

Msgr. John R. Hackett Catholic Central High School

Mission Statement

Msgr. John R. Hackett Catholic Central is a secondary school serving the greater Kalamazoo area. In promoting the religious, academic, social and physical development of each student, Hackett seeks to create an environment in which it can properly emphasize the teaching and learning of Catholic values.

Hackett Catholic Central strives to engender in its students a recognition of the importance of the lifelong quest for knowledge, together with a sense of fellowship with and a desire to serve the human community. Hackett expects its graduates to be resourceful, competent, motivated, caring individuals who are well prepared for college, career, and life.

In its dedication to excellence, Hackett Catholic Central integrates faith with intellectual pursuit through well-designed programs supported by sufficient resources and implemented by competent, dedicated faculty.

STUDENT HANDBOOK

2006

**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 Curriculum Guide for information on specific course requirements:*

CLASS OF 2006

Religion	4
English	4
Science	2
Mathematics	2
Social Studies/Economics	3
Foreign Language	1
Physical Education	1 (Class of 2007-08 will require only 1 credit of PE/Health)
Health	.5
Fine Arts	.5
Electives	6
TOTAL REQUIRED UNITS*	24

The maximum number of years a student may enroll at HCC is five years.

The state universities of Michigan have agreed that to be eligible for regular admission to a four-year degree program, a high school student must successfully complete the following course requirements:

English - four years required.

Mathematics - three years required, including intermediate algebra; four years strongly recommended.

Biological/Physical Sciences - two years required, three years strongly recommended to include one year of biological science and one year of physical science. At least one year of laboratory course is also strongly recommended.

History and Social Sciences - three years required, one year of American history and one year of world history strongly recommended.

Students are also encouraged to complete courses in the following areas:

Foreign language - three years strongly recommended.

Fine and performing arts - two years strongly recommended

Computer literacy - one year of hands-on experience strongly recommended.

Oral Communications – one semester

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 above listed percentages to an 11 point scale.

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. All financial responsibilities (tuition, library fines, school/athletic equipment, etc.) must be cleared before: a) final exams can be taken, b) records will be released, c) 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 either failing or in danger of 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.

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

During the first 2 weeks of the first semester and the first week of the second semester a student may add or drop a course only after consulting with counselor, parents and (if requested) the teacher of the course involved. There is a \$25.00 fee for changing schedules outside of the published timeline.

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		

Principal's List and Honor Roll

Students who have a grade point average of 3.50 or above for a semester earn a place on the Principal's List. Students who achieve a 3.00 to 3.49 GPA are on the Honor Roll.

Academic Letters

Letters are awarded for outstanding academic achievement at the Honors Convocation each May. To qualify, a student must achieve a GPA of 3.50 or better for three consecutive marking periods.

Class Rank

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

Valedictorian/Salutatorian

Seniors enrolled at Hackett Catholic Central for their entire junior and senior years are eligible for valedictorian/salutatorian honors. The senior with the highest cumulative GPA at the end of the 1st marking period of the 2nd semester will be the senior class valedictorian. The senior with the second highest GPA at the end of the 1st marking period of the 2nd semester will be the salutatorian.

Student Academic Status

For a student to maintain a satisfactory record of academic performance, he or she must:

Secure enough credits to graduate within five years from the date of entry at the high school

Reduce the number of failures carried over to a new school year to a maximum of two semesters by attending summer school or community education courses

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.

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 administra-

tor 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 compliance with Diocesan policy, Hackett Catholic Central was re-inspected in the fall of 1995 and again in the summer of 1998 for the presence of asbestos. 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. 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. Notarized 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 1st 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 arrive for a class after the first 10 minutes 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
 - the parent/guardian's signature

If a note is not received within 24 hours after the student's return he/she could be 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.

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 8:20 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 (8:00 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 7:30am.

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 that drive to school are required to register their car 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. 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.

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 School Band and Orchestra 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.)
4. All athletes are subject to MHSAA rules concerning expulsion for unacceptable behavior. Normally, 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 an additional contest im-

posed 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 “prior” 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. 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 will be held until the debt is cleared.

Consequences 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.

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 that 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.

COMPUTER USE/MISUSE

Hackett Catholic Central has purchased the rights to many software packages and students are encouraged to use them both in the classroom and lab setting. Students must be aware that the school policy is to respect all copyright laws. Therefore, 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. Violation of this policy is considered vandalism and will be handled as outlined under that policy. Other computer misuse areas include entering CMOS or DOS, setting unauthorized passwords or changing system configuration settings, opening others' files, abuse of a printer or a computer, and sharing a password or files for the purpose of cheating. It should be understood that along with disciplinary action for computer misuse, restitution for damages might be required.

Students and parents will be expected to sign an acceptable use policy prior to usage of the Internet. Failure to comply with acceptable use rules and regulations will result in the loss of access privileges and other disciplinary action may be taken.

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

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 will 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: After School Detention/
Saturday School/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. Note: There must be evidence that the student did actually copy other sources, plagiarize, or in some way use information inappropriately.

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

C. Cafeteria Use Food and beverages must be consumed in the cafeteria, with the exception of items from the vending machines (available after school). Students are to dispose of their own garbage and conduct themselves in a socially acceptable manner.

Discipline Action: After School Detention/
Saturday School/1-10 day Suspension

D. Computer Use/Misuse See **COMPUTER USE/
MISUSE 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: Saturday School/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: Saturday School/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: Classroom Detention/Saturday School

H. Electronic Communication Devices Electronic communication devices, such as pagers and cell phones, are inappropriate during school hours and may be confiscated

at any time. Further consequences may be necessary if this possession continues.

I. Laser Pointers Laser Pointers are inappropriate during school hours and may be confiscated at anytime. Further consequences may be necessary if this possession continues.

J. 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: After School Detention/
Saturday School/1-10 day Suspension

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

Discipline Action: Classroom Detention/After
School Detention/Saturday School/1-10 day Suspension

L. 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 unexcused tardiness, per class, per semester, will result in a detention. A sixth unexcused 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 breakfast club detention will be issued by the Dean of Students. At twelve tardies, a Saturday school detention will be issued by the Dean of Students.

Excused tardiness will be reported to the administration and dealt with on an individual basis.

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

teachers.

Discipline Action: After School Detention/
Saturday School/1-10 day Suspension

N. 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: After School Detention/
Suspension/Loss of driving privileges

O. 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: Loss of bus privileges/1-10 day
Suspension

P. 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: After School Detention/1-10 day
Suspension

Q. Dress Code Students are expected to adhere to the dress code. Violation of the dress code and policies will result in disciplinary consequences.

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 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. 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.

D. 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, etc., shall be subject to disciplinary consequences.

First Offense: Suspended indefinitely, pending administrative determination or discipline and possible notifica-

tion of law enforcement agency to include possible criminal charges, notification of parent.

E. 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.

F. 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.

G. 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.

H. 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

I. Forging Documents A student found using a forged

school-related document, letter, phone communication, including but not limited to attendance slips and hall passes, will be subject to disciplinary consequences.

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

J. Improper Possession and Use of Medication Medication 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

K. 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: One-Day Suspension
2. Second Offense: Two-Day Suspension

3. Third Offense: Five-Day Suspension

L. 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

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

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

O. 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

P. 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

Q. 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 unwelcome 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

Dresscode begins at home. Parents are asked to be supportive of the school's dress code. It is the responsibility of students and parents to ask questions about the appropriateness of attire prior to the student's wearing it to school. The school always reserves the right to make judgments on proper attire and appearance during the course of the school year.

We ask students to use common sense, have an attitude of cooperation, a concern for **modesty** and neatness, and a realization that some clothing, while totally appropriate in some settings, is not appropriate for the school setting.

The following is our minimum standard for dress.

Students must maintain a neat and clean appearance at all times. Bizarre clothing and jewelry are not allowed. All clothing must be free of holes, rips, tears, split seams, and fraying.

Students are prohibited from wearing drug, alcohol, or violence-related materials in school and at school func-

tions.

Hair is to be neatly cut, combed and trimmed. No overly conspicuous or distracting hairstyles are allowed. This includes, but is not limited to, un-natural hair coloring, designs, partial shaving, dread locks, etc. Determination will be made by the administration.

Boys must be clean shaven at all times. Sideburns are to be neatly trimmed and not to extend below the bottom of the ears.

All students are required to wear short or long sleeve, “Polo-Style” collared shirts with a button placket. It is imperative that students buy and wear shirts that are long enough to be tucked in. No skin or underwear is to be visible at the waist while sitting or standing.

Sweaters or sweatshirts may be worn with a short or long sleeve, “Polo-Style” collared shirt underneath.

Bare midriffs are not permitted.

Sweatpants, suits, or other athletic clothing are not permitted.

Sunglasses/sweatbands/hats/ bandanas or any other type of headwear is not allowed to be worn in the academic building.

Girls’ skirts must be of appropriate length. Appropriate length of skirts is determined as extending **beyond** the fingertips when standing.

Dress shorts extending **beyond** the fingertips when standing may be worn during August, September, October, April and May.

The principal (or his designee) shall be the final arbiter in all matters related to the dress code.

DRESSCODE 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. Appropriate clothing may be provided by the school.

A detention for inappropriate attire may be assigned at the discretion of the teacher or administration.
Chronic offenders may be subject to further penalty for insubordination as described in the student handbook.

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 7:50. If you arrive after 7:50, 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.

1st Offense

1. Suspension 5-10 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.

2nd Offense

1. Referral to police
2. Suspension 5-10 days

3. Drug assessment

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

3rd Offense

1. Referral to police
2. Suspension 10 days

Discipline Review Board hearing for reinstatement (may result in expulsion).

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 beepers, cell phones, MP3 players, radios and laser pointers are not allowed during school hours. Items seen or used between the hours of 7:50 and 2:30 will be confiscated. Items will only be released to a parent or guardian.

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 stu-

dent 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 of student spectators may result in disciplinary action.

External Eligibility Requirements

In athletics, all eligibility requirements 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

The standards by grade level for full eligibility for co-curricular participants *are as follows.

Grade 9 - requires a 1.70 *each marking period* GPA. and receiving full credit in 5 courses

Grade 10 - requires a 1.80 *each marking period* GPA. and receiving full credit in 5 courses

Grade 11 - requires a 1.90 *each marking period* G.P.A. and receiving full credit in 5 courses

Grade 12 - requires a 2.00 *each marking period* G.P.A. and receiving full credit in 5 courses.

Hackett eligibility is based on grades in the preceding marking period. For example, fall eligibility is based on the last marking period grades from the previous year. A student who is not meeting the standard will be placed on **conditional eligibility*** until the next evaluation date. Evaluation dates are posted on the school calendar and fall halfway through each marking period and at the end of each marking period. If the academic record does meet the standard at that time, then the student will be placed on **restricted eligibility*** until the next report card is processed by KRESA. A student who is again not meeting the standard will then be **ineligible*** until the next report card is processed by KRESA. Additionally, all regulations as set forth in the Hackett training and attendance guidelines must be met for a student to be eligible,

If a student or parent believes that unique circumstance have led to the loss of eligibility, then an appeal may be

filed with an Appeals Board. This board is comprised of three Academic Council members and a staff member other than the one who is currently in charge of the activity before the board. Following a scheduled meeting, the board will make a recommendation to the Principal within two school days. 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. There are occasions when private vehicles may have to be used. When this is necessary, the driver will be either the coach or another responsible adult acting on behalf of the school. Our insurance does not cover private vehicle use. We do appreciate the parents' help in this matter. 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.

Sports-Passes

Students who purchase a sports pass will be admitted to each home athletic contest sponsored by Hackett. Students who leave a contest in progress will be charged the full admission to re-enter

FIELD TRIPS

Field trips are a 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 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. The building must be evacuated by all personnel, 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 instruc-

tions. 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 9:50 a.m.

GRADUATION PARTICIPATION

Upon successful completion of at least 24 credits at the end of senior year and the fulfillment of all financial obligations to the school, 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 following:

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 re-

garding 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 Fall of each school year.

HALL PASSES

Any student wishing to leave an assigned area to use the restroom or go to their locker must ask for the restroom 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 parental permission 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 par-

ent'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 ROLL

Students who achieve a 3.00 to 3.49 GPA at the end of a semester are listed on the Honor Roll.

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.

ID's

ID's should be carried at all times, and must be shown to a staff member when requested. ID's are required to utilize certain equipment and materials, including internet access and to enter certain school activities.

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. See SUPPLEMENTAL INSURANCE.

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 7:50 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 anytime 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 7:20, 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 9:30 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 medicine, 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.

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 moni-

tor student progress. Teachers are required 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 pub-

lished, please notify the school administration in writing.

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 students, 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. Approximate dates on which you can expect your student to receive his/her report card are published in the Hackett Happenings and also on the school website. 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

be in the parking lot at any time during school hours
without permission from the office.
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.

SATURDAY / HALF-DAY DETENTION

Saturday detentions will be hold approximately once per month, and on half days of school. If on a Saturday the time will be from 8:00 to 11:00 am. On half-days of school the time will be from 11:30 am to 2:30 p.m. The student should bring a lunch on a half day of school detention. Failure to be on time or to obey published detention rules will result in the student being dismissed from the detention center and in additional disciplinary actions being taken. Failure to attend an assigned detention will result in additional disciplinary action.

SCHOOL BOARD/LCAB (Local Consultative Advisory Body)

The LCAB serves as an advisory group to the principal. Those interested in serving on the LCAB should contact the principal or LCAB president. Information about the LCAB, 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 7:50 a.m. until 2:30 p.m. for students. Students are expected to be in their room at 7:50 for opening business. Anyone not

in their room and seated at 7:50am 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 wishing to have a lock on their locker must purchase them from 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 and the sponsoring activity representative prior to the days before the dance.

Students without ID's 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.

SHAMROCK The

The Shamrock 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.

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.

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 a student is 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, including the Haiti auction.

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 whenever 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 pro-

jects 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 7:05 a.m. Anyone not in attendance for this 7:50 a.m. ceremony is considered tardy. All students who arrive after 7:50 a.m. are required to pick up a tardy slip from the Attendance Office.

Hackett Catholic Central recognizes that occasionally extenuating circumstances will result in a child arriving late, i.e. doctor appointments. These are always excused when accompanied by a note from a parent, and will not be counted in the tardy record.

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. There 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/FEEES

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.

VISITOR POLICY

All visitors before, during and after school hours must report to the office. At that time, office personnel will determine the availability of the individual being sought.

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 Kalama-

zoo 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 9:50 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

Per State of Michigan and Diocese of Kalamazoo guidelines, Hackett Catholic Central will put a wellness policy in place during the 2006-07 schoolyear. This policy will emphasize wellness in the following areas; nutrition education, nutrition standards, physical education and physical activity opportunities.

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 plus an early withdrawal fee of \$200.

