

# Msgr. John R. Hackett Catholic Central High School

## Mission Statement

Hackett Catholic Central is committed to preparing our students for lifelong success by promoting and developing faith, character, and academic achievement in a supportive and challenging Catholic faith-based environment.



*Excellence in education,  
inspired by faith*

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PARENT/STUDENT HANDBOOK  
2011/2012

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**W E L C O M E  
T O  
HACKETT CATHOLIC CENTRAL HIGH SCHOOL**

This handbook has been prepared to help acquaint you with our school. We hope it proves useful to new families as well as those families who have been with us for several years. This handbook replaces all other handbooks.

Items are listed by key word or phrase and listed alphabetically. Cross-references are provided for your assistance.

We welcome any input regarding this handbook. Help us make it better!

## **CHARACTERISTICS of MARIANIST EDUCATION**

Since its establishment in 1964, Hackett Catholic Central has had an affiliation with the Society of Mary (Marianists). Though the Marianists are no longer present, their spirit continues to influence “our style” of education.

Catholic education through the distinctive “lens” of the Marianists is characterized through these characteristics:

- **Formation in Faith**
- **Integral, Quality Education**
- **Family Spirit**
- **Service, Justice and Peace**
- **Adaptation and Change**

**ABSENT** See ATTENDANCE

## **ACADEMIC INFORMATION**

### **Requirements for Graduation**

The diploma of Hackett Catholic Central has special significance. It shows that a student has completed courses of study as required by state law and our accrediting agency, or as deemed important by potential colleges, universities or employers. It also means that a student has completed this work in a Catholic faith environment.

All students must successfully complete a given number of hours in specific departments *Please refer to the Course Guide for information on specific course requirements:*

### **Graduation Requirements \***

Theology	4	
English	4	
Science	2	
Mathematics	2	
Social Studies/Economics	3	
Foreign Language	1	
Physical Education/Health	1	
Fine Arts	.5	
Electives	6.5	
<b>TOTAL REQUIRED UNITS*</b>		<b>24</b>

**\*Beginning with the class of 2011, public school students are required to fulfill the Michigan Merit Curriculum. Please see the Course Guide for further information.**

Please see the Course Guide for further information regarding graduation requirements.

### **Grading system**

The grading system is based on three marks; two periods per semester and a semester exam. Each marking period is equal to 40% of the semester grade. The semester exam is equal to 20% of the semester grade. Students must receive a passing grade or CR (credit) for at least two of the three marks to receive credit for the course. If an exam is not given, students must receive a passing grade or CR (credit) for both marking periods to receive credit. Final grades are determined by applying the listed percentages to an 11-point scale.

93-100%	A	73-76%	C
90-92%	A-	70-72%	C-
87-89%	B+	67-69%	D+
83-86%	B	63-66%	D
80-82%	B-	60-62%	D-
77-79%	C+	0-59%	F

Points	Grade	Points	Grade
11	A	5	C
10	A-	4	C-
9	B+	3	D+
8	B	2	D
7	B-	1	D-
6	C+	0	F

Grade changes are limited to 2 weeks upon receiving a report card.

### **Final Exams**

Students are required to take an exam at the semester end. No student may be excused from any scheduled examination without the permission of the administration and prior notification of the instructor. Financial responsibilities (library fines, school/athletic equipment, etc.) must be cleared before final exams can be taken and before a student may participate in commencement activities.

### **Credit/No Credit**

Credit/No-Credit status is available to eligible Special Needs Program students based on their documented learning disabilities. Documentation must be on file and requests are made through the accommodations coordinator. Those students who take classes on a credit/no credit basis will have the grade of **NC** (no credit) treated as an **F** (0 points) when grade point averages (GPA) are being calculated.

Those classes for which the student receives **CR** (credit) will not affect GPA calculations. They will also be counted as classes being passed for the purpose of determining eligibility in accordance with Michigan and Hackett standards and guidelines.

### **Parent Contact**

If a student is failing a course the teacher will attempt to

communicate with the parent/guardian. Grades can also be ascertained by parents, at any time, by using the Parent Internet Viewer (PIV).

**Incomplete Grades**

An **I** (incomplete) is given rarely and only when a student has been away from school due to a long illness or other urgent circumstances beyond his/her control. Incomplete grades will not be given for incomplete work when students are in regular attendance during the grading period. A student has two weeks to make up work. If the work is not completed within this time, a grade of **F** will be given. A grade of Incomplete can only be recorded with administrative approval.

**Withdraw-Fail**

A Withdraw-Fail is given to students who choose to drop a class outside the scheduled drop and add period in each semester.

**Schedule Changes**

No schedule changes will be allowed after Wednesday of the 2nd week of the first semester or after the 1st Thursday of the 2nd semester.

**Grade Point Average (GPA) Scale**

A	=4.00	C	=2.00		
A-	=3.67	C-	=1.67		
B+	=3.33	D+	=1.33		
B	=3.00	D	=1.00	W/F	=0.00
B-	=2.67	D-	=0.67	NC	=0.00
C+	=2.33	F	=0.00		

**Academic Letters**

Letters are awarded for outstanding academic achievement at the Awards Ceremony each May. To qualify, a student must achieve a GPA of 3.50 or better for three consecutive marking periods in the same school year.

### **Class Rank**

Class rank is determined by ranking the cumulative GPAs of all students in a particular class division. GPAs are figured each semester by dividing the honor points earned by the credits attempted.

### **Valedictorian/Salutatorian/Top 10%**

Seniors enrolled for their entire junior and senior year are eligible for valedictorian/salutatorian honors. The senior with the highest cumulative transcribed GPA including the 3rd marking period will be the senior class valedictorian. The second highest will be the salutatorian. In case of ties the school reserves the right to have multiple honorees. This process continues to determine the students who make up the Top 10% of the class. Students may be denied recognition and honors associated with the above-mentioned designation as a result of conduct violations or discipline issues that occur up to and including graduation day.

### **Student Academic Status**

HCC students must maintain a satisfactory record of academic performance. In general, students must 1) reduce the number of failures carried over to a new school year to a maximum of two semester courses by attending preapproved summer school or community education courses and 2) make up failures for each semester of any course that is a graduation requirement.

Students who are incapable of performing up to the above standards must have on record a diagnosis by a person

certified in assessing special needs before accommodations will be considered. All other students shall be subject to the standards as set forth above.

### **ACADEMIC INTEGRITY**

A goal of Hackett Catholic Central is to provide students with the knowledge, skill, and wisdom they need to positively contribute to society. Our rules are formulated to guarantee each student's freedom to learn and to protect the fundamental rights of others. Behaviors that are disruptive to learning will not be tolerated and will be referred to the Administration. Additionally, students are expected to be honest and ethical in their academic work.

Academic dishonesty is defined as "an intentional act of deception" in one or more of the following areas:

- Cheating: use or attempted use of unauthorized materials, information or study aids;
- Fabrication: falsification or invention of any information;
- Assisting: helping another commit an act of academic dishonesty;
- Tampering: altering or interfering with evaluation instruments and documents;
- Plagiarism: representing the words or ideas of another person's as one's own.

The two values that are crucial to upholding our high standards of academic integrity are **responsibility** and **truth**. Students will be held responsible for their choices and behaviors. Truth is simply the honoring and practicing the principles of academic honesty, freedom, truth and integrity.

#### **Examples of Academic Dishonesty**

Some examples of academic dishonesty include but are not limited to:

Having someone tell you the test answers/questions before

you take the test;  
Looking at another student's test during the exam;  
Collaborating on assignments when collaboration is not allowed;  
Having someone take an exam for you;  
Falsifying laboratory results;  
Obtaining exams or questions from exams through illicit means;  
Usage of a cell phone to take pictures of an exam or assignment;  
Usage of any technological device in a manner in which it was not intended;  
The transmitting of images or information to another student using an electronic device. This includes PDAs, cell phones, text message, etc;  
Copying an assignment from another person;  
Giving an assignment to another person to copy;  
Exchanging answers on a test or a quiz;  
Using notes beyond those permitted on a test or quiz ;  
Using someone else's notes on a test;  
Providing test or quiz questions or answers to other students, and plagiarism.

### **ACCEPTABLE USE POLICY**

Students and parents are required to sign the Hackett acceptable use policy prior to usage of Hackett computers and the Internet.

Computer unacceptable use includes (but is not limited to) entering MSDOS or system BIOS, setting unauthorized passwords or changing system configuration settings, opening others' files, sharing a password or files for the purpose of cheating. Hackett does not allow individuals to copy or borrow licensed software materials for use outside the building, nor will it allow materials owned by the student to be used or loaded on school equipment without the approval of the administration.

Social Networking maybe subject to evaluation by school administration.

Consequences of Unacceptable Use may result in:

- Suspension and/or termination of computer use privileges.
- Suspension or expulsion from Hackett
- Referral to civil law enforcement authorities for criminal prosecution.
- Other legal action, including action to recover civil damages and penalties.
- Payment for damages and repairs to equipment or programs caused by intentional misuse

**Policy on Student Use of the Internet**

Hackett Catholic Central High School provides its students with a computer system that allows them to have access to the internet and the wealth of information it holds. Many students also are fortunate enough to have access to the internet away from school.

Hackett Catholic Central High School can not and has no desire to monitor our students' use of the internet outside of the school day. We do, however, expect that students will act lawfully and responsibly and exercise good judgment. Each individual student must use his or her own discretion as to whether he or she creates or participates in an internet blog or chat room or accesses the internet to create a personal profile. We assume that every student using the internet under the supervision of his or her parents or guardians understands that the absolute privacy of information placed on the internet and sent electronically cannot be guaranteed. In many instances, pictures or websites are forwarded to the school by a member of our community to make us aware of the content. In these cases, it is our obligation to take action concerning the individual involved, and that action comes at the discretion of the administration.

We know that the overwhelming majority of students use the internet appropriately, and they do so because they understand that freedom of expression carries with it certain important responsibilities that should be adhered to as a matter of personal ethics.

### **ADMISSIONS**

(TITLE IX-EDUCATION ACT OF 1972)

Hackett Catholic Central admits students of any race, national or ethnic origin to all rights, privileges, programs and activities generally accorded students at the school. It does not discriminate on the basis of race, national or ethnic origin or sex in the administration of its hiring and personnel and educational policies, admissions, scholarship and loan programs, and athletic and other school administered programs, as required by the terms of Title IX of the Education Act of 1972, Public Law 92-318 (as amended by Public Law 93-568). The school administrator shall be considered the coordinator for this title.

Likewise, no student who wishes to enroll in Hackett Catholic Central, provided there is room for additional students, shall be denied admission to the school on the basis of race, color, or national origin.

Hackett Catholic Central does offer priority admissions based on the following schedule:

- all currently enrolled students;
- siblings of currently enrolled HCC students;
- new students of any subsidizing parish;
- new students of any non-subsidizing parish;
- all others.

Students are accepted in order of the established categories and space availability.

Michigan School Law requires that each child be immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, rubella, mumps, hepatitis B, and proof of chicken pox or vaccination before entering school for the first time. In accordance with this law, Catholic Schools of Greater of Kalamazoo requires all students to submit proof of these immunizations prior to admission. See REGISTRATION

### **ASBESTOS**

In accordance with diocesan policy, Hackett Catholic Central was inspected in 1995 for the presence of asbestos. The school is re-inspected every 3 years. Asbestos was confirmed in the boiler rooms, tunnels, the auditorium ceiling, and in some ceiling tiles throughout the building. Its presence is also in most of the floor tiles. All asbestos-containing ceiling tile was removed and replaced. The remaining asbestos in the boiler rooms and tunnels are being monitored and regularly inspected. In the summer of 1999, asbestos-containing ceiling tile was removed from the music room, lower rest rooms, concession stand and guidance office. In the summer of 2003 asbestos-containing floor tiles was removed from the kitchen. In the summer of 2009, asbestos-containing floor tiles were removed from the science rooms and surrounding storage areas. Remaining floor tiles are kept encapsulated and inspected regularly for damage.

Reports of all current and previous inspections, as well as records of corrective action in regard to asbestos, are on file in the school office. Upon request to the school administrator, these reports will be made available for your review.

### **ATHLETICS**

Because the values learned in team sports will last a lifetime, Hackett Catholic Central provides several opportunities for students to participate in a variety of activities. Goals of the Hackett Catholic Central Athletic Program

include the development of a positive attitude, teamwork, sportsmanship, leadership, confidence, effort, and team spirit.

Athletes are expected to follow all school rules as published in this handbook as well as those published by the athletic director under the title Student Athlete Guidelines.

Athletes must have passed a medical exam given after April 15th of the previous spring in order to participate in any practice or game. Record of such medical exam must be on file in the school office. Signed medical release forms are also required for any athletic participation.

### **ATHLETIC BOOSTERS**

Hackett Catholic Central Athletic Boosters is an active parent organization, which sponsors many yearly activities to support the school athletic budget. Any parent is welcome to join the boosters. Meetings are scheduled for the 1<sup>st</sup> Sunday of every month at 6:30, in the library.

### **ATHLETIC ELIGIBILITY**

See Extra-curricular Policies

### **ATTENDANCE POLICIES**

#### **Absences**

Students who miss more than twelve (12) days of class per semester will **NOT** receive credit for that course. Students who miss more than 10 minutes of any class will be considered absent and that absence will count toward their twelve days.

The procedure for reporting an absence is as follows:

1. Parents **MUST** phone the school by 8:15 am on the day of the student's absence. The school phone number is 381-2646
2. Any absence not phoned in by 8:15 will require the student to present a note signed by the parents before returning to class. The note is to include the student's full

name, the dates of absence, the reason for absence and the parent/guardian's signature.

If a note is not received within 24 hours after the student's return he/she could be considered truant and subject to the disciplinary code as stated elsewhere.

Upon their return **due to illness**, students are permitted one day to make up work for each day they are out. Please note that students who will be absent due to School Business are to make arrangements with their teachers before the absence occurs and that they are not necessarily granted additional days to make up work as they would be with an illness. Teachers will clearly communicate their expectations to students prior to the absence if they are not allowing additional time for make-up work for School Business absences.

### **Definition of Terms**

**Excused Absence:** An absence for which school approval has been granted based on compliance with applicable policies and procedures is classified as an excused absence. Included in this category are the following.

These items count towards the 12 allowable absence policy:

Personal illness

Family emergencies

Medical appointments

Pre-arranged and approved family vacation

*Also under this category but not counted under the 12 allowable absence policy*

School business (athletic competition field trips, retreats etc.)

In-school suspension

College visits

(Maximum of three for second semester juniors and first semester seniors)

Funeral of family member/relative

**Unexcused/Explained Absences:** An absence for which

an explanation exists, but which cannot be approved.

These absences count towards the 12 allowable absence policy. Included in this category are

Out-of-school suspensions

Transportation problems

Oversleeping, alarm not ringing, etc.

Hairdresser appointments, shopping, or the like

Staying home to study for a test or complete a project or paper

Absences due to excessive tardiness

**C. Unexcused/Unexplained Absences (Truancy):** Truancy is defined as follows:

Any deliberate absence from school or class without the knowledge or consent of a parent and without approval by the school prior to the absence

Leaving school without permission or without signing out with consent from the office

Leaving a class before the end of the class period without the consent of the teacher

Any absence considered truancy will count towards the 12 allowable absences and the student may be subject to the disciplinary code.

**Absent Tardies:**

An absent tardy is an accumulation of tardies that count toward the 12 allowable absences. Three tardies will equal an absence up to and including the 9th tardy. Beginning with the 10th tardy, all remaining tardies will be considered an absence.

**Co-curricular Participation Absence Policy**

*Definition of Co-curricular Participant:*

*One who belongs to a group that requires students to meet more than five hours per*

*week outside the normal school day for more than three consecutive weeks, or one who is an elected class officer, school-wide officer or school representative, including those in Homecoming and Winterfest courts.*

In order to practice or participate in a co-curricular event, a Hackett student should be in school by 11 a.m. Students who go home early may not participate that day. If a student has been pre-excused by a parent either by a note or phone call, teachers will be expected to allow them to make-up missed work. Co-curricular participation for those absent for any part of the school day must be pre-excused by a parent before 8:15 and be restricted to medical visits, funerals, court appearances, assigned and pre-approved school functions or pre-approved college visits. Absences incurred to attend other events as a spectator or as a visitor do not allow for co-curricular involvement that day, and do not automatically entitle the student to be able to make up missed work in the classroom.

### **Tardiness**

1. Students arriving after the beginning of school must report to the attendance office upon entering the building, and must obtain an admit slip from the attendance office before being admitted to class. Anyone arriving more than 10 minutes at a given class (7:55 am for the first hour) will be marked absent for that class.
2. Students returning from previously approved appointments will not be considered tardy upon their return. However, the administration reserves the right to determine whether or not a student who is already in the building is tardy to class or in reporting to some other designated area of the building. In those cases where buses are late because of inclement weather, an announcement will be made and students will not be considered tardy.

### **Early Dismissal Requests**

Whenever possible, medical and dental appointments should be scheduled outside of school hours. In cases where it is impossible to schedule the appointment in this manner, the student should present a note to the office the day **before** the appointment, indicating the student's name and the date, place, and time of the appointment. This **must** be signed by the parent/guardian. Students must also have a slip signed by the doctor's or dentist's representative, indicating the time the student left that office. Should students not return to school after a reasonable travel time, they will be considered truant unless a phone call from the parent/guardian has been received by the expected returning time. Failure to receive a doctor's note could result in disciplinary action. All appointments count towards the 12 allowable absence policy.

### **Vacations**

The school calendar provides for vacations at Thanksgiving, Christmas, and Easter, and students should not take trips outside of these scheduled vacations. We deem it very important that students be present for all classes. This ensures continuity of the learning experience and prevents long gaps that can be impossible to make up. Therefore, students who extend Thanksgiving, Christmas, or Easter vacation, or who take vacations at other times during the school year must have pre-arranged absence forms turned into the office for approval at least 3 days before departure. Students must complete all assigned work for the time they will be gone either prior to departure or immediately upon their return. This requirement is at the discretion of each teacher. All vacation days count towards the 12 allowable absence policy.

### **AUTOMATED EXTERNAL DEFIBRILLATOR**

Hackett is in possession of three (3) automated external defibrillators (A.E.D.). These devices are to be used for emergency purposes only. It is considered a felony to tamper with an AED or use in a situation for which it was

not intended.

**BLOOD BORNE PATHOGENS** See OSHA

**BOMB-THREAT POLICY**

A policy outlining procedures, which will be followed in the event of a bomb-threat at school, is on file in the school office and published in the school crisis management plan. All necessary personnel are aware of this policy and are trained in its implementation. A copy is available in the school office for parental review.

**BOOSTERS** See ATHLETIC BOOSTERS, MUSIC BOOSTERS, THEATER BOOSTERS

**BREAKFAST CLUB**

The Breakfast Club is a detention that is served from 7:00 to 7:30 AM or from 2:35 to 3:05 PM.

**BUILDING USE**

The facilities of Hackett Catholic Central are available for use on a limited basis. Persons interested in rental and usage of the building should contact the principal.

**BULLYING** See DISCIPLINE and HARASSMENT

**BUS SERVICE** See TRANSPORTATION

**CAFETERIA/LUNCH HOUR**

Hackett Catholic Central maintains a cafeteria for students and staff where lunch can be eaten in a clean and orderly atmosphere and at a moderate cost. Of course, student may bring their lunches from home, and these are to be kept in the student's locker until the lunch hour. Students may consume food and drinks only in the cafeteria and are expected to clean up after themselves. Students may not leave the cafeteria/cafeteria hallway/lavatory area until the end of the lunch period except to visit the library or

chapel, or with the lunchroom supervisor's permission.

### **CAR REGISTRATION**

Students who drive to school are required to register their vehicles with the Dean of Students. It is important that every vehicle is registered so that the administration has the ability to identify vehicles (lights on, illegally parked). The main reason for car registration is for security purposes. Students who drive vehicles without proper registration may have their driving privileges revoked. Forms for car registration are available in the office of the Dean.

### **CHANGE OF ADDRESS / PHONE**

Every change of address of phone number must be reported to the office immediately. Up-to-date records are essential in handling emergency situations.

**CHEATING** See ACADEMIC INTEGRITY.

### **CLASS SIZE**

Per Diocesan Administrative Guidelines, class size is not to be lower than 18 students to 1 teacher. In the case of extenuating circumstances, exceptions to these guidelines are made by Diocesan approval.

### **CO-CURRICULAR REQUIREMENTS AND RESPONSIBILITIES**

All Hackett Catholic Central students have the opportunity to participate in the co-curricular programs offered at Hackett Catholic Central.

Students are required to abide by the policies and rules of any outside governing agencies such as the Michigan High School Athletic Association, the Michigan Association of Student Councils, and the National Honor Society, as well as all local, state and federal laws.

The privilege of representing Hackett Catholic Central in

co-curricular activities also brings with it added expectations. None of these rules is aimed at eliminating a student from any particular team or group, but rather is designed to establish a basic set of standards which the school feels are important to the overall development of the student and the integrity of the program.

1. All students must maintain academic standards as determined by the MHSAA and the school. These are listed in the student handbook.
2. In order to participate in a practice, contest or event, a Hackett Catholic Central student must be at school by 11:00 A.M. on the day in question. Exceptions to this rule are made for pre-approved excuses for such things as funerals, college visits or doctor appointments.
3. Substance abuse, in season or out, on campus or off, is strictly forbidden. Regardless of the quantity, a Hackett Catholic Central student shall not use, consume, possess, buy, sell, or give away any controlled substance (tobacco, alcohol, marijuana, etc.) This includes look-alikes or anything which is represented as a controlled substance. It also includes any related paraphernalia (empty beer containers, pot pipes, etc.) and performance enhancing supplements.
4. All athletes are subject to MHSAA rules concerning expulsion for unacceptable behavior. If a Hackett Catholic Central student is ejected from a contest for negative behavior, he/she will sit out the next contest, as prescribed by the state, plus the next scheduled contest imposed by the school.
5. If a student is faced with a conflict between attending more than one activity at a specific time and date, these guidelines are to be followed. A conflict between an outside commitment such as a job or AAU team and a scheduled Hackett Catholic Central event will always result in the student having to attend the entire Hackett Catholic Central event. A conflict between a scheduled academic event and a scheduled co-curricular event, unless mutually

agreed upon between the adults in charge, will result in the student being expected to fully participate in the academic event. The student who elects not to attend the academic event will not be allowed to participate in the co-curricular event without prior approval of a school administrator.

6. Hackett students are subject to individual written team or group rules and regulations instituted by specific coaches/advisors in the particular program.

7. All students are required to use school-provided transportation to and from events unless written arrangements are made between the parent/guardian and the Hackett Catholic Central professional in charge.

8. All Hackett students who wish to compete in interscholastic athletics must have a current physical form on file with the school before the first day of practice.

9. Students are expected to care for all school-issued equipment. Any school item not returned in good order and in a timely fashion will be billed to the student's family. Report cards and transcripts may be held until the debt is cleared, and additional eligibility requirements may be applied.

10. Parents of students involved in co-curricular undertakings will be, when necessary, assigned support tasks such as ticket selling. If a conflict arises, it is the responsibility of the parents to secure their own replacements from the pool of parents who have similar assignments.

### **Competition/Performance Restrictions for Rule Violations**

**First Violation:** The student will lose eligibility for participation in 20% of that area's original scheduled contests, activities, presentations or meetings. The offending student will not be allowed to represent Hackett Catholic Central during the time of co-curricular suspension, but may be expected to be in attendance for practices.

**Second Violation:** That student will lose eligibility for the remainder of the sport season (or semester in non-athletic groups). In cases of substance abuse, a professional assessment will be necessary, at a possible cost to the parents, before eligibility is regained after the suspension.

**Subsequent Violations:** A third violation will result in a suspension of up to one full calendar year. Any additional problems would render the student totally ineligible for the remainder of his high school career.

**PLEASE NOTE:** The violations referred to above do not have to be repeats of the same offense, but may be second or third offenses of differing types. The school discipline system may also rule a student ineligible for participation while he/she serves his/her school punishment.

The Kalamazoo Valley Association and the Michigan High School Athletic Association reminds students and adults that **GOOD SPORTS ARE WINNERS!**

### **COMMUNICATION**

In order to maintain a positive relationship between the school and parent, a “two-way” street of communication is encouraged by the administration. Teachers are instructed to contact parents whenever the need arises. Hackett Catholic Central encourages the practice of subsidiarity. Parents who have concerns about their student or a teacher are asked to contact the teacher first. If no resolution can be found, then the principal should be contacted.

### **CONFERENCES**

Conferences are held at two different times during the school year; once in the fall and once in the late winter/early spring. In order to maintain the teacher/parent/

student relationship, all parents are encouraged to attend conferences. Parents unable to attend conferences are always welcome to contact teachers at other, more convenient times.

### **CORPORAL PUNISHMENT**

Corporal punishment is forbidden and is not a component of disciplinary action.

### **CRISIS MANAGEMENT**

HCC's Crisis Management Plan is available in the school office.

### **DETENTION OF STUDENTS**

Detention, or the removal of a student from regular activities for a period of time, is occasionally used as a means of discipline and reflection. Detentions could be served during lunchtime, after school, or result in the child being removed from the classroom for one or more days. Severity of the offense determines the type and duration of a detention. Parents are always notified unless the detention is brief and for a minor offense.

### **DISCIPLINE CODE OF STUDENT CONDUCT**

All members of Hackett Catholic Central community have rights to a healthy and safe environment, respectful treatment by others, freedom from harassment and abuse, and to a positive learning environment.

In support of these rights, all students are expected to:

- 1) Work diligently toward achieving educational and personal goals.**
- 2) Accept responsibility for personal decisions and actions.**
- 3) Be truthful.**
- 4) Exhibit Christian behavior at all times: respect, kindness, compassion and consideration.**
- 5) Maintain self-control, avoid disruptive behavior,**

**harassment and abuse toward others.**

**6) Treat all members of the school community with respect and dignity.**

**7) Obey instructions of staff, teachers, and administrators.**

**8) Follow policies and procedures of the school.**

**9) Respect the property of individuals and of the school.**

### **DISCIPLINE PHILOSOPHY**

Every school within the Catholic Schools of Greater Kalamazoo strives to be a true community of faith in which formational efforts of Catholic families are complemented, reinforced, and extended. It is rooted in principles of peace, brotherhood, love, patience, and respect for others.

Students are expected to maintain high standards of conduct, which reflect Christian principles and teachings, to respect the rights of others and to meet the responsibilities defined in the Code of Student Conduct. Teachers must be allowed to teach and students must be allowed to learn. Any behavior that interferes with this process will be addressed.

### **DISCIPLINE RESPONSIBILITIES**

Student responsibilities are defined in the Student Code of Conduct.

It is the expectation of Hackett Catholic Central that:

Staff, teachers, and administrators will strive to implement the discipline procedures patiently, fairly, constructively, consistently, and uniformly. Teachers will review this document with their students at the beginning of the school year and answer any questions as needed.

Parents are the first and foremost educators in the family setting. The school assists and supports parents in exercising that responsibility. Parents should read and discuss this document with their student(s) at the beginning of each school year (additionally as needed), and cooperate with the discipline procedures. Parents will strive to cooperate with staff, teachers, and administrator in explaining and teaching student responsibilities and in the discipline process. Parents are expected to support and reinforce the positions and decisions of staff, teachers, and administrators.

### **DISCIPLINE PROCEDURAL STEPS**

#### **DISCIPLINARY CONSEQUENCES - LEVEL I**

It is the philosophy of the high school administration that disciplinary consequences are necessary when working to modify student behavior. The administration of these consequences will be progressive in nature ranging from verbal warnings, to parental contact and detention. Based on all individual factors, the administration may combine or skip disciplinary consequences when it is deemed best for all concerned.

Level I misbehaviors are those actions which tend to disrupt the normal activities of the school day. The list below is not intended to identify all infractions or punishments that may occur. The following are descriptions of some Level I misbehaviors:

A. Abusive, Disrespectful, or Obscene Language and/or Gestures Students are expected to refrain from the use of language and/or gestures which can be interpreted as obscene or disrespectful in any educational setting.

Discipline Action: Detention/1-10 day Suspension

B. Cheating Assistance used in the completion of academic work which has not been approved by the instructor of the class will constitute cheating. No credit will be

given for any material which is involved in cheating.

Discipline Action: Loss of credit for the specific assignment involved. Detention/1-10 day Suspension.

C. Cafeteria Use Food and beverages must be consumed in the cafeteria. Students are to dispose of their own garbage and conduct themselves in a socially acceptable manner.

Discipline Action: Detention/1-10 day Suspension

D. Computer Use/Misuse See **ACCEPTABLE USE POLICY**

E. Leaving Campus When students have arrived on the school site, they may not leave the school grounds until dismissal. Hackett Catholic HS is considered a “closed campus.” This means students must remain in their designated area during school hours. Students using bus transportation may not leave the school property once they have arrived in the morning or before buses leave at dismissal. If a student drives an automobile to school and parks on the campus, he/she may not leave the school site until dismissal once he/she has entered school grounds. Exceptions to this rule exist for students that attend approved off-campus programs.

Discipline Action: 1-10 day Suspension

F. Vandalism Vandalism is defined as any deliberate misuse, damage, or destruction of school property, which results in clean-up, repair, or replacement costs. This includes the misuse of any of the school's computer equipment or software. These costs will be assessed to the perpetrator and parents notified. Further action may be taken, based on the severity of the incident.

Although parents are ultimately responsible for the vandalism costs of their children, every effort will be made to help the student assume the financial responsibility incurred because of his or her actions.

Discipline Action: Detention/1-10 day Suspension

G. Disruptive Behavior Student actions which result in the interruption of normal classroom procedures or which violate individual classroom rules will result in disciplinary consequences.

Discipline Action: Detention/1-10 Day Suspension

H. Electronic Devices Electronic devices, such as games, iPods, laser pointers and cell phones, are inappropriate during school hours and may be confiscated at any time. Further consequences may be necessary if this possession continues. More information regarding cell phones may be found under **DISCIPLINARY CONSEQUENCES—LEVEL II**.

I. Excessive Displays of Affection Student interaction is expected to be appropriate for a high school setting. Excessive displays of affection in a school setting is considered to be inappropriate.

Discipline Action: Detention/1-10 day Suspension

J. Insubordination Students found to be in overt insubordination shall be subject to disciplinary action.

Discipline Action: Detention/1-10 day Suspension

K. Tardiness Classroom teachers will be responsible for recording student tardiness and reporting offenders to the office. A student who is less than ten (10) minutes late to class will be considered tardy. Tardiness of ten minutes or longer shall be recorded as an absence for the class period.

Discipline Action: A third tardy, per class, per semester, will result in a detention. A sixth tardy, per class, per semester, will result in another detention. Habitual tardiness is detrimental to classroom success. Therefore, as the result of a ninth tardy, a detention will be issued by the Dean of Students. At twelve tardies, an in-

school suspension will be issued by the Dean of Students.

L. Unacceptable Conduct with Substitute Teachers Students are expected to cooperate fully with all substitute teachers.

Discipline Action: Detention/1-10 day Suspension

M. Careless or Reckless Driving Students are expected to drive in a safe and orderly manner. Reckless driving on school property or at school- sponsored events will result in disciplinary consequences. Referral to local police agencies could be made for serious offenses. This includes driving in unauthorized areas.

Discipline Action: Detention/1-10 Day Suspension/Loss of driving privileges

N. Improper Bus Behavior To help insure safe transportation, students are expected to conduct themselves in accordance with all school rules and regulations while on the bus. Violations of bus rules and policies will result in disciplinary consequences.

Discipline Action: Detention/1-10 Day Suspension/Loss of bus privileges

O. Creating an Unsafe Environment Students are prohibited from wearing or displaying drug, alcohol, or violence-related materials in school and at school functions.

1. First Offense: Attire may be required to be changed.
2. Second Offense: Detention/1-10 day Suspension

P. Dress Code Students are expected to adhere to the dress code. Violation of the dress code and policies will result in disciplinary consequences. See **DRESS CODE**.

## DISCIPLINARY CONSEQUENCES - LEVEL II

Included in this category are those actions which tend to disrupt the normal activities of the school day and are of a more severe nature. In all cases, parents will be notified.

Parent conferences are often required and always encouraged. When deemed necessary, a referral will be made to in-school counseling, community agency, and/or law enforcement personnel. Typical consequences for each are listed below; although the consequence may become more severe for specific or repeat offenders, or perhaps even less severe if an investigation reveals some justifiable circumstance(s).

A. Abusive, Disrespectful, or Obscene Language and/or Gestures Directed Toward Employees Such language directed toward, or used in reference to, school employees or such language used with malicious or inciteful intent will result in disciplinary consequences.

1. First Offense: Two-Day Suspension
2. Second Offense: Five-Day Suspension
3. Third Offense: Ten-Day Suspension

B. Cafeteria Behavior Students who participate in a food fight or other unacceptable behavior will be subject to disciplinary actions that will vary depending on the severity of the involvement and previous lunchroom misbehavior. Consequences will involve expulsion from the cafeteria for a period of several days to several months and out of school suspension of one to five days.

C. Cell Phones Because of the issues that arise from the inappropriate use of cell phones during school hours including cheating, texting, sexting, photographing and videotaping, cell phones are not to be seen or heard during the school day. It is our policy that any phones seen or heard will be confiscated for at least the remainder of the school day. It is our policy that students have their cell phones turned off and either in their locked lockers, in their locked cars or in their backpacks or purses during the entire school day.

First offense: The student's phone will be held in the main office until a parent can pick it up during office

hours. This may require more than one day.

Second offense: The student's phone will be held in the main office until a parent can pick it up during office hours. This may require more than one day. Additionally, the student will be assigned an in-school suspension and may be required to surrender the phone during school hours daily to the office staff.

Third offense: The student's phone will be held in the main office until a parent can pick it up during office hours. This may require more than one day. Additionally, the student will be assigned an out-of-school suspension and may be required to surrender the phone during school hours daily to the office staff.

D. Assaulting Another Person (Including Physical or Extreme Verbal Confrontation) Based on the circumstance the student may be suspended or required to appear before the Disciplinary Review Board, which may result in expulsion. Law enforcement agencies may be contacted if deemed appropriate by the building administration.

E. Creating a Safety Hazard Any student found to be responsible for, or involved in, the creation of a safety hazard such as pulling a fire alarm without due cause, setting a fire, tampering with fire extinguishers, discharging pepper spray, making a bomb threat or similar threat, etc., shall be subject to disciplinary consequences.

First Offense: Suspended indefinitely, pending administrative determination or discipline and possible notification of law enforcement agency to include possible criminal charges, notification of parent.

F. Destruction of Property The willful or neglectful destruction or damage of school property or the property of others during the school day or at school sponsored activities is inappropriate.

1. First Offense: Five-Day Suspension

2. Second Offense: Ten-Day Suspension

3. Third Offense: Suspended indefinitely pending hearing by Disciplinary Review Committee.

G. Extortion, Coercion, Blackmail, and Serious Threat to Harm Any student found to be involved in extortion, coercion, blackmail or threats to do serious harm, or found to be an accessory to these actions, shall be subject to disciplinary consequences.

First Offense: Suspended indefinitely pending Disciplinary Review Board action, notification of parent and parent conference required before student is readmitted to classes.

H. Fighting Any student involved in a fight with another person shall be subject to suspension ranging from two to ten days or expulsion, depending upon severity and circumstances.

I. Firecrackers, Smoke Making Devices, or Other Incendiary Items Any student in possession of, or responsible for the ignition of firecrackers or other fireworks, smoke-making devices, caps or other incendiary devices or items shall be subject to disciplinary consequences which may include the police.

1. First Offense: Two-Day Suspension

2. Second Offense: Five-Day Suspension

3. Third Offense: Ten-Day Suspension

J. Forging Documents A student found using or in possession of a forged school-related document, letter, phone communication, including but not limited to IDs, attendance slips and hall passes, will be subject to disciplinary consequences.

1. First Offense: Two-Day Suspension

2. Second Offense: Five-Day Suspension

3. Third Offense: Ten-Day Suspension

K. Improper Possession and Use of Medication Medi-

cation that is necessary for the health and well-being of a student may be administered in accordance with established State of Michigan and Diocesan policy. No student shall administer medication to himself/herself or to any other student without the expressed permission to do so as authorized by a high school office employee. No student may pass, sell, or in any other way distribute a capsule, tablet, or any form of medication without the expressed permission of a high school office employee. Any student in need of a medication during the school day or at a school sponsored activity must contact a high school office employee to establish proper procedures for its administration.

1. First Offense: Five-Day Suspension
2. Second Offense: Ten-Day Suspension
3. Third Offense: Suspended indefinitely pending Disciplinary Review Board action

L. Inappropriate or Offensive Text Any student found to have written or contributed to the writing of inappropriate written text that is abusive, obscene, or undesirable in the judgment of the building administration, whether it is intended against a student, faculty member, or other school personnel, shall be subject to disciplinary consequences.

1. First Offense: Two-Day Suspension
2. Second Offense: Five-Day Suspension
3. Third Offense: Ten-Day Suspension

M. Gross Insubordination Students found to be in overt insubordination of a more serious nature shall be subject to disciplinary action.

1. First Offense: Two-Day Suspension
2. Second Offense: Five-Day Suspension
3. Third Offense: Ten-Day Suspension

N. Possession and/or Use of Harmful Substances See **DRUG/ALCOHOL RELATED OFFENSES**

O. Possession of Dangerous Weapons or Other Items  
See **WEAPONS POSSESSION**

P. Theft or Unauthorized Possession of Property Any student guilty of stealing or in the possession of items or property of the school or of other individuals which are unauthorized to be in that person's possession by the rightful owner shall be subject to disciplinary consequences.

1. First Offense: Two-Day Suspension
2. Second Offense: Five-Day Suspension
3. Third Offense: Ten-Day Suspension

Q. Use of Tobacco. Any student possessing or using tobacco in any form (including chewing tobacco, snuff, etc.) will be subject to the following disciplinary consequences.

1. First Offense: Two-Day Suspension
2. Second Offense: Five-Day Suspension
3. Third Offense: Suspended indefinitely pending Disciplinary Review Board action.

R. Inappropriate Use of Electronic Video Capturing Devices Students are not to photograph or videotape any student, staff or faculty member without permission.

1. First Offense: Five-Day Suspension
2. Second Offense: Suspended indefinitely pending Disciplinary Review Board action.

S. Student Harassment Harassment of a student by other students is contrary to the Catholic Schools of Greater Kalamazoo's commitment to provide a physically and psychologically safe environment in which to learn and may be a violation of Federal and State Law.

In addition to sexual harassment, which includes unwel-

come sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating or offensive learning environment. Any form of sexual harassment and any use of racial, ethnic or other verbal or physical harassment is strictly prohibited.

Any incidence of harassing behavior should be reported immediately to a building administrator. All reports will be investigated. Anyone found to have violated this policy shall be subject to disciplinary action up to and including suspension or expulsion from the Catholic Schools of Greater Kalamazoo.

First and Subsequent Offenses: Length of suspension or recommendation for expulsion will be determined following an investigation of the incident.

Building administrators have the authority to execute the discipline outlined above. The severity of the violation will determine the degree of discipline administered within the above stated guidelines. Exceptions may occur under extenuating circumstances. A student on suspension will not be able to attend his/her regular classes or participate in co-curricular activities during the dates of the suspension. There is a loss of all social privileges.

Parents shall be notified in all cases of suspension and/or when a student exhibits a history of unacceptable conduct. Records of such involvement shall be maintained in the Dean of Student's office.

#### **DISCIPLINE APPEAL PROCESS (DUE PROCESS)**

The administration recognizes the importance of safeguarding a student's rights to Due Process.

If a parent disagrees with the handling of a situation, the parent should contact the teacher first. If the concern is not resolved with the teacher, then an administrator should be contacted.

Parents shall be informed of their right to further appeal and shall be assisted by an administrator in the understanding of the process and filing of such an appeal.

### **DIOCESAN POLICIES**

The Diocese of Kalamazoo has a published policy manual by which all Diocesan schools are bound. These policies override any local or internal policies which a school may develop. Hackett Catholic Central strictly adheres to all Diocesan policies in regard to the operations of its school. A copy of the Diocesan policy manual is available in the school office for parental review.

### **DRESS CODE**

All Hackett uniform apparel must be purchased through Sunshine Uniform Company.

Updated information is in **BOLD** type.

The following Sunshine Uniform clothing items are options:

Pants (stone or black)

Shorts (stone or black) \*from April 1 through October 31

Long-sleeved oxford shirt with HCC logo (hunter or white)

Short-sleeved polo shirt with HCC logo (hunter, white, black or pale yellow)

Long-sleeved polo shirt with HCC logo (hunter or white)

Mock turtleneck with HCC logo (white)

Tie

Sweater vest with HCC logo (black)

Fleece with HCC logo (black)

Scarf (grey/black/hunter plaid)

Sweater with HCC logo (black)

Long-sleeved rugby shirt with HCC logo (grey with black stripe) \* Girls may wear this item, also.

Long-sleeved rugby shirt with HCC patch (black) \* Girls may wear this item, also.

The following are options for girls:

Skirt (grey/black/hunter plaid)

3/4 –length sleeved dress shirt with HCC logo (white)

Short-sleeved dress shirt with HCC logo (white)

- If socks or tights are visible, they must be either grey, white, hunter green or black, and tights must be of solid color and not patterned. No footless tights are allowed.
- Shoes must be closed-toed. Heels must be no higher than 2 inches. No overly conspicuous or distracting shoes are allowed.
- No other outerwear will be allowed during school hours.
- Skirts must be of appropriate length. Skirts will be tailored appropriately by Sunshine School Uniforms and are not to be altered unsuitably from that point. Skirts are not to be shorter than 5” from the floor when the student is kneeling.
- If a t-shirt or camisole is worn under the uniform shirt, it must be plain white and may not be visible at the waist.
- No long-sleeved shirts may be worn under short-sleeved shirts.
- Only the top button of the uniform shirts may be left unbuttoned.
- Boys must be clean shaven at all times. Sideburns are to be neatly trimmed and are not to extend below the bottom of the ears.
- Sunglasses, sweatbands, hats, bandanas or any other type of headwear is not allowed to be worn during the school day.
- Tattoos, permanent or temporary, are highly discouraged and may not be visible during the school day or at school sponsored events.
- Extreme or distracting jewelry is not allowed. Pierc-

ings other than in the ears are not allowed. Earrings must be no larger than 1 ½ inches.

- All clothing must be free of holes, rips, tears, split seams, fraying or any unsuitable alterations.
- Students are prohibited from wearing drug, alcohol, or violence-related materials during the school day or at school functions.
- Hair is to be neatly cut, combed and trimmed. No overly conspicuous or distracting hairstyles or hair colors are allowed. This includes, but is not limited to, designs, partial shaving, dread locks, Mohawks, etc. Determination will be made by the administration.
- **Hackett approved letter jackets or letter sweaters may be worn during the school day. (Please see the Athletic Director for information regarding school-approved letter jackets and sweaters.) Any item embroidered or sewn onto the jacket must conform to Hackett's guidelines.**
- In all cases, the administration at Hackett Catholic Central High School reserves the right of final determination concerning proper student attire.

#### **DRESS CODE ENFORCEMENT**

On all occasions, students will be removed from class and sent to the main office. Students will remain in the office, receiving NO CREDIT for class work, until appropriate attire can be found. This may necessitate a phone call to the parent. Students will not be allowed to leave school and return home in order to obtain appropriate attire.

A 30-minute detention will be assigned to students who do not follow the dress code by either the administration or the classroom teacher. Chronic offenders will be subject to further penalty for insubordination as described in the student handbook including in-school or out-of-school suspensions.

#### **SPIRIT DAY DRESS CODE OPTION**

Spirit days will be held on Fridays during the school year unless announced otherwise. On spirit days, students are

allowed to wear 2011-2012 Hackett Spirit Shirts if they choose with their uniform pants, shorts or skirts. These shirts have been designed by our students and will be available for purchase at the beginning of the school year.

### **DROP-OFF POINTS/DISMISSAL**

Faculty and staff are in the building for supervision between 7:30 a.m. and 3:00 p.m. Students should arrive between 7:30 and 7:45 in the morning and enter at the front, center entrance or the lower foyer entrance. Both of these entrances are locked after 7:45. If you arrive after 7:45, students must enter at the main office doors and pick up a tardy slip from the attendance receptionist. Dismissal is at 2:30 p.m.

### **DRUG/ALCOHOL RELATED OFFENSES**

The unlawful possession, use, or distribution of illicit drugs, performance-enhancing drugs/supplements and alcohol on school premises or at any of its activities is absolutely prohibited. Attending school or school functions under the influence of illicit drugs and/or alcohol is also forbidden.

Compliance by all students is mandatory. If a student is found in violation of these standards of conduct regarding the use or possession of drugs or alcohol, the student's parents will be notified and the following procedures will be followed. Please note: a request by the administration to use a breathalyzer or similar device is not an admission of guilt, nor is it a request that is made without serious forethought. Students that are asked to take a "breathalyzer" test and refuse will be subject to all of the penalties listed below.

#### **1<sup>st</sup> Offense (Possession or Use)**

1. Suspension 10 days

2. The student will be referred to a licensed substance abuse facility within 48 hours. **Parents and students should be aware that there are financial charges associated with these programs and that they must bear all such costs.** In this case, the following will apply:

The school's designated representative is to receive all information regarding the assessment of the student's case and the type(s) of help recommended.

The student is to participate in any and all recommended treatment programs, beginning as soon as treatment is available.

The school is to be informed regarding the student's attendance at scheduled appointments and the student's progress.

The school will require regular drug tests as a condition for attendance.

If the student fails to follow section 2a through 2d, he/she will be expelled automatically.

3. Meeting with Dean of Students and must follow his/her recommendations satisfactorily.

#### 2<sup>nd</sup> Offense (Possession or Use)

1. Referral to police
2. Expulsion
3. Student must appeal to the review committee for reinstatement.
4. In case of reinstatement, the student will be placed on a behavioral contract.

#### 1st Offense (Distribution)

1. Referral to police.
2. Expulsion
3. Student must appeal to the review committee for reinstatement.
4. In case of reinstatement, the student will be placed on a behavioral contract.

The following are suggested as suitable agencies for counseling, rehabilitation, and re-entry programs for anyone who has a drug or alcohol abuse problem:

Catholic Family Services  
1819 Gull Road  
Kalamazoo, MI 49001  
(269) 381-9800

Gateway Villa  
1910 Shaffer Road  
Kalamazoo, MI 49001  
(269) 382-9820

Battle Creek Adventist Hospital  
165 North Washington  
Battle Creek, MI  
1-800-582-1900

Mid-American Psychological Services  
8036 Moorsbridge  
Portage, MI 49002  
(269) 327.1438

**EARLY DISMISSAL** See Attendance

**EARLY GRADUATION**

Hackett Catholic Central **does not** offer an early graduation option for seniors.

**EDUCATION FOR THE ARTS (E.F.A.)**

Education for the Arts is an off-campus opportunity available to selected junior and senior year students. Students are exposed to arts opportunities not available on many high school campuses. For more information on E.F.A., please see your counselor.

**EDUCATION FOR EMPLOYMENT (E.F.E.)**

Education for Employment is an off-campus opportunity

available to selected junior and senior year students. Students are exposed to career opportunities and vocational classes that are not always available high school campuses. For more information on E.F.E, please see your counselor.

### **ELECTRONIC DEVICES**

Electronic devices such as iPods, MP3 players, radios and laser pointers are not allowed during school hours. Items seen or used between the hours of 7:45 and 2:30 will be confiscated. Items will be released to a parent or guardian if multiple offenses occur.

**EMERGENCY CLOSING** See Weather-Related Closing

### **EXPULSION HEARING**

For certain disciplinary offenses that are adjudged immediately detrimental to the common good of the Hackett Catholic Central school community, the school's administration may institute an expulsion hearing immediately.

Expulsion is defined as the permanent dismissal of a student from the school. In order to insure a student's right to due process in the case of an expulsion hearing, the student and his/her parents are required to appear before the Discipline Review Board. This board will be made up of three teachers, the school chaplain, and will be led by the Dean of Students. At this time the student must show cause for being permitted to remain at Hackett Catholic Central. The Discipline Review Board will make its recommendations to the principal within two school days of the meeting date. The final determination will be made by the principal.

### **EXTRA-CURRICULAR POLICIES**

All qualified students may try out for membership on sports teams and in extra-curricular activities. The school

is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the athletic director or the decision of the moderator, in consultation with the principal is final. The principal will not intervene in non-selection decisions, unless the decision is deemed arbitrary and capricious. Parents are encouraged to help their children understand that not everyone will be selected.

### **Spectator Responsibility and Sportsmanship**

The spirit and good example of Hackett Catholic Central as reflected by the student spectator and athlete is extremely important. The issue of winning and losing is secondary to good sportsmanship.

The proper conduct of both student and adult spectators is of concern to the school administration, both at-home and away contests. Inappropriate behavior on the part of student spectators may result in disciplinary action.

### **External Eligibility Requirements**

In athletics, all eligibility requirement of the Michigan High School Athletic Association must be met. In particular, all students must be passing at least four classes. If a student is not passing at least four classes at the end of a semester, that student will be ineligible for the entire following semester. The MHSAA does allow student-athletes to regain their eligibility by successful completion of summer classes. Other outside regulatory organizations may also require that Hackett comply with their eligibility guidelines.

### **Internal Eligibility Requirements**

Students who wish to become school representatives, try out or practice for an athletic team or be a co-curricular participant\* must meet the eligibility requirements. These requirements are a 2.0 marking period GPA and receiving

full credit in 5 semester courses\*. These requirements are based on the previous marking period at the time of their initial participation, election, try out or practice.

If a sport or co-curricular event begins on the first day after the end of a marking period and prior to grades being processed, students will be allowed to participate under the condition that their participation will end immediately if they fail to meet the internal eligibility requirements stated above when the grades are processed.

Fall eligibility is based on the fourth marking period from the previous year.

Students must continue to meet the requirement during sports seasons. Eligibility will be checked at the mid point of the marking period. If a student does not meet the requirement at that time, he or she will be considered on Restricted Eligibility.\* If the season continues until after the next period and the student had been on restricted eligibility, then he or she would become ineligible if he or she does not meet the internal requirements listed above.

Definitions:

**Co-curricular Participant:** One who belongs to a group which requires students to meet more than five hours per week outside the normal school day for more than three consecutive weeks.

**School Representative:** This group would include, but is not limited to, class officers, school wide officers and school representatives including homecoming and winter-fest courts or support personnel for school activities such as theatre support personnel or other similar groups.

**Full credit semester course:** This is any .5 credit course

offered on a semester basis.

**Restricted Eligibility:** The student is allowed to continue to practice but may not participate in any performance, contest or organizational activity.

**Ineligibility:** The student is not allowed to participate in any capacity.

If a student or parent believes that unique circumstance have led to the loss of eligibility, then an waiver application may be filed with an Administrative Team. The student and/or parents must show truly unusual or unique situations that have caused the student to become ineligible if a waiver is to be granted. This board will in no way override the state guidelines set down by the MHSAA.

### **Eligibility for School Representatives/Co-Curricular Participation**

Guidelines for students who wish to become school representatives must meet the minimum eligibility requirements based on the previous marking period at the time of their participation or election. School representatives include class officers, school wide officers, and school representatives including homecoming and winter fest courts or support personnel for school activities such as theatre or other similar groups.

### **NCAA Eligibility Information**

Student-athletes who may play Division I or II sports after graduation must register with the NCAA Clearinghouse. The forms and information packets are available in the guidance office. Students and their families who fall into this area of need should be aware of the core courses necessary to meet the Clearinghouse standards. Some special needs students may have to request a waiver from the NCAA to have a course taken at an HCC substitute for a core course (i.e. Basic Comp and Lit.). Hackett is not able

to grant these waivers, and students taking courses not in the core grouping are faced with securing eventual approval from the NCAA or risk being ruled ineligible for their Freshman year. For further information contact the NCAA at 1-800-638-3738 or go to the NCAA web site at <http://www.ncaa.org/cbsa/>.

### **Transportation**

Whenever possible, athletic teams shall be transported to and from contests by school vehicles operated by properly licensed drivers. All students are expected to return on the school provided vehicle unless going home with his/her parent who informs the coach AND gets the coach's consent.

There are occasions, primarily within the Greater Kalamazoo region when private vehicles may have to be used. Hackett Catholic Central insurance does not cover private vehicle use. We do appreciate parental help in this matter. In accordance with diocesan policy 6153, a combined single limit (CSL) coverage no less than \$500,000 is required.

### **Sports-Passes**

Students who purchase a sports pass will be admitted to each home athletic contest sponsored by Hackett. Students who wish to leave and re-enter must secure permission before leaving.

### **FIELD TRIPS**

Field trips are privileges and no student has the absolute right to participate in a field trip. Students may be denied participation if they fail to meet academic, attendance or behavioral requirements. Students who fail to submit a proper field trip permission slip will not be allowed to participate. Telephone calls will not be accepted in lieu of proper forms. Parents may refuse to allow their student to participate in a field trip by notifying the school in

writing.

### **FIRE/TORNADO DRILLS**

Fire and tornado drills are conducted regularly in compliance with State and Diocesan guidelines. The sounding of an alarm is the signal to leave the building, and an administrator will announce over the PA system if students and teachers are to move to a designated area in case of a tornado. All personnel must move to these designated areas, whatever the circumstances. This applies to lunch hours and before and after school as well. Fire and tornado drill instructions are posted in classrooms and other areas. Students and teachers are expected to be familiar with these instructions. If an alarm is sounded when students are not in the classrooms, the nearest exit is to be used. Students are to proceed in single file and in an orderly and quiet manner. When the all-clear signal is given, students are to return to their classrooms quickly and quietly.

### **FOG DELAYS**

Hackett Catholic Central will delay if Kalamazoo or Portage Public Schools make that announcement. Usually a delay is for two hours, which means that school would then start at 9:45 a.m.

### **GRADUATION PARTICIPATION**

Upon successful completion of at least 24 credits at the end of senior year and the fulfillment of all financial and other school obligations, a student may participate in graduation ceremonies and activities.

### **GUIDANCE DEPARTMENT AND SERVICES**

A guidance department is an essential part of any contemporary high school. Hackett Catholic Central maintains a department of skilled professionals in guidance.

Among the guidance department functions are the follow-

ing:

1. Counseling with students about personal problems.
2. Counseling students about academic progress including general academic program planning, individual career orientation programs, annual scheduling, and academic difficulties.
3. Coordination of the school testing program, which includes regular norm-referenced achievement testing, career and vocational testing, and the PSAT/NMSQT, ACT and SAT programs; as well as **untimed** ACT testing for students with dyslexia, ADD, ADHD, MEAP, etc.
4. College and vocational school selection, application, and financial aid counseling, programs for parents regarding college selection and financial aid procedures, the arrangements for college counselor campus visits at Hackett.

The guidance department performs these functions: through individual counseling with students (and parents, where necessary or appropriate); through group guidance, which includes presentations by professionals in many areas of adult vocational endeavors; through school-based college admissions visitations; and college campus visitations, and through annual college and career night programs

### **HACKETT HAPPENINGS**

Hackett Happenings is a school publication that is used to deliver information from the school office and various departments within the school. This publication is published approximately every two months.

### **HAITI PROJECT**

The Haiti Project is an annual event that is designed to raise money for agencies in Haiti. Started in 1992, through a challenge to a sophomore religion class, this project has raised thousands of dollars and has been taken

on by the entire Hackett community. The main fundraiser for the Haiti Project is a faculty/student auction held in the spring of each school year.

### **HALL PASSES**

Any student wishing to leave an assigned area to use the restroom or go to his or her locker must ask for a hall pass.

Any student wishing to go to the office, library, or other area of the school must secure a hall pass from their supervising staff member.

### **HALLWAY DISPLAYS**

All hallway displays must be approved by the Dean of Students prior to their being displayed.

### **HARASSMENT**

Per Diocesan policy (4166.4), Hackett Catholic Central strives to create an environment free from harassment or intimidation of any type. Any form of harassment, including that of a sexual nature, may result in an automatic suspension. It may also require the type of assessment program similar to that referenced under the guidelines regarding drug and/or alcohol-related offences.

### **HEALTH POLICIES**

#### **Emergency Medical Care**

Hackett Catholic Central will attempt to notify parents or guardians if a student is injured or becomes sick at school or at school-sponsored events.

The school may determine that 911 needs to be called and emergency medical personnel should be summoned.

#### **Routine Sickness**

Any student who has a minor illness will be limited to thirty (30) minutes in the main office area. The student may call home for permission to drive home or be picked

up, or he/she must return to class. The office area is not equipped with either the medical personnel or equipment to handle students too sick to attend class.

### **Medication at School**

State law prohibits school personnel from administering medication, including aspirin, to any student without having written permission from a physician on file in the school office. First aid may however, be given. If a student must take medication while at school, it must be kept in the school office.

In the event of any emergency, the parent will be immediately notified. For this reason, it is of the utmost importance that the school has a phone number where a parent may be reached at all times. It is the parent's responsibility to keep the school secretary informed of any changes in phone numbers as well as addresses.

### **Self-Administration/Self- Possession of Medications**

Diocesan guidelines are available in the main office for students that may need to self-administer medications.

### **Accident or Illness at School**

Any accident or injury on school premises or at any activity covered by school insurance in which a student is involved should be reported immediately to the classroom teacher or coach. Reports of accidents and injuries will be made by the teacher or coach and turned in to the office.

It is then the student's responsibility to see that the proper insurance forms are obtained from the office so that claim may be properly filled.

Students who are ill should report such illness immediately to their classroom teacher and asked to be excused to the office if necessary. The teacher will see that an ill student is properly accompanied to the office.

### **HOMEWORK**

Homework is given regularly in all grades and classes. It

should serve as an extension of classroom work and reinforces concepts covered in class. Questions regarding homework should be directed to individual teachers.

**HONOR CODE** See *Academic Integrity*

**IDs**

IDs are the property of the school and will be provided to all students at the beginning of the school year. Students may be required to show their HCC ID at different times throughout the school year.

**IMMUNIZATIONS**

All students entering the Catholic School of Greater Kalamazoo for the first time must be immunized in accordance with State law. Immunization records signed by a doctor or a signed waiver must be submitted to the school office before a child may start school. See ADMISSIONS.

**IN-SCHOOL SUSPENSION**

In-school suspension is used for code-of-conduct violations that are chronic in nature, merit a firm response less than normal suspension, and/or allows students to meet their academic obligations on a full-credit basis. Placement in a suspension area is at the direction of the Dean of Students.

**INSURANCE**

Hackett Catholic Central carries liability insurance through Gallagher/Bassett in Lansing. The Diocese also provides student accident / medical coverage for all students, which includes all interscholastic sports programs. Specific details and claim forms are available in the school office. Hackett Catholic Central insurance does not cover private vehicle usage. In accordance with diocesan policy 6153, parents that provide transportation in private vehicles must maintain a combined single limit (CSL) coverage of not less than \$500,000.

### **IRISH PRIDE ,The**

The Irish Pride is an annual school publication created for the alumni of Hackett, St. Augustine High School, O'Brien, and Gibbons Hall. Anyone interested in this publication should contact the Assistant to the Development Director.

### **IT'S IMPORTANT TO TELL THE SCHOOL WHEN...**

- ...your child is on any kind of medication;
- ...a separation or divorce is pending and could affect your child's behavior or performance;
- ...a family member is seriously ill;
- ...your phone number or address changes;
- ...any event that seriously upsets your child occurs;
- ...your child has allergies, especially to bee stings or food products;
- ...YOU THINK IT'S IMPORTANT.

### **LEAVING SCHOOL PREMISES (CLOSED CAMPUS)**

Hackett Catholic Central has a closed campus. This means that students may not leave the school premises during the school day (including lunch period) without permission from the office. Students will not be allowed to go to their cars between 7:45 and 2:30 without approval from the Dean of students.

### **LOCKED DOOR POLICY**

To ensure student safety, all doors to the school, with the exception of those nearest the office, are kept locked during the school day. All doors can always be used to exit the building. If you are visiting the school, please enter through the doors nearest the office and sign in the main office. See SCHOOL VISITORS.

### **LOST AND FOUND**

Lost and found articles are kept in a container outside the school office. This unlocked cabinet can be checked any-time the lobby is open. All clothing or other articles bearing a student's name is returned to him or her. Unmarked articles are kept for a period of two weeks and then given to a charitable organization.

### **MARKING PERIOD**

Marking periods are for 9 weeks. Two marking periods are in each semester.

### **MASS**

Mass is offered for all members of the Hackett Catholic Central community daily, at 7:15, in the chapel. In all-school liturgies take place at selected times during the school year; including Holy Days of Obligation. All-School liturgies usually begin at 9:15 a.m.

Students take an active part in their school liturgies, usually by doing readings, writing and reading of intentions, and choosing the music. Parents, grandparents, and friends are always welcome to worship with us.

### **MEDICINE POLICY**

Students wishing to take medicine during the school day, whether prescription or over the counter, may do so only with parental permission and the completion of the necessary paperwork. These forms may be obtained in the main office or from the website [www.hackettcc.org/parents/forms](http://www.hackettcc.org/parents/forms).

### **MUSIC BOOSTERS**

Hackett Catholic Central Music Boosters is an active parent organization, which sponsors many yearly activities to support the school band and choir programs. Any parent is welcome to join the boosters. Meetings are held on a regular basis. To become involved in the Music Boosters, please contact the band or choir directors.

### **NON-CUSTODIAL PARENT**

The Catholic Schools of Greater Kalamazoo abide by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of said court order. The school reserves the right to ask for the divorce decree explaining parental rights, prior to the release of information.

### **OSHA STANDARDS FOR BLOOD-BORNE PATHOGENS**

Catholic Schools of Greater Kalamazoo adheres to the standards set by OSHA for the handling of blood-borne pathogens and all other bodily fluids. All staff have been appropriately trained in these standards.

### **PARENT INTERNET VIEWER (PIV)**

The PIV is a tool for use by parents and students to monitor student progress. Teachers are directed to update their grade books weekly, in order to ensure accurate and timely reporting. Parents wishing to utilize the PIV must obtain a password from the head media specialist in the HCC library. An acceptable use policy must be on file for each student that wishes to access the PIV.

### **PERSONAL PROPERTY**

Students are cautioned to keep all money, jewelry, valuables, etc., on their persons at all times. The school cannot assume any responsibility for these items if lost or stolen.

If a theft or loss of personal or school property occurs, it should be reported to the office immediately. A report

form will be filed and property returned if recovered.  
All unclaimed items in the lost and found will be donated to charity at the end of each semester.

### **PESTICIDE USE -- NOTIFICATION POLICY**

Annually, schools must advise parents of their right to be informed when any pesticide application is made to the school grounds or building. Every effort will be made to give prior notice through the Hackett Happenings although in certain instances pesticides may be applied without prior notice. In those instances, you will be notified as soon as possible after application.

### **PHOTO RELEASE AUTHORIZATION**

From time to time, photos will be taken of students, student activities, etc. The school reserves the right to use these photos for news releases, school website, yearbook, school-related videos, marketing purposes, etc. The school will allow members of the media to take pictures of students, athletic events, and other school activities for publication. At times, **AT THE DISCRETION OF THE SCHOOL**, photographers will take photos for resale and make them available to students and parents. If a parent prefers photos of their child(ren), not be used or published, please notify the school administration in writing using the form found at the end of this handbook.

### **REGISTRATION/APPLICATION**

Registration for an upcoming school year begins in the preceding February or March.

Registration forms are available in the school office. See **ADMISSIONS**.

### **RELIGION**

The freedom to teach and practice our religion is the reason for the existence of the Catholic Schools of Greater Kalamazoo. We are a Catholic school system, and all stu-

dents, including non-Catholic students, receive instruction in the Catholic faith. Catholic students have many opportunities to receive the sacraments and all students regularly take part in liturgical and para-liturgical services. Our chaplain and our parish priests are available to the students and visit the school and classrooms as time permits.

### **REPORT CARDS**

Report cards are issued four times a year. Should a parent have any questions or concerns in regard to a student's report card at a time when conferences are not scheduled, an appointment should be made with the teacher.

See CONFERENCES, GRADING SCALE.

### **RESTRICTED AREAS**

Students are not permitted to be in faculty or school offices, locker rooms, gymnasium, training room, lounges, dining rooms, or classrooms without permission of or supervision by a faculty or staff member. Students are not to be in the parking lot at any time during school hours without permission from the office. Additionally, students are not permitted to tamper with another student's locker.

### **RIGHT TO AMEND**

The school administration reserves the right to establish fair and reasonable rules and regulations for those things requiring actions that are not covered in the Handbook and which may arise. In all cases, the rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents.

### **SCHOOL BOARD/LAC (Local Advisory Council)**

The LAC serves as an advisory group to the principal. Those interested in serving on the LAC should contact the

principal or LAC president. Information about the LAC, including meetings and minutes, is available on the school website. See the principal's web page for this information.

### **SCHOOL HOURS**

Hackett Catholic Central instructional day runs from 7:45 a.m. until 2:30 p.m. for students. Students are expected to be in their room at 7:45 for opening business. Anyone not in their room and seated at 7:45 is marked tardy unless the tardiness is the result of a late bus. Afternoon dismissal is at 2:30 p.m.

### **SCHOOL LOCKERS**

Hallway and locker room lockers are assigned as a convenience to students for the sole purpose of storing such materials as may be required for classroom work and necessary outdoor wearing apparel. Students are not permitted to exchange assigned lockers with other students. Lockers are school property and not the private domain of students; they may be opened at any time by administrative directive or by administrative personnel. Students have the responsibility of maintaining their lockers in a neat and clean condition. Students are encouraged to lock their lockers every day, and the lock must be purchased through the school. Only school-issued locks will be permitted and all others will be removed. Students are strongly encouraged not to share their lock combinations with anyone.

### **SCHOOL-SPONSORED DANCE POLICIES**

School-sponsored dances for Hackett students and their authorized guests are an important part of school social life. These are social activities that are supervised and which parents can be reasonably assured that their children will be in a healthy atmosphere.

Hackett students must present their school ID cards in order to be admitted.

Guest passes are required for all non-Hackett students. The names of guests are to be submitted to the Dean of Students two days prior to the dance. Students without IDs are subject to sanctions and/or fines. Hackett students and their guests are not permitted to smoke anywhere on Hackett property. Students will not be admitted one hour after the posted start time. Leave once and you may not return. Specific dance rules are published to help assure modest moral Christian behavior.

### **SEARCHES**

Hackett Catholic Central High School has entered into an agreement with an independent company to provide trained detection canines to conduct random, unannounced inspections of all campus locations. The canines are trained to detect the presence of illicit drugs, alcohol, and gunpowder based items. Campus buildings, parking lots, and grounds will be randomly inspected for prohibited items. If detected and found, the school will initiate the appropriate disciplinary action. The canines are non-aggressive hunting breeds, such as golden and Labrador retrievers. They are trained to discriminate specific “scents” of contraband items. We hope that this precaution will continue to ensure a safe and healthy learning environment for all concerned.

### **SHAMROCK AUCTION**

The Shamrock Auction (Gala Auction) is an annual auction/dinner dance. The Shamrock is a fundraiser for all of the needs of the school.

**SICK STUDENTS** See Attendance

**SNOW DAY** See EMERGENCY DISMISSAL

### **SPORTS PHYSICALS**

All students who are planning to participate on any school-sponsored sport team must have a physical form on file with the athletic office. These forms are available in the main office. Physical forms must be dated April 15th or later to be valid for the entire next school year.

Sports physicals are held each summer at the School and prospective student-athletes are encouraged to attend. The cost of these physicals is very reasonable. If students are unable to attend the Sports Physical Night at HCC, they must go to their own doctor to get one. No student may begin practice for a sport without a physical form on file.

### **STUDENT COUNCIL**

The purpose of a Student Council is to help provide an environment in which desirable leadership skills and citizenship may be developed through practice. The Student Council meetings are held after school.

The Student Council annually sponsors several school activities and service projects.

### **STUDENT INFORMATION/LISTS**

Per the recent reauthorization of the ESEA in 2000, Hackett Catholic Central is required to release student lists to the military. Parents have the right to request the school not release this information and must do so, in writing, to the principal. With the exception of the military, Hackett Catholic Central does not release student information to any other organization or individual.

### **STUDENT PARKING**

Students who are properly licensed to drive a motor vehicle may secure permission to drive to school after filing a vehicle registration form at the office. The student will be issued a list of parking regulations and a vehicle-parking sticker. The latter must be displayed in the vehicle when-

ever the vehicle is parked on school property during school hours (7 am to 3 pm on school days). One parking sticker will be issued for **each** vehicle a student might drive to school. These are not transferable from one vehicle to another. Students may **not** park in the first row next to the gym, or in the upper visitors' lot. Students must park facing the school at all times, and must park within the painted lines. There will be no parking in school lots after midnight.

Failure to display a parking pass will result in disciplinary actions. If it is necessary to run a license plate check to determine the owner of the vehicle the student will be held responsible for the cost of this check. Hackett Catholic Central owns all parking areas on the school grounds and as such reserves the right to search all vehicles. Failure to comply with a requested search or any parking lot rule will result in disciplinary action and possible removal of parking privileges.

### **STUDENT RECORDS**

Student records are kept in compliance with Diocesan policy #5125, which states

"An official cumulative record shall be maintained for each student who is enrolled in a Catholic school in the Diocese of Kalamazoo.

A diocesan permanent record card must also be maintained for each student.

This permanent record card remains with the school for future reference."

This policy has more detailed regulations and guidelines for what types of documents are to be held in a student's file. A copy of this and all diocesan policies regarding schools is available in the school office for parental review.

Parents have the right to review and request additions or modifications to their student(s) permanent record by requesting this in writing to the school administration. A time and date for this review will be set within two working days of receipt of the written request.

### **STUDENT RESPONSIBILITIES AND REGULATIONS**

One of several touchstones that characterize the success of Catholic education (both elementary and secondary) in the United States is the prevailing atmosphere of good order and discipline in the schools. We continue to believe that moral and spiritual growth, intellectual orderliness and academic achievement take place in a disciplined atmosphere that facilitates the individual's ultimate self-discipline. Further, one of the concerns of a school disciplinary policy system is the educational objective of fostering personal responsibility within a given social setting or environment, which is in turn an important aspect of everyday life in the adult world.

#### **General Responsibilities**

Supervising the overall conduct of students in the school is the responsibility of the principal and staff. Only the principal has the right and responsibility to expel a student should the need arise, and only in keeping with the policies as set forth within the disciplinary code. Either the principal or his designee may suspend a student, again in accord with the procedures outlined in the disciplinary code.

The faculty and staff share with the principal the obligation of providing good order in the school and the Catholic development of each student. We emphasize that every faculty member has authority over each student in matters of discipline and has the responsibility of seeing that good order school is maintained in the school.

### **SUPPLEMENTAL INSURANCE**

Defined as that additional coverage in excess of insurance carried by the parents. The Diocese now provides this. Details of coverage and claim forms are available in the school office. See INSURANCE.

### **SUSPENSION OF STUDENTS**

Out of School Suspension is used for violations that are deemed severe for the student or the school. Parents or guardians will be notified that their student has been suspended and the length of the suspension. A suspended student will receive no credit for his/her class work and is ineligible to participate in any co-curricular event (Athletic contests, dances, school plays, etc.) on the days he/she is suspended. This may include weekend activities if the suspension stretches from one week to the next. Suspended students are allowed to make up tests or projects that cover materials presented in a time greater than the suspension.

### **TARDINESS**

Students are to be in their classrooms, seated, and ready for opening prayer and announcements at 7:45 a.m. Anyone not in attendance for this 7:45 a.m. ceremony is considered tardy. All students who arrive after 7:45 a.m. are required to pick up a tardy slip from the Attendance Office.

### **THEATER BOOSTERS**

Hackett Catholic Central Theater Boosters is an active parent organization, which supports the school fine arts/theater programs. Any parent is welcome to join the boosters. Individuals wishing to participate in the theater boosters should contact the office. You will be put in contact with the appropriate party.

### **THEFT**

Taking of another's property may result in suspension, restitution and assignment to an outside counselor at the expense of the family

### **TRANSPORTATION**

Both the Kalamazoo and Portage Public Schools provide transportation. Because of safety factors, it is imperative that pupils observe all regulations regarding conduct set down by the public school transportation department. Those who do not observe proper conduct will be denied the privilege of riding the bus. No pupil may leave school grounds while waiting for a bus.

As pupils are assigned to a particular bus and stop, they do not have the option to change to a bus that comes at a more convenient time or location for them. The public school transportation directors determine bus stop and assignments; their decision is supported by the administration of Hackett Catholic Central.

Students are not allowed to ride any bus other than their own, i.e. they are not allowed to go home with another student on a different bus, unless arrangements have been made through the school office. Portage bus riders are required to fill out a form 24 hours in advance of the requested date. These forms are available in the school office. Kalamazoo bus riders are required to supply a parent's written note to the bus driver if requesting a different bus. The students may only change buses in the district to which they belong.

### **TUITION/FEES**

School tuition rates are set annually by the Finance Subcommittee of the LCAB and published in the spring for the upcoming year. Tuition rates are set on a sliding scale and vary for members of subsidizing and non-subsidizing

parishes and for non-catholics. Parishioner status will be reviewed for all families claiming that rate at the time of application. Unless other arrangements are made, it is expected that tuition will be paid in ten equal installments beginning in August and ending in May. In the case of divorce or separation, tuition and fees will be billed to the custodial parent. All tuition and fees must be paid by May 15th of each school year.

Tuition assistance is available to those who demonstrate financial need. Forms for this purpose are available in the school office. All inquiries and grants for tuition assistance are kept confidential.

### **VIRTUS**

HCC is in compliance with the Diocese of Kalamazoo concerning VIRTUS training. Contact the main office for more information.

### **VISITOR POLICY**

All visitors before, during and after school hours must report to the main office. At that time, office personnel will determine the availability of the individual being sought. If a visitor plans to move to an area of the school outside of the main office, then he or she must sign in and wear an HCC nametag.

### **VOLUNTEERS**

Volunteers help with many aspects of the school program and are crucial to the overall success of Hackett Catholic Central. There are many areas in the school as well as the classroom that benefit from volunteers. Volunteer hours can be scheduled to fit into any time frame. If you would like to volunteer, please call the school office at 381-2626.

### **WALKATHON**

The Walkathon is an annual event, sponsored by the student council. Students are asked to raise money through

pledges and then walk, as a school, through the surrounding neighborhoods. This event is a visible reminder of the charity of the Hackett community. Proceeds from the walkathon go to selected charitable organizations.

### **WEAPONS POSSESSION**

Unauthorized possession of any form of weapon or look-alike weapon in school, on school property or at school-related events may result in immediate suspension or expulsion. Professional counseling at parental expense may be mandated.

The Diocese of Kalamazoo has a weapons policy regarding suspension and expulsion that the school will follow if the need arises.

### **WEATHER-RELATED CLOSINGS**

Because Hackett Catholic HS is dependent on both the Kalamazoo and Portage bus systems (KPS and PPS) for transportation, we will close if either district announces a closing due to weather conditions. Snow, bad weather, and other emergencies will be announced on local stations such as WKZO radio and WWMT-TV. If either Kalamazoo or Portage Public Schools close, Hackett Catholic Central will close as well.

If there is a delay due to weather, busing procedures and class starting times will resume as indicated by either KPS or PPS media announcement. For example, if there were a two-hour delay, Hackett Catholic Central would start at 9:45 a.m. For busing purposes, your bus would be running on a two-hour delay as well. If your scheduled pick-up time were 7:30, it would then be 9:30.

### **WELLNESS POLICY**

Hackett Catholic Central is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

### **WITHDRAWAL FROM SCHOOL**

Parents wishing to withdraw their student(s) must do so, in writing. Student records will not be released to the next school until the student is cleared of all obligations. Students who leave the Catholic Schools of Greater Kalamazoo during the school year will be responsible for the pro-rated tuition for each marking period in which they attended.

**HACKETT CATHOLIC CENTRAL HIGH SCHOOL**

**PHOTOGRAPHY  
NON-PERMISSION / OPT-OUT FORM**

(Complete and return this form ONLY if you do NOT give permission for your student to appear in possible school publicity images, including postings on the website.)

Student's full name (please print)\_\_\_\_\_

Grade level in school\_\_\_\_\_

Classroom activities and school events sometimes are photographed for purposes of news media coverage or school (newsletters, website, brochure, etc).

If you do NOT wish to have your child photographed for news media or school publicity purposes, sign and return this form to the main office.

This will apply to your student's entire educational career with Hackett Catholic Central and will automatically be renewed each school year. At any time you wish to change your student's status, the form will be available at the school office.

Parent's or Guardian's signature

Date

