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.

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.

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 laypeople 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 Board of Directors 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 to honor Jim and Rose Totino, entrepreneurs in the frozen pizza business, and generous benefactors.

OUR CATHOLIC IDENTITY

Totino-Grace is an educational ministry of the Archdiocese of St. Paul and Minneapolis and shares in the teaching mission of the Catholic Church. As such, the school is dedicated to the religious formation and instruction, academic preparation, and cultural development of young people. Totino-Grace invites and challenges students to make his or her faith living, conscious and active, preparing them for leadership in the Church and the world. Realizing that parents and guardians are the primary educators, Totino-Grace - through its administrators, teachers, staff, coaches and moderators - works diligently with parents and guardians to help our youth grow in their faith.

OUR LASALLIAN TRADITION

Totino-Grace is a Lasallian school, inspired by the educational mission of St. John Baptist de La Salle, patron saint of teachers and founder of the Brothers of the Christian Schools. 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 Christian Brothers have been associated with Totino-Grace from its beginning and the Lasallian educational mission continues to thrive through a worldwide network of brothers and lay colleagues committed to the evangelization and education of youth.

QUICK REFERENCE DEPARTMENT PHONE NUMBERS AND ONLINE RESOURCES

Main Office/Voicemail 763 - 571 - 9116
General School Email Address website@totinograce.org

Academics

Activities 763 - 586 - 6333
Admissions 763 - 586 - 6316
Advancement 763 - 571 - 4675
Attendance Voicemail 763 - 586 - 6300
Business Office 763 - 586 - 6301
Campus Ministry 763 - 586 - 6731
Health Office 763 - 586 - 6202
School Counseling 763 - 586 - 6302
Transportation 763 - 586 - 6333

Totino-Grace Website <https://www.totinograce.org/>

Current Family Resources Page <https://www.totinograce.org/parent-resources>

Activities and Events Calendar <https://www.nwsconference.org/public/genie/2/school/2113/>

OnCampus Parent Portal <https://totinograce.myschoolapp.com/app/#login>

School Social Media Pages

Facebook facebook.com/totinogracehighschool
Instagram instagram.com/totinogracehighschool
Twitter twitter.com/totinograce
YouTube youtube.com/totinogracehs
LinkedIn linkedin.com/school/totino-grace-high-school

ADMINISTRATIVE TEAM

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

FACULTY AND STAFF

When an extension is listed, first dial 763-586-6330 followed by the extension.

Academic Departments and Teaching Faculty

Art		Murphy Scholars	
Mr. Steve Berger	747	Mrs. Cheri Broadhead	334
Mrs. Kate Clark	750		
Business		Music/Theater	
Mr. Greg Granlund	730	Mrs. Jessica Haut	796
Mrs. Joan Scharmer	748	Mr. Timothy Hoffman	311
		Mrs. Suzanne Reyburn	313
		Mr. Phillip Brown	312
English		Physical Education/Health	
Mrs. Roxanne Hand	742	Mr. Dave Matzoll	242
Mr. Tom Kocon	710	Mr. Joseph Rodriguez	761
Ms. Julie Michels	332	Mrs. Maria Swanson	758
Mrs. Amy Smith	744		
Mr. Bill Vance	792	Science	
Mr. Dave Wareham	718	Mr. Jay Anderson	709
Mrs. Amy Wysocki	741	Mr. James Dahlman	701
Engineering		Ms. Katie Koessler	729
Ms. Katie Koessler	729	Mr. Brent Reh fuss	703
Mr. Matt Thibodeau	737	Mrs. Erin Schmidt	720
Mr. Dan Vandermyde	769	Mr. Matt Thibodeau	737
Mr. Keith Welle	751	Mr. Chris Vance	722
		Mr. Adam Wolfe	721
Industrial Arts		Social Studies	
Mr. Keith Welle	751	Mrs. Natalie Carlson	768
Learning Lab		Mr. Brian Litecky	763
Mrs. Jennifer Junker	753	Mrs. Joan Scharmer	748
Mrs. Elizabeth Schwalen	752	Mr. David Theisen	700
		Mr. Phil Trovato	706
Mathematics		Ms. Abigail Welle	733
Mrs. Mary Dengerud	736	Theology	
Mrs. Deb Fagan	719	Ms. Holly Hoey-Germann	734
Mr. Ryan Ferkinhoff	711	Ms. Laura Hoss	725
Mrs. Mary Glynn	738	Mrs. Clarey McInerny	728
Mr. Tim Glynn	746	Mr. Paul Miller	766
Mr. Greg Granlund	730	Mr. Lukas Steffensmeier	726
Mrs. Ruth Ann Ilikman	778	Mr. Bill Vance	792

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

Administrative and Non-Teaching Departments and Staff Members

Academic Office

Mrs. Cheri Broadhead	334
Mrs. Diane Larson	203
Mr. Dan Vandermyde	305

Communications and Marketing

Mr. Andrew Million	775
Mrs. Kelly Refsnider	212

Activities and Transportation

Mr. Timothy Hoffman	311
Mr. Mike Smith	333
Mrs. Jan Thomas	219

Fitness Center

Laurus Personnel	782
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Administrative Office

Dr. Craig Junker	319
Mrs. Jane Naumann	204
Mrs. Meghan Weeks	200

Library/Media

Mrs. Kim Long	760
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Admissions

Mrs. Shari Nichols	316
Ms. Shanna Peterson	318
Mrs. Emily Sharockman	323

Maintenance 763-586-6308

Mr. Brian Anderson
Mr. Jeff Drew
Mr. Dick Leier
Mr. Marco Mannella
Mr. Rob Paro
Mr. Tim Pastoors
Mr. Rudy Peka
Mr. Leslie Rogers
Mr. Don Roney

Advancement

Ms. Lindsay Burger	326
Mr. Jeff Ferguson	208
Mr. David Olson	327
Mr. Richard Olson	335

School Counseling 763-586-6302

Mrs. Julie Jackson	224
Ms. Sarah Loquasto	245
Mr. Joseph Morcomb	223

Attendance

Mrs. Meghan Weeks	200
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Business Office

Mrs. Mary Johnston	220
Mr. Matt Ksepka	322
Mrs. Pam Miller	248

Spirit Shop

Mrs. Katie Jordan	213
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Campus Ministry

Mrs. Traci Bennington	731
Mr. Max Linville	794

Student Life / Dean's Office

Mr. Andrew Blake	794
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Technology	
Mr. Jay Anderson	709
Mr. Paul Cleary	331
Mr. Nicholas Hoang	791
Mr. Tim Pastoors	745

Transportation	
Mr. Mike Smith	333
Mrs. Jan Thomas	219

SCHOOL CALENDARS

Academic Year Calendar and Daily Schedules <https://www.totinograce.org/parent-resources>

The academic calendar and daily schedules may be modified at any time and significant changes will be communicated by email. Printable copies of the calendar and schedules can be found on the parents page on the school website.

Activities Calendars and Schedules <https://www.nwsconference.org/public/genie/2/school/2113/>

A link to the comprehensive calendar of Totino-Grace activities and events can be found in multiple locations, including the parents page, on the school website. Specific schedules for individual co-curricular activities can be found on program pages.

School Hours

Totino-Grace High School opens to students at 6:30 a.m. on school days. The main office is open from 7:30 to 3:45 when school is in session. On holidays or when school is not in session, office hours will be posted on the school website.

Classes begin at 8:15 a.m. and end at 2:45 p.m. except for final assessment days. Students arriving before 7:30 a.m. or staying on campus after 4:00 p.m. are not supervised by staff. Students in the building outside of the academic day are required to be in the Commons, designated classroom, or library.

At 8:15 a.m. on school days, the front entry doors are locked. All visitors and students arriving after that time must use the buzzer system to be permitted into the building and should report to the administrative office to sign in.

ACADEMIC INFORMATION

Detailed Totino-Grace academic information is available on the school website.

<https://www.totinograce.org/academics>

Course Selection and Requirements

Totino-Grace offers a wide variety of foundational, honors, advanced placement, and college credit courses to meet the diverse needs and interests of our students. Specific courses are required and students may select from available elective courses to complete the academic expectations for

their grade level. Course registration takes place in the spring or following the completion of the admissions and enrollment process. Course descriptions, planning information, and forms can be found on the academic page of the school website.

Totino-Grace Graduation Requirements

Fifty-four semester credits are required for graduation. All students are required to carry at least 14 credits per school year — seven each semester. To maintain satisfactory progress toward graduation, students should have completed the following:

Grade 9: 14 credits

Grade 10: 28 credits

Grade 11: 42 credits

Students who are short of more than three credits will not be allowed to participate in the graduation ceremony.

Credit Recovery for a Failing Grade

If a student receives a failing grade in any subject at Totino-Grace, they 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. Vandermyde before enrolling in any such courses.

College Credit Requirements

Colleges have a wide range of admission requirements. Therefore, it is advisable to check with Totino-Grace School Counseling Services and/or the college of your choice for specific requirements. School Counseling Services 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 extensive resources available from Totino-Grace School Counseling Services.

Student 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 rules outlined below. Students who do not complete these procedures will not receive credit for classes.

- Once classes have been scheduled, 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.

- If a class is already filled, the request will not be honored. Totino-Grace remains committed to keeping class sizes small and will not accommodate a schedule change request if it means overcrowding a class.
- A \$50 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 the principal or assistant principal.

Grading

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

Marking System

Grade	Honors Courses/AP	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

Report Cards

Report cards are available at the end of each quarter and semester. 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 in OnCampus.

Honor Rolls

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.

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 the 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, they will return to good standing academic status. If a student does not experience success during the probationary period, he or she may be dismissed from Totino-Grace.

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 direct 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 to best represent their 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 undermines a student's education and moral character.

Common examples of cheating include, but are not limited to:

- plagiarism (see definition below)
- copying another student's homework or class work or offering their 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
- sharing/recycling/reusing a current or previous document (paper or electronic) 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 examples of plagiarism include, but are not limited to:

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

Crediting a source:

- Quoting – 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 a student's 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) 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) of the instance
- student and parent(s) must meet with an academic administrator
- student will be placed on academic probation for the remainder of the current school year
- 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

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. Curriculum and library collections are developed with the school 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. 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.

GENERAL SCHOOL POLICIES

Reported and/or validated student conduct inside or outside of school that is detrimental to the school, community members, or others is subject to investigation and disciplinary action. If necessary, the school will inform and/or seek support from law enforcement professionals. Any action taken in response to reported and/or validated student conduct conflicting with school policies is to maintain a safe school environment, uphold the dignity of all persons, and ensure our student body represents school character and behavioral standards.

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. This includes both excused and unexcused absences. 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. 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 will be late for any reason, a parent is to call the Attendance Line (763-586-6300) or email Mrs. Meghan Weeks (meghan.weeks@totinograce.org) in the Attendance Office by 8:00 a.m. 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. The following information is required: student's first and last name and grade; the reason for absence or tardiness; parent first and last name and daytime phone number. A parent must call each day that the student is not in school.

Early Dismissal

Because we end the school day at 2:45 p.m., early dismissal is not encouraged. Any exceptions will be handled on an individual basis. Parents are asked to schedule medical appointments after 2:45 p.m. If it is necessary for a student to have an early dismissal, information must be shared with the Attendance Office a minimum of one hour prior to the appointment time. Permitted communication to excuse a student for early dismissal includes a written parent note to the Attendance Office or voice message on the Attendance Line (763-586-6300). Information must include student's first and last name, parent's first and last name and telephone number, the time of dismissal, and why the student must be dismissed early. Written notes may be verified by a call from TG staff. Please plan ahead to avoid school day calls regarding early dismissal.

Students must report to the Attendance Office before leaving school to sign out and receive an early dismissal pass. Parents do not need to come into the building to sign their students out.

A doctor's note is required for a student to participate in after school activities that day. The doctor's note must be given to the Attendance Office during the school day or directly to the coach/moderator if the student does not return before the end of the school day.

Absenteeism and Co-curricular Activities

Following are the daily attendance expectations in order for students to participate in an after school co-curricular activity:

- Students must be in attendance by 9:00 a.m. or have a valid excuse, ie: documented medical appointment, funeral, or pre-approved absence by a school administrator.
- Students may not participate in after school activities if they arrive to school late or leave school early due to illness.
- Students involved in activities which have evening events (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.

End of Semester Absenteeism

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, for absences during finals week. Upon approval, teachers will be informed and asked to make special arrangements with the student to complete final exams.

Remote Learning Due to School Closure for Weather or Unforeseen Reasons

If a student is in quarantine or isolation, due to COVID-19, efforts will be made to allow the student to attend class remotely. No other student will be allowed to attend classes remotely during the school year.

If administration closes school due to weather-related conditions, all students will participate in remote learning and will be expected to attend each class on time and for the duration of the class. Each class will begin with a live, virtual lesson and continue as directed by the teacher for the remainder of the class time. On these days, our normal school schedule will be followed. Times may be abbreviated as necessary. Notice of school closing due to weather conditions will be posted on the Totino-Grace website, emailed to students and parents, and shared with local television news stations. Based on the timing of the closure, a recorded voice message and/or text message may be sent.

If the school building is closed due to unforeseen reasons, Totino-Grace will send an email to students and parents. Based on the timing of the closure, a recorded voice message and/or text message may be sent.

EXCUSED ABSENCES

Illness

If a student is ill, families should follow recommended guidance that directs whether a student should refrain from in-person classes on campus-

If a student reports illness during the school day, they will be directed to the health office and follow the Totino-Grace Health Screening Protocol if necessary. The Health Aide will then notify the parents if it is necessary for the student to go home. Ill students who cannot provide their own transportation will wait in a designated isolation space and must be picked up from a parent/guardian or emergency contact.

If a student is out of school due to illness for four or more days, a doctor's statement is required.

Unforeseen Absence

If a student is absent due to unforeseen causes that result in an excused absence (i.e.: funeral, transportation), the student is responsible for working directly with teachers to obtain all missed work and establishing appropriate completion dates.

School Sponsored Off Campus Activities

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 may not be wise for them to miss school, even when the event is sponsored by Totino-Grace.

When a student is determined to be in good academic standing by the Administration (being in compliance with the minimum attendance policy; passing all classes; being current with school assignments) they will be permitted 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.

If a student is not in good academic standing at the time of the off campus activity, the student will not be permitted to participate. A refund may not be possible for prepaid expenses.

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. The daily schedule will not be altered for third 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. Prior to a TG team's participation in a state tournament event, information will be shared with students and parents regarding attendance options. Note: students will only be allowed to leave if they are in good academic standing at the time of the event (being in compliance with the minimum attendance policy; passing all classes; being current with school assignments).

College Visits

Absences due to college visits are excused but attempts should be made to schedule visits on days when Totino-Grace classes are not in session. When the visit date is known, a parent is to call the Attendance Line (763-586-6300) or email Mrs. Meghan Weeks (meghan.weeks@totinograce.org) to leave a recorded message regarding the student's absence or tardiness. The following information is required: student's first and last name and grade; the reason for absence or tardiness; parent first and last name and daytime phone number.

Driver's Licence Testing

Driver's licence testing appointments are excused absences but attempts should be made to schedule testing outside the school day or on days when Totino-Grace classes are not in session. When the appointment date is known, a parent is to call the Attendance Line (763-586-6300) or email Mrs. Meghan Weeks (meghan.weeks@totinograce.org) to leave a recorded message regarding the student's absence or tardiness. The following information is required: student's first and last

name and grade; the reason for absence or tardiness; parent first and last name and daytime phone number.

Immediate Family Vacation

Parents are asked to schedule family vacations at times when school is not in session. Absences of more than three days for an immediate family vacation must be approved by the academic office. To receive approval for the absence, the student must bring a signed parent note to the Attendance Office two weeks 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 be prepared for their return to class and to complete coursework from the absence as directed by the teacher.

Make Up Work for Excused Absences

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 and. Students who have been absent should not expect the teacher to completely reteach the material they have missed.

UNEXCUSED ABSENCES

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 classes. Therefore, after the first skip, a school administrator and the student's parents will be notified by the teacher. Upon the second instance of skipping, a school administrator and the student's parents will be notified by the teacher; the student is subject to receiving a grade of "F" for the semester; and the student will be removed from the class and the credit must be made up at a later time.

Tardiness

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.

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. Tardiness to class a third time will result in a detention. Excessive tardiness may result in no credit for the class.

Leaving the Classroom

Students will not be allowed to leave class unless permitted or instructed by the teacher.

Driver's Permit Testing and Behind the Wheel Appointments

Permit appointments and behind the wheel education or testing are unexcused absences and should not be scheduled during the school day.

Non-TG Off Campus Activities

Any student participating in a non-TG activity/event during the school day will receive an unexcused absence unless granted prior approval from an administrator.

Non-immediate Family Vacation

Vacations other than a pre-approved, verified immediate family vacation are not excused. The student cannot make up missed work or tests for the day(s) they are absent. Unexcused absence and skipping rules are in effect for absences due to non-immediate family vacation.

DRESS CODE

General Style of Dress and Appearance

Students are expected to be in uniform except on administrator approved out of uniform days. Neatness, cleanliness, and modesty are always to be observed, including school activities that take place off campus and outside the school day. If a student does not adhere to dress code standards, they may be referred to a school administrator or who will then meet with the student and contact their parents.

Daily School Uniform for all Students

Uniform Shirts With Embroidered Logo (sold exclusively in the Totino-Grace Spirit Shop)

- gray or navy short sleeve polo
- gray or navy long sleeve polo
- gray or navy crew neck sweatshirt
- gray or navy quarter zip sweatshirt
- Phy Ed t-shirt for PE I and II students

Pants and Shorts

- Solid navy blue, standard width (shades of blue outside of navy are not permitted)
- Solid khaki, standard width (khaki tones leaning toward brown or green are not permitted)
- Joggers can only be worn if they match typical uniform pants style, material, and color
 - No zippers, snaps, or visible logos
 - Examples approved by the administration:
 - Old Navy: Midrise Breathe on Jogger (women), Built-in Flex Modern Jogger (men), Tech Chino Jogger (men)
 - Gap: Cargo Jogger (women), Slim Canvas Jogger (men)
 - Lululemon: Align Jogger (women), Stretch High Rise Jogger (women), ABC Jogger Warpstreme (men), Bowline Pant (men)
- No stretch pants, yoga pants, leggings, sweat pants, jeans, or pants with rips or holes
- Solid navy blue or khaki knee length dress shorts or capri pants and may be worn in August, September, May, and June

Spirit Days (Permitted on the Last Day of the School Week)

TG co-curricular or academic program shirts or shirts purchased in the school Spirit Shop may be worn in place of uniform shirts. Homemade/decorated shirts and those purchased at state tournaments, events or other competitions cannot be worn on Spirit Days without permission.

Additional Daily Uniform Notes

- Skirts may not be worn as a uniform item
- Shirts must be tucked in at all times unless determined by the administration
- Pants are to be worn at the waist at all times
- If a t-shirt is worn under a uniform shirt it must be solid white, navy or gray
- No visible facial or body piercings
- No visible tattoos
- Any hair styles or accessories that draw undue attention to a student are not permitted without administrative approval.

- No hats, hoodies, or headwear with the exception of coverings for cultural, protective, or religious reasons with administrative approval

Out of Uniform Days

Any request for an out of uniform day must be made to the Administrative Team. Prior to out of uniform days, the style of dress will be announced. Stretch pants, yoga pants, ripped jeans, skirts, jumpers, rompers, and shorts are not permitted unless specified. Students who do not adhere to the outlined 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.

Graduation Attire

Students are expected to wear provided caps 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.

Sanctions

Upon the first instance of being out of uniform, the student will be assigned a detention period. If a student refuses to cooperate with the uniform policy, parents will be informed and the student is subject to increased disciplinary action.

CHEMICAL USE POLICY

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.

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 samples. 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 dismissal. 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.

Drug Detecting Canines

Totino-Grace works with Metro Canine Service in using specially trained dogs to keep drugs and weapons 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 the drug dog makes a positive “indication” on a student’s locker or vehicle, a property search will commence. If a student, their locker or their vehicle is found to be in possession of chemicals or weapons, the student’s parents will be contacted and the school sanctions will be applied. If the student is involved in a Totino-Grace co-curricular program, activity sanctions 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 additionally be contacted.

Alcohol and Drugs

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:

- be suspended for a period of not less than three days. The suspension may be modified at the discretion of Administration.
- be placed on disciplinary probation for the remainder of the school year.
- 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.
- 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.
- be reported to law enforcement, as appropriate.
- follow any and all other conditions (e.g. drug or alcohol testing) as 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 dismiss 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.

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 an administrator before the student's return.
- The student will also be placed on disciplinary probation for the remainder of the school year and follow the chemical violation steps outlined in the alcohol and drugs section of this document.

Second Offense

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

CAMPUS FACILITIES AND PROPERTY POLICIES

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 8:15 a.m. and 2:45 p.m. without a signed note from an administrator or confirmed parent permission through our attendance office. Any student who leaves campus without this permission during these hours will be suspended for UP TO three days. If a student leaves campus without permission a second time they will be dismissed.

Visitors

Totino-Grace High School provides a safe school campus. No visitors are permitted during the school day unless arrangements have been made through the Administrative Office.

Prospective students who wish to participate in a Future Eagle Day must follow Admissions Office requirements outlined on the Admissions/Visit page of the school website.

Guest parking is available on the west parking lot driveway or in any open parking space in school lots. Handicap parking spots are designated with permanent signage and are located on the driveway and north side of the front row of parking facing the main entrance of the school building.

Parking Lot

Students who wish to park in school lots must first register and obtain a Totino-Grace parking tag. The parking registration request form is located in OnCampus. Parking tags will be issued by the school and must be displayed on the rear view mirror during the hours of 7:00 a.m. and 3:00 p.m. on school days. Parking is not assigned but all vehicles must park between marked, lined spaces in the parking lots. Students who park on the street must maintain at least two car lengths distance from driveways and mailboxes. Students may only go to cars for materials during the school day with permission from staff in the Administration Office.

Detention will be given to students who park illegally and/or for failure to display tags when parked in TG lots. Anyone misusing a vehicle at or around Totino-Grace will have their registration revoked, will not be allowed to park in the parking lot, parents will be notified, and additional disciplinary actions may follow.

Chapel

The Chapel is an area of sacred space intended for individual and group prayer only. Any other requested use should be directed to an administrator.

Commons

The Commons area is a public gathering space for eating, study, and relaxation before, during, and after school. Students are responsible for picking up their own litter and returning tables and chairs to the arrangement in which they were found. Faculty members are assigned to the Commons each period of the academic day to help ensure that the environment and student behavior meets school standards.

Classrooms

Students are permitted in classrooms during assigned learning periods, to connect with a teacher, or for scheduled meetings with staff members. Students are not allowed in classrooms unsupervised. As will all campus spaces, students are responsible for respecting school owned furniture and equipment and contributing to the cleanliness and order in classrooms.

Academic Day Study Areas

When a student has available time during the school day when they are not participating in a credit-earning course, the following behavior is expected in assigned or common spaces in our building:

- Library: Quiet and cooperative study is expected.
- Study Hall Classroom: Quiet study only is expected; socializing is not accepted. Cooperative study is allowed only as designated by the study hall prefect.
- Commons: Cooperative study and socializing is accepted.

Corridors

Students are allowed use of the corridors during specified moving times between classes or when they are issued a corridor pass by a staff member. Food and drink (with the exception of water bottles) are not allowed in the corridors. Staff members are instructed to confront students misusing corridors and passing areas on campus. If deemed necessary, students misusing classrooms, corridors, and passing areas on campus will be referred to a school administrator.

Lockers

Each student is assigned a secure place to store their personal possessions by providing a locker with a built in lock in corridors and hallways. Students should not give out their combinations. Lockers are the property of Totino-Grace High School, and as such, are subject to inspection at any time. Questionable images or content on or inside student lockers are not allowed and will be removed if found and reported to a school administrator. Locker issues, concerns, or forgotten combinations can be addressed by academic or administrative office representatives.

Bathrooms

The following items and behaviors are not permitted in school bathrooms: chemical use/vaping, loitering, use of hair tools, use of cell phones or mobile devices, backpacks, computer bags, food, beverages. Suspicious bathroom behavior may be confronted by staff, including a property search.

Athletic Facilities and Auditorium

Students are not permitted to use campus athletic facilities, fitness center, multipurpose room or auditorium unless supervised by a staff member.

Locker Rooms

Students are not permitted access to the locker rooms during the academic day unless they are participating in a physical education class or are granted permission by a staff member. Cell phone use is not permitted in school locker rooms. Students enrolled in physical education classes are assigned a locker room locker to store their personal possessions. Students must provide their own lock and should not give out their combinations. Lockers are the property of Totino-Grace High School, and as such, are subject to inspection at any time. Questionable images or content on or

inside student lockers are not allowed and will be removed if found and reported to a school administrator. Locker issues or concerns should be reported to physical education teachers or activity coaches/moderators.

School and Personal Property Inspection

Totino-Grace High School reserves the right to inspect/search personal items, lockers, and vehicles for reasonable cause at any time, without notice, student consent or a search warrant.

School-owned Property: Loss, Theft, Damage

Students are expected to use school facilities, fixtures, and equipment with care. If a student believes loss, theft, or damage of school property has occurred, they should immediately notify a school staff member. A student may be required to assume financial responsibility for loss of school property or negligent or malicious damage incurred to school property.

Personal Articles: Loss, Theft, Damage

Students are responsible for personal property brought to school and identification labeling is encouraged. If a student believes theft of school or personal property has occurred, they should immediately notify a school staff member. Totino-Grace High School is not responsible for damage, theft, or loss of personal articles, but will reasonably assist students in locating missing property. A collection of lost and found items is kept in the Academic Office.

Misuse of campus property or another person's personal possessions is subject to the following consequences:

- payment for damage or item replacement
- suspension or dismissal relative to the severity of the incident
- student/parent meeting with the Dean of Students
- placement on disciplinary probation for the remainder of the school year

BEHAVIOR POLICIES

The mission of Totino-Grace is rooted in community, with an emphasis on maintaining a safe and welcoming environment that places a priority on mutual respect and treating all others with dignity. Totino-Grace behavior policies are in place to prevent and respond appropriately to harassment, bullying, hazing, threats or acts of violence, and other conduct or communication of an inappropriate nature that impacts community members or others. All Totino-Grace students are expected to exhibit respect for others and property at all times.

Discipline for behaviors including but not limited to those listed below are intended to be both restorative and/or punitive to address the needs of identified individuals and the severity of the violation.

Totino-Grace reserves the right to apply and enforce behavior policies at any time during a student's enrollment for reported or verified actions both on and off campus.

At the discretion of the school Administration, reports or verified acts may be reported to law enforcement officials.

Harassment and Threatening Behavior

Any student found harassing or making threats, directly or indirectly, to other students or faculty/staff members – including but not limited to the actions outlined in this document as well as inappropriate phone calls, electronic or written correspondence, pictures or other visual representations – may be immediately dismissed.

Threats or acts of physical violence will be subject to automatic suspension and possible expulsion.

Verbal harassment, bullying, name-calling, use of slurs, and abusive or profane language – including but is not limited to race, gender, religion, ethnicity, body type, ability, age or sexual orientation – is not acceptable at Totino-Grace or any Totino-Grace sponsored activity and may result in suspension and possible expulsion.

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 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
- demanding sexual favors accompanied by implied or overt threats

- any unwelcome touching of a sexual nature, intentional brushing against another individual's body
- viewing, sharing, possessing, and requesting digital content that is sexual in nature

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

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.

Reporting Harassment and Threatening Behavior

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 a school administrator 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 dismissal.

Weapons

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 subject to dismissal.

Stealing

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

Destruction Of Property

If a student is found vandalizing or destroying any property at Totino-Grace, that student is subject to payment for that property and is subject to dismissal. Additional details can be found in the campus facilities and property policies section of this document.

Gambling

Gambling of any form is not allowed.

Behavior at Co-curricular Activities

Co-curricular event participation and attendance provides an opportunity for Totino-Grace students to represent our school in the community. All students are expected to behave in a manner that reflects our school mission and values, display good sportsmanship, and maintain a high standard of conduct at any co-curricular event and adhere to school rules and policies as well as those put forth by the Minnesota State High School League.

- Totino-Grace expects students to stand and exhibit respectful behavior during the playing of the National Anthem. Questions, concerns or requests for possible alternative arrangements during the Anthem presentation should be directed in writing to the Activities Director.
- Harassment of game officials, coaches, and players of either team will not be tolerated.
- Cheering should only be appropriate and positive, following 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 and will be subject to further discipline.
- Any student involved with violence related to poor sportsmanship at any co-curricular activity will be subject to dismissal.

School Dances

All Totino-Grace dances are chaperoned by an administrator, several staff members, and a uniformed police officer. A school provided student ID must be presented for admission to the event. An attendance curfew will be set and enforced, typically one hour after the dance begins. Outside guests are allowed only with advance written permission from an administrator.

Suggestive or profane manner of dance is not permitted. 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 may be used at Totino-Grace dances. Students will be asked to provide a breath sample upon entering the facility. If a student is found to be in the possession of or under the influence of alcohol or any other substance, parents will be contacted to pick up their child from the dance. Additionally, the student is subject to the penalty for violating the Alcohol and Drug Policy.

Breathalyzers may also be used at other TG events.

Public Displays of Affection

In respect for others and school standards of behavior, students are expected to refrain from public displays of intimacy or affection, actions which contain a note of sexual suggestion, and conduct that may make others uncomfortable at Totino-Grace or any Totino-Grace sponsored activity.

Detention

Students serve detention for dress code infractions, tardiness to school, tardiness to class, and some parking violations. Detention is a quiet study period in a designated location held before school from 7:00 - 8:00 a.m. Any student who skips their assigned detention will be assigned an additional period of detention. If a student skips their assigned detention period two times in one semester, the student will be suspended from school for one day. If a student skips detention more than two times in one semester, they may be subject to dismissal.

Suspension

In school or out of school suspension is a sanction that may be assigned in response to behavior infractions as appropriate and determined by administration. Students are ineligible for all activities while serving suspension and should connect with teachers individually regarding assignments and missed work.

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

- 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 school accounts and should not share passwords. If a student account is used inappropriately, the owner of the account could lose computer privileges.
- All electronic communications and activity — both on and outside the TG network — is logged and identifiable in several ways and behaviors on school provided and personally owned devices and software should be carefully considered, since a digital trail is accessible and may be permanently stored.
- Totino-Grace staff will monitor online student activity as needed and appropriate.

The following activities are not allowed on the school network:

- online gaming, except for academic purposes and with specific instruction from a faculty member
- 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 or posting pictures or video recordings of others without their permission
- engaging in criminal activity
- arranging, promoting, or notifying others of fights
- harassing, bullying or demeaning other students
- taking, possessing and/or sharing inappropriate pictures, videos or texts
- sending sexual photos, videos or texts
- anonymous postings on any website that violate TG's rules and policies
- participating in online activity that demeans the school, members of our community, or any person or group, including but not limited to creating accounts, membership in online groups, posting or interacting with posts

Totino-Grace reserves the right to search anything brought on campus, including (but not limited to) school-issued laptops and students' personal electronic devices.

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.

Use of School Devices

Electronic communications should be primarily academic in nature. Laptop computers should be used primarily for school purposes. Students have no reasonable expectation of privacy regarding the use of such devices, and all use is subject to monitoring, to the maximum extent permitted by applicable law. This includes, as permitted, the right to monitor personal communications as necessary. 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:

- messaging, 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
- utilizing Totino-Grace computing equipment (regardless of location) or networks 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

Any report of a prohibited use will be taken seriously. Administration will confiscate and search electronic devices and media when there is reason to believe that they have been used inappropriately or that a search will discover evidence of a violation of the law or a school rule, regardless of whether the incident occurred on school property. Searches may include inspection of text messages, images, recordings, voicemails, and call logs. Findings may result in enforcement of behavior policies, suspension, dismissal, and/or referral to law enforcement authorities.

Use of Personal Devices on Campus

Students are allowed to use personal electronic devices outside of the academic day. These devices may not be visible or used during the school day except as specifically allowed by a classroom teacher.

Students may not use cell phones, computers or other such devices in locker rooms or 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.

If a student is visible and/or they are found to be using such a device, it will be immediately taken and will be returned to the student at the conclusion of the school day. Any further offense and the student will be subject to additional sanctions, including device storage in the school office during the academic day. 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.

COMMUNICATIONS

School Website

In addition to general school information, resources and quick reference links specifically for current families can be found within the **Parent Resources** section of the website. The page includes calendars and daily schedules, the handbook, a quick contact list, and much more.

For your convenience, **OnCampus** can be accessed using the Log In button in the upper right corner of the desktop version of the website and is the first item in the mobile drop down menu.

Social Media

Official school social media channels include:

Facebook	facebook.com/totinogracehighschool
Instagram	instagram.com/totinogracehighschool
Twitter	twitter.com/totinograce
YouTube	youtube.com/totinogracehs
LinkedIn	linkedin.com/school/totino-grace-high-school

Any Totino-Grace student or co-curricular group interested in establishing a program specific social media page must first request permission from the Marketing and Communications Director.

Email Communication from Totino-Grace

Totino-Grace utilizes email to communicate with parents/guardians throughout the school year. Messages are sent to the email account on file in **OnCampus**. Please check your inbox regularly for the weekly Insights and other important school information.

If you need to change your email address or other contact information for Totino-Grace communication, please use the demographic update form in OnCampus. Contact Mrs. Di Larson at di.larson@totinograce.org if you have questions or issues with information updates.

Be sure to add **noreply@totinograceorg.myenotice.com** to your contacts to ensure that emails from Totino-Grace High School come through without issue.

For emergency school communication or weather-related delays/closures, Totino-Grace will email and post information on our web page and social media. If appropriate for the circumstance, we may also contact families through our text and voice messaging alert system.

Language Translation and Interpreting Services

Totino-Grace is now offering translation and interpretation services during special events or meetings. Please contact Principal Cheri Broadhead at cheri.broadhead@totinograce.org to obtain these services for your family.

The school website features a language selection tool. For those who prefer to read weekly parent e-newsletters and important messages from the administrative team in a language other than

English, click on the globe icon in the header menu and select a language from the dropdown list. Sent messages will be posted on the Insights archive page.

Contacting a Student During School Hours

Totino-Grace students are not permitted to use cell phones or mobile devices during the academic day. If a student needs to contact a parent they should do so from the main office. Students who use mobile devices or have the device visible during the school day can expect to have it held in the main office until the conclusion of the day. Parents may contact their student through the main office for school and health-related issues.

Daily Announcements

The Daily Bulletin is an electronic bulletin board for students and staff. Inclusion requests must be emailed to Mrs. Meghan Weeks at meghan.weeks@totinograce.org.

Morning and afternoon public address announcement requests made by students must first be approved by a staff member followed by a school administrator.

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.

Posters and Announcements

All posters and publicity to be placed within the school building must first be approved by Administration. 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.

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-curricular programs 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 school guidelines and good sportsmanship.
- Treat self and all others (including students, coaches, officials, fans and teachers) with respect.

Co-curricular Penalties for Violating the Chemical Use Policy

First Violation:

- suspension for two games, competitions or performances or two weeks of the current season or the next season of participation
 - sanction 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
- complete an assessment with a Chemical Health Specialist and TG school counselor
- ineligibility for any awards for that season

Second Violation:

- increased suspension from the co-curricular for three weeks or three competitive/performing events
- student must follow the recommendation that comes out of the assessment in order to regain eligibility

Third Violation:

- exclusion from the entire co-curricular program for the remainder of the student's high school career

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

Penalties 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.

Co-curricular Eligibility and Academics

For information regarding co-curricular eligibility, please see Achieve Academic Support Program in the academic section of the handbook.

Co-curricular Trips

Students will be allowed to take part in co-curricular trips (e.g., Music Department tours, World Language Department travel, and service immersion trips) only if their tuition and fair share payments are up-to-date.

CAMPUS MINISTRY

The Campus Ministry 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 curriculum with spiritual and affective formation programming. 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

Our school day and each class begins with prayer. Students are called to prayer with the phrase, "Let us remember that we are in the holy presence of God." Prayer ends 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 collective 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 closing prayer is used in Lasallian schools and communities throughout the world.

Retreats

All students will have the opportunity to attend school 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. The retreat themes are taken from the four elements of our school's mission statement: LEARNING, FAITH, COMMUNITY, and SERVICE.

Lasallian Youth

Lasallian Youth is the name used for our school service programs. Opportunities are open to all students and include after school service projects, service immersion trips, and a variety of other activities throughout the year.

More information about Campus Ministry programming is available on the Campus Ministry webpage on the TG website or in the Campus Ministry Department offices outside the chapel.

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

All students planning to participate in co-curricular activities will need a physical on file that is less than three years old. This form must be returned to the Health Office either before school starts or before they will be allowed to practice.

Automated External Defibrillator (AED) Device

In an effort to reduce the risk of death due to sudden cardiac arrest 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 various locations throughout our campus. Under no circumstances should a student tamper with an AED.

Latex Allergy Awareness Guidelines

Totino-Grace is a latex-safe school. Students, parents, and other visitors to the school are not allowed to bring latex balloons into campus facilities for any event or purpose. Mylar balloons are a safe alternative which may be used.

Peanut/Tree Nuts Allergy Awareness Guidelines

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 the 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.

FOOD SERVICE

Students may bring lunch from home and those who wish to purchase a lunch will have an option through Taher Food Service. Students may carry water bottles with them during the school day.

Students may not order or receive any food or beverages deliveries during the academic day, 8:15 a.m. - 2:45 p.m. The only exception is for homemade/prepared items delivered to the front office by a parent or family member.

BUSINESS OFFICE

Continuous Enrollment

Continuous enrollment begins with the signed enrollment contract and will remain in force until a student graduates or we receive written notice of student withdrawal. Annual tuition and fee increases will be covered under the continuous enrollment contract. Any changes to tuition and/or fees are announced each year in January. These changes are emailed to TG families as well as published on the Totino-Grace website.

The annual re-enrollment fee is \$300 and will be automatically added to each student's billing account in February of their freshman, sophomore and junior years. This fee is non-refundable and non-transferable.

Student Billing Account

All tuition, fees and other ancillary charges will be processed through the TG student account set up with Smart Tuition Billing. The details of these transactions can be viewed through the SMART Tuition Billing online parent portal (parent.smarttuition.com) once the account is established. Parents are responsible for the set up of this account.

Payment terms selected and payment information provided for the student billing account will be applied each year. Payment terms and payment information must be updated on an annual basis.

Financial Responsibility:

It is the responsibility of each family to read and understand the SMART Tuition Billing policies related to billing reminder emails, fees for credit and debit cards, fees for late payments and missed payments, as well as holiday/weekend processing dates. Fees charged by SMART for late or failed payments are not recovered by Totino-Grace High School. These fees are charged and retained by SMART Tuition Billing.

All ancillary charges are processed on a monthly basis and are due each month, regardless of the payment plan chosen for tuition charges.

Upon student separation from the school (expulsion, dismissal, withdrawal, transfer, etc.), families will be responsible for the full semester of tuition in which the separation occurs. If separation occurs in the first 10 student-contact days, a prorated tuition charge will be assessed based on the number of days attended. The technology fee is non-refundable and will not be prorated.

In the event that tuition, and other financial obligations, including ancillary charges, have not been paid in full at the time of graduation from Totino-Grace High School, TG will withhold the student

diploma and official transcripts from colleges and universities until all financial obligations have been met.

If tuition and other financial obligations are unpaid at the end of any semester of continuous enrollment, TG reserves the right to prevent the student from beginning the next semester.

In the event that TG must use legal action or a collection agency to enforce collection, any costs associated with enforcing the continuous enrollment agreement including reasonable attorney fees for collection efforts will be the responsibility of the financial party listed on the continuous enrollment agreement.

TOTINO-GRACE LOGO MARKS AND USE GUIDELINES

		
Totino-Grace Crest	Totino-Grace Lock Up	Totino-Grace Eagle

Totino-Grace High School has policies in place to build and maintain strong brand recognition. These policies include regulating vendors and monitoring the use of our brand marks. To protect the school’s brand identity, Totino-Grace works exclusively with approved vendors and requires approval for all promotional items, publications, and communications. Individuals or programs interested in using Totino-Grace brand marks or producing Totino-Grace materials or merchandise should first contact the Director of Marketing at marketing@totinograce.org and follow the school’s brand approval process.

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.