
Hackett Catholic Prep

Mission Statement

Hackett Catholic Prep 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.

More than High School

Parent/Student Handbook 2017-2018

2017-2018 Addendum

Page 8: (Truancy/skipping class) "Discipline actions: consequences for deliberately skipping class will normally include a 1-day detention with the teacher whose class was skipped for the 1st incident. Second offense will be a 30" detention after school with the assistant principal and a communication home to parents. 3rd and 4th offenses will be either In-School or Out-of-School suspensions of 2-4 days and a meeting with parents to discuss student behavior."

Page 9: (Co-curricular absence policy) "This policy applies to band students who are not in school by 11:00am of home football games."

Page 10: (Extended Absences) "Absences of multiple days, known beforehand by the parents, are considered Extended Absences. These are normally for medical procedures and rehab, and funerals of immediate family outside the area. In these situations, students should..."

Page 15: (Pyramid of Intervention) "An important aspect of our intervention policy is teacher meetings with students outside of normal class hours to help reinforce lessons. It is very important that students show up for these meetings when they are scheduled. Failure to attend a previously scheduled meeting will result in the following discipline actions..."

Page 23: (cheating) Students caught cheating can receive from a 0 to a 50 for the assignment. The rationale for this is that a 0 may overweight this one score compared to grades of D through A, especially where the teacher has few grades in a particular category.

Page 24: Using material of an offensive nature (sexual nature, violence, contrary to Church teachings), either textually or as photos on school projects (for example, pictures of nudity, drug use, other activities not in keeping with the teachings of the Church on a PowerPoint) is prohibited.

Page 26 (dress code) "Distracting make-up (excessive make-up, dark lipstick, "goth look") is prohibited."

Page 34 (Admission, retention, enrollment) Policy on acceptance of foreign exchange students.

Page 37: (graduation requirements) Students may not have reached their 20th birthday prior to graduation.

Page 49 (Car Registration) "By driving a vehicle on campus the student and his/her family are consenting to allowing the vehicle to be searched when a nationally recognized drug dog shows an interest in the vehicle. Any prohibited items found in the vehicle will subject the driver to possible punishment."

Page 48: (Technology) Students are expected to only use their school issued iPad in classes...

Page 50 (Facilities) "For the safety of staff and students, pets are prohibited on school grounds during school hours."

Page 52: (Lunch) "Students are not permitted to order take-out lunches from school. Parents may order lunch on behalf of their children and leave with the front office between 11:00am-12:15pm. Lunches can be retrieved by students prior to going to their lunch hour."

Page 51: (lockers) Student lockers may be searched by administration if probable cause exists that materials or their use constitutes a threat to safety, property, or a violation of policies in the handbook.

Page 52: (Wellness policy) Hackett Catholic Prep 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.

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Welcome to Hackett Catholic Prep

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.

Topics are generally listed in alphabetical order and an index is included to make finding topics easier. We welcome comments and critiques to help us make this handbook more valuable to you!

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.

Characteristics of a Marianist Education

Since its establishment in 1964, Hackett Catholic Prep 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

Forming our students into adults

Take another look at our mission on the first page. The reason we are committed to promoting and developing, faith, character, and academic achievement is to form our students into adults imbued with these traits. We at Hackett Catholic Prep are an

instrument you, the parent, have in your toolbox to assist you in the most important role you will ever have; educator of your children. When you honor us by allowing us to be a part of their education, it is because you agree with our mission. You have every reason to expect that it is our mission statement that will guide us in forming your children.

In the Spring of 2016, teachers and staff at Hackett Catholic Prep took part in an exercise to identify the virtues that they felt were most valuable in forming students according to our mission. They identified these four, from a list of over 70 choices:

1. Perseverance
2. Humility
3. Ethics
4. Excellence

Additionally, we worked with our Chaplain, Father Adams, to identify a Theological Virtue of most import in forming students:

5. Charity

Your Hackett teachers feel that the best way we can best promote and develop faith, character, and academic achievement is to consciously work to form students in these five specific virtues. To that end, this year's student handbook is sub-divided into sections corresponding to each of these virtues. The student rules and policies we have in place are articulated to you in terms of how they help us form students in these virtues. Our intent is to be "deliberatively attentive" to our mission.

MOE's and MOP's

Students aren't just formed. It is a deliberate act and requires buy-in from families, students, teachers, and staff. Part of getting that buy-in is establishing measures so that all constituencies can know if we are being successful. The school will evaluate its success, and the formation of its students using Measures of Effectiveness (MOE's) and Measures of Performance (MOP's). These measures allow us to identify if we are doing the right things, and if we are doing things right. By considering MOE's and MOP's at least annually we are able to: insure a focus on the mission, consider changes to our measures that seem more likely to produce the desired results, and communicate to you and your children why we do some of the things that may not at first blush seem to make sense.

Measures of Effectiveness: MOE's are the way we tell if we are doing the right things. If we focus on encouraging students to persevere, act ethically and with humility, and

strive for excellence over mediocrity, then we believe they will be formed in their faith, character and academic achievement. Our desired outcome is students who look like the mission we have committed ourselves to. Our MOE's are the virtues we focus on to get there. MOE's can change. Questions need to be asked of both graduates and recent alumni that evaluate how close to our mission we are getting, and whether the focus on our five virtues helped or hindered them getting there. Where we are not succeeding in an aspect of our mission, we need to ask why and consider whether a virtue needs replaced, or whether increased enforcement of our rules and policies related to that virtue needs to occur. Alternatively, maybe there is something in our curriculum, sports policies and offerings, or extra-curricular and social activities that needs to change or be identified as another MOE. MOE's are a subjective measure, they are a matter of looking at our mission, and the intent of our mission, and choosing the qualities that we believe will get us there.

Measures of Performance: Where a MOE is subjective, a MOP should be objective and quantifiable. A MOP is where we assess if we are doing things right. Hackett's rules and policies are our MOP's. For example, ethics is a MOE. We expect our students to be ethical. How do we know if they are? With MOP's. Part of behaving ethically is choosing not to cheat. We create a rule about cheating, complete with consequences, and insist that staff enforce the rule. We are able to measure the amount of cheating going on at any given time, and the "cheating trend" (whether or not it is increasing or decreasing). Decreased cheating is a sign of ethical choices, and forming our students to be ethical helps us achieve the portion of our mission related to promoting and developing character. The MOP is what we should see if we are succeeding in our MOE's and the MOE's are the way we assure you we are adhering to our mission.

Perseverance

Far better it is to dare mighty things, to win glorious triumphs, even though checkered by failure, than to take rank with those poor spirits who neither enjoy much nor suffer much, because they live in the gray twilight that knows neither victory nor defeat. – Teddy Roosevelt

Students prepared for lifelong success in the areas of character and academic achievement need to be formed in the virtue of perseverance; continued effort to achieve despite difficulties, failure, and opposition. Perseverance is tied closely to the Cardinal Virtue of fortitude. A reflection on perseverance from myCatholic.com dated June 4, 2012 pointed out the scriptural basis of this virtue: "We are graced with perseverance not only through self-control, but also through afflictions (Rm 5:3) suffered for love of Jesus. Thus, we should "count it pure joy" when we "are involved in every sort of trial" (Jas 1:2). We must vigilantly watch and pray so as not to fall into temptation (Mt 26:41)."

The student imbued with this virtue will advocate for herself when she does poorly on a test by asking her teacher for clarification on what she got wrong and for alternative ways to demonstrate mastery. She won't quit playing her best soccer when her team is down by three late in the second half. She'll ask the band director to run through a difficult passage one more time when she knows the class still hasn't done it well. She will keep pushing herself to get an A in every class, no matter what she has now and how late in the quarter it is.

Attendance Policy

Being at school, on time, in the proper uniform, and with the required materials for the day is an opportunity to be formed in the virtue of perseverance. The school will enforce attendance policies not only for the good order of the school day, but as a positive opportunity to develop this important virtue.

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. *These items count towards the 12 allowable absence policy.* Included in this category are the following.

- Personal illness
- Family emergencies
- Medical appointments
- Pre-arranged and approved family vacation
- Out-of-school suspension

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 (grandparent from any generation, parent, sibling, sibling of parent, 1st cousin)

Unexcused Absence: 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:

- 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

Truancy/Skipping Class: 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. Discipline actions: consequences for deliberately skipping class will normally include a 1-day detention with the teacher whose class was skipped for the 1st incident. Second offense will be a 30" detention after school with the assistant principal and a communication home to parents. 3rd and 4th offenses will be either In-School or Out-of-School suspensions of 2-4 days and a meeting with parents to discuss student behavior.

Absent Tardy: An absent tardy is an accumulation of tardies that count toward the 12 allowable absences. Each five tardies will equal an absence up to and including the 15th tardy. Beginning with the 16th tardy, all remaining tardies will be considered an absence.

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.
3. 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.

Co-curricular Participation Absence Policy

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. This policy applies to band students who are not in school by 11:00am of home football games.

Tardiness

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 late to a given class (7:55 am for the first hour) will be marked absent for that class.

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, an announcement will be made and students will not be considered tardy.

Students who are tardy five times to the same class in a semester will be assigned an absence for that class (see "absence tardy" above)

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. *Once again, being in class, on time, every day is an opportunity to be formed in the virtue of perseverance.* 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.

Extended Absences

Absences of multiple days, known beforehand by the parents, are considered Extended Absences. These are normally for medical procedures and rehab, and funerals of immediate family outside the area. In these situations, students should see the front office for an extended absence form which will be signed by each teacher and returned to the assistant principal. Students must seek approval for extended absences before receiving an extended absence form. *Pre-arranged absences will not be granted for vacations.*

Co-curricular Requirements and Responsibilities

All Hackett Catholic Prep students have the opportunity to participate in the co-curricular programs offered at Hackett Catholic Prep. Being a part of these activities is another way to help students be formed in the virtue of perseverance: the act of belonging, attending meetings, taking part in activities, and leading co-curricular activities through the course of an entire school year is excellent formation.

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 Prep 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 Prep 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 Prep student shall not use, consume, possess, buy, sell, or give away any controlled substance (tobacco, e-cigs and liquids for them, 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 Prep 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 Prep event will always result in the student having to attend the entire Hackett Catholic Prep 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 Prep 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 Prep during the time of co-curricular suspension, but may be expected to be in attendance for practices.

Second Violation:

The 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!

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. Hall passes should not be requested simply because a student wants to "get-away" or take a break from class. Students should be able to persevere in most cases for the 49 minutes of a class period. Teachers and Students are both expected to make use of the generous 5-minute passing time between each

class for water and restroom breaks in most cases. A hall pass for these types of reasons should certainly be an exception, not the rule.

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.

Measures of Performance

There are specific behaviors HCP will use to measure formation in the virtue of Perseverance. It is important to remember that our mission is to prepare students for life long success. When students fall short in the MOPs identified for measuring the virtue of perseverance, HCP will enforce consequences as both a learning tool and a punitive measure where needed. Discipline actions should be considered guidelines and the specific application of consequences will prayerfully take into account each individual case. Each MOP is identified as either a Level I or Level II discipline issue (see appendix A)

Unauthorized use of Electronic Devices Level I (unless they are used for illegal activity)

Students lease iPads for use at Hackett at the beginning of the school year. These devices are the only authorized device for use at Hackett (exceptions are made in cases of documented special needs). Electronic devices, such as games, iPods, laser pointers and cell phones, are inappropriate during school hours and may be confiscated at any time. Hackett recognizes the strong desire some students have to be connected to social media 24/7 in today's society. However, they are expected to practice perseverance in avoiding these accounts during the school day. Please note that previous permission to use phones and other devices in the hallway and at lunch are rescinded for the 2016-2017 school year! Hackett is not able to adequately police the use of electronic devices during the school day that have a data plan that circumvents our fire walls. Devices that have access to their own data plans are particularly difficult for HCP to monitor and could result in the transmission of extremely inappropriate, or even illegal, material into and out of our school. Discipline Action: Students found using unauthorized devices will have them confiscated and the device brought to the office. For first offense the student will be assigned a 1-day after school detention and be permitted to retrieve the item on their own at the end of the school day. Parents will also be notified that if a device is confiscated a second time they will be required to pick it up themselves and the student will be assigned a 1-2 day in-school suspension. Third and fourth offenses will also require a parent to pick up the device and will normally result in a 2-5 day out-of-school suspension. Chronic use of unauthorized devices beyond the fourth offense should result in the convening of a discipline review board to consider a recommendation of expulsion to the principal. **These consequences will be in addition to any possible violations of state or federal law which will be reported to law enforcement.**

Leaving Campus: Level II

Leaving campus during the school day without permission and reporting to the office is a particularly severe offense. Students are expected to practice perseverance in making it through the day. When they choose to leave they not only fail in the practice of this virtue, but create serious concerns for their safety and accountability. When students have arrived on the school site, they may not leave the school grounds until dismissal. Hackett Catholic Prep 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 or receive administrative approval to leave campus. Discipline Action: First offense will generally be 1-2 day in-school suspension and communication to the family. Second and third offenses will generally be 2-8 day out-of-school suspensions. A fourth offense will be considered flagrant violation of a serious offense and result in the convening of a discipline review board to consider a recommendation of expulsion to the principal.

Improper Possession and Use of Medication: Level II

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. Students and their families are expected to take the time to understand the rules governing the administration of medications at school and to comply with all provisions. The front office at HCP is happy to assist families with the needed paperwork for administering medications. 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. Discipline Actions: If a student is found to have shared medication with another student, or to have self-medicated in violation of local and state law, a report shall be filed with local law enforcement. Additionally, in all cases, a first offense will generally receive an in-school suspension of 2-4 days. Parents and student will also be required to attend a meeting to discuss the incident and insure that proper procedures are understood and followed in the future. If there is a second offense the student will receive an out-of-school suspension of 3-5 days and a parent meeting will again be required to review proper procedures. If there is a third violation, the student will receive an indefinite out-of-school suspension while a discipline review board is convened to consider a recommendation of expulsion to the principal.

Pyramid of Intervention for Academic Difficulty

If a student has a 67% or below in a course the school will use the Pyramid of Intervention (POI, see below) to support the student in his/her efforts to succeed. Grades can always be ascertained by parents, at any time, by using the Parent Internet Viewer (PIV). Parents are encouraged to contact teachers directly whenever they have academic concerns for their student.

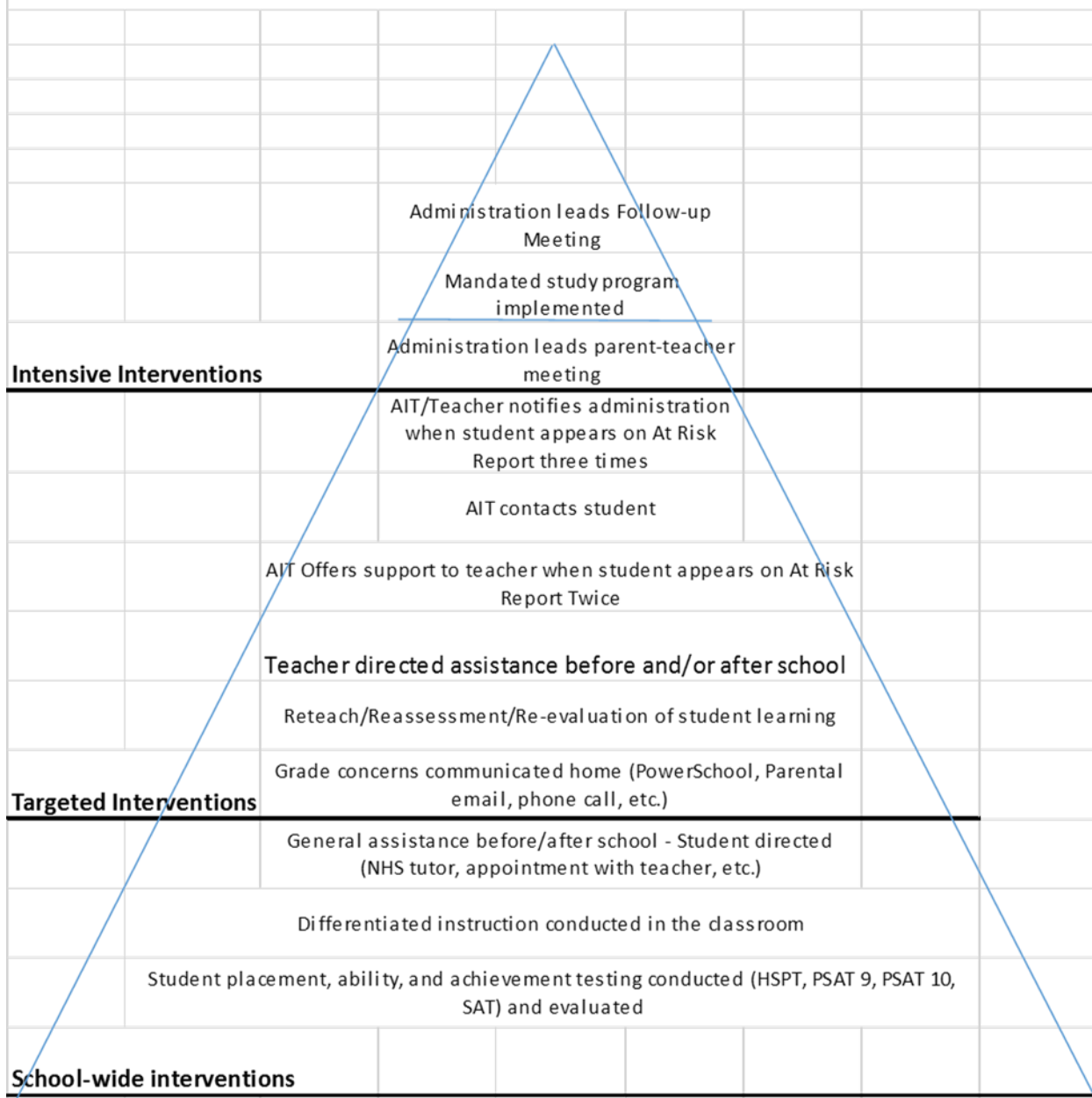
The intent of this program is to have a unified community response to meet the needs of students who are struggling academically. A key component of the HCP intervention program is student self-advocating. Students are expected to contact teachers directly to set up meetings and seek assistance. Students are also encouraged to work with the school's chapter of the National Honor Society to ask for tutoring assistance when they are struggling.

An important presumption of the POI is that students should not be allowed to fail. In most cases failure occurs where students have not been given the tools they need to learn the material (sufficient classroom instruction, practice work, quizzes to track progress, etc.), or because they have chosen not to take advantage of the tools that were offered them. The POI is designed to assist students by providing either additional tools to help them learn, or incentive to take advantage of the tools they have ignored. HCP recognizes a C or above (73-100%) as a display of basic mastery in all classes. Students with a D or below (0-66%) are considered At Risk and targeted for interventions.

The POI encourages perseverance. Giving up, or accepting less than mastery becomes a much more difficult choice for a student to make. It is expected that pushing students to keep pushing until they master their curriculum will form them into adulthood with the qualities our mission highlights.

An important aspect of our intervention policy is teacher meetings with students outside of normal class hours to help reinforce lessons. It is very important that students show up for these meetings when they are scheduled. Failure to attend a previously scheduled meeting will result in the following discipline actions: First offense warning and meeting rescheduled. Second offense after school detention with assistant principal and communication home to parents. 3rd and 4th missed meetings will result in a combination of after school detentions and a meeting with parents, the teacher, and administration in order to determine if we are able to meet the needs of the child.

Pyramid of Intervention (POI) Hackett Catholic Prep



Ethics

I count him braver who overcomes his desires than him who conquers his enemies, for the hardest victory is over self. – Aristotle

Students prepared for lifetime success in the areas of faith and character need to be formed ethically; to recognize the basic morality of right vs. wrong and choose to do

right. As St. Paul writes to us from Romans “Let love be without hypocrisy. Abhor what is evil; cling to what is good. Be devoted to one another in brotherly love; give preference to one another in honor” (Rom 12:9-10). Society today seems almost obsessed with stating that all ethics, all morality, is relative: “abortion might be wrong for you, but it is right for me”, “stealing is usually wrong, but sometimes one must steal in order to feed the hungry”, or “I would never lie unless I had to in order not to hurt someone’s feelings”. Some things are indeed relative (the room may be hot to one person and cool to another). But if there is a God, as we profess there to be, then it is also true that somethings are absolute. Abortion, stealing, lying are always wrong. Part of our mission can be measured by whether or not we succeed in passing these important truths on to our students and arm them with ethical behavior for adulthood.

The ethical student will refuse to tolerate bullying when he sees it, and never take part in it himself. He will not plagiarize on a paper or forget to properly cite his sources. He won’t excessively argue with an umpire who honestly tries to make the right call and gets it wrong. When a teacher inadvertently shows a video that contains objectionable material, the student will point it out so that it can be corrected for the future.

Code of Student Conduct

Consistent, mature, and compassionate conduct is fundamental to forming students in ethical thought. Furthermore, all members of the Hackett Catholic Prep 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.

Please see Appendix A for general guidelines on student discipline. Specific infractions of the discipline code and consequences are included under the section of the virtue where formation is slowed when the infraction occurs.

Academic Integrity

A goal of Hackett Catholic Prep 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:

1. Cheating: use or attempted use of unauthorized materials, information or study aids
2. Fabrication: falsification or invention of any information
3. Assisting: helping another commit an act of academic dishonesty
4. Tampering: altering or interfering with evaluation instruments and documents
5. 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.

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

Measures of Performance

There are specific behaviors HCP will use to measure formation in Ethics. It is important to remember that our mission is to prepare students for life long success. When students fall short in the MOPs identified for measuring the ethics, HCP will enforce consequences as both a learning tool and a punitive measure where needed. Discipline actions should be considered guidelines and the specific application of consequences will prayerfully take into account each individual case. Each MOP is identified as either a Level I or Level II discipline issue (see appendix A).

Careless or Reckless Driving: Level I

Students are expected to drive in a safe and orderly manner. Careless or reckless driving is a serious safety issue and is indicative of students who are not considering the morality of the choice they are making in regards to this behavior. Reckless driving on school property or at school-sponsored events will result in disciplinary consequences. Where local or state laws are violated, reports will be made to the police. This includes driving in unauthorized areas. Discipline Action: Driving that results in injury or damage will be referred to the police. Parents will be alerted to the forthcoming report before it is made whenever possible. In other cases, first incidents will result in a warning to the student and a 1-day after school detention. Second and third offenses will be punished with an in-school suspension of 2-4 days, the third offense will result in the revocation of the student's right to drive on campus for the remainder of the school year. Fourth incidents will require an out-of-school suspension of 3-5 days, a meeting between administration and parents and the revocation of the student's driving privileges for the remainder of their high school experience. Subsequent offenses will be dealt with by the convening of a discipline review board to consider a recommendation of expulsion to the principal.

Creating a Safety Hazard Level II

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. These types of safety highlights are ethically inappropriate on a variety of levels: they impact student learning, may cause panic, and tie up Kalamazoo area first responders who may be needed elsewhere, thus endangering the community at large. Discipline Actions: The first offense will result in the student being suspended out-of-school indefinitely, pending administrative convening of a discipline review board to consider a recommendation of expulsion to the principal and consultation with our attorney, Kalamazoo Public Safety and the Kalamazoo Sherriff on the need to press criminal charges.

Firecrackers, Smoke Making Devices, or Other Incendiary Items: Level II

The decision to bring these devices to school, let alone to use them, represents a failure in ethical formation. These devices may incite panic, cause fires, and take first responders from other emergencies in the area. Discipline Actions: In all cases of

these devices being found or used on campus HCP will consult with its attorney to determine if a formal report should be made to law enforcement. Students in violation of this rule the first time will general be assigned a 2-4 day out-of-school suspension. If a second offense occurs at any time during a student's tenure at HCP, they will receive an indefinite out-of-school suspension pending the convening of a discipline review board to consider a recommendation of expulsion to the principal.

Forging HCP Documents: Level II

A student found using or in possession of a forged school-related document, letter, or phone communication, including but not limited to IDs, attendance slips and hall passes, will be subject to disciplinary consequences. Forging and/or using school documents inappropriately represents a lack of clarity in ethical thinking. Serious harm could be done to the school's reputation, the reputation of others who may be named in the forged document, and the community at large could be subject to anxiety produced from false messages purportedly coming from HCP. Furthermore, there can be serious legal consequences to anyone disseminating personally identifiable information, particularly as it pertains to protected physical and mental health information. False information designed to denigrate an individual by making a communication appear to be coming from HCP may also constitute defamation and make the accused subject to civil or criminal charges. Discipline Actions: In cases where there may have been the release of actual or implied information about another person's protected medical information, or if it appears a person used HCP related documents to defame another individual, HCP will consult with our attorney to consider whether a formal report should be made to law enforcement. The families of any third parties who were named in a forged document will also be notified. In all cases the first offense for violating this rule will generally result in an in-school suspension of 2-3 days. Second offenses will be addressed with an out-of-school suspension of 3-5 days. In instances of a third offense, the offender will receive an indefinite out-of-school suspension pending the convening of a discipline review board to consider a recommendation of expulsion to the principal.

Improper Bus Behavior: Level I

To help insure safe transportation, students are expected to conduct themselves in accordance with all school rules and regulations while on the bus. Students must also follow all directions from the bus driver and adult chaperones. Failure to do so indicates a failure to consider the morality of a student's actions. Discipline Action: Bus drivers and chaperones will report serious incidents to the assistant principal. First offenses will normally result in a 1-2 day after school detention and a report of the incident to the parents. Second offense will result in a 1-3 day in school suspension. Third offense will see the student prohibited from using the bus for the remainder of the school year and an in-school suspension of 2-4 days. Please note that parents are responsible for transporting students to school mandated events if their children are banned from using the bus and students who do not attend mandatory events will be marked absent and

required to complete alternative assignments to insure the purpose for the excursion is fulfilled.

Inappropriate clothing: Level I

Students are prohibited from wearing or displaying drug, alcohol, or violence-related materials in school and at school functions. This will include said messaging at away sporting and extra-curricular events. HCP will not permit students, when they are at HCP or part of HCP activities off-campus, to make ethical choices to promote messages and beliefs that are counter to the teachings of the Catholic Church, are illegal, promote violence, or denigrate individuals or populations in any way. Discipline Actions: Whenever possible students will be instructed to remove or hide the offensive material immediately upon its being noticed. This action can be enforced by any HCP staff member, including coaches and club leaders. This behavior should also be referred to administration who will assign a 1-2 day after school detention and inform parents of the incident. Second offenses will be assigned a 2-4 day in-school suspension and a meeting between administration and parents will be held to personally convey the seriousness with which HCP treats this matter. A third offense will result in a 2-5 day out-of-school suspension and the convening of a discipline review board to consider a recommendation of expulsion to the principal.

Excellence

The will to win, the desire to succeed, the urge to reach your full potential... these are the keys that will unlock the door to personal excellence. – Confucius

Students with a developed sense of Faith, Character, and Academic Excellence must learn to strive for excellence. The student formed in this virtue will learn to only accept high quality work, performance, and achievement in herself. And she will encourage the same from those around her. The student, and the adult, who is formed by a life of excellence will be able to echo St. Paul at the end of his journey when he said “I have fought the good fight to the end; I have run the race to the finish; I have kept the faith.” (2 Tim 4:7).

The excellent student doesn’t wait until the night before a major paper is due to contemplate starting. When the excellent student does poorly on a test she takes it home and corrects her mistakes, even if she expects to get no recognition for doing so

from the teacher. She won't be satisfied with making 7 of 10 free throws after practice, she'll stay until she hits 10 in a row.

Athletics

Because the values learned in team sports will last a lifetime, Hackett Catholic Prep provides several opportunities for students to participate in a variety of activities. Goals of the Hackett Catholic Prep Athletic Program include the development of the virtues of excellence and perseverance, 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. See Appendix C in this handbook for more information.

Field Trips

Field trips provide excellent opportunities to experience excellence. When opportunities present themselves to further student mastery with a field trip, teachers will be encouraged to organize one. Field trips are also privileges, however, and no student has the absolute right to participate in a field trip. Students may be denied participation in non-academic field trips if they fail to meet academic, attendance or behavioral requirements. Failure to meet behavioral requirements may even result in a student being denied the right to attend an academic field-trip (in which case, the teacher will arrange for the student to complete a "second-best" lesson or academic project in order to achieve mastery of the material addressed by the field trip). Students who fail to submit a proper field trip permission slip will not be allowed to participate as well, though every opportunity will be made to insure the student does turn in their form. Parents may refuse to allow their student to participate in a field trip by notifying the school in writing.

Measures of Performance

There are specific behaviors HCP will use to measure formation in the virtue of Excellence. It is important to remember that our mission is to prepare students for life long success. When students fall short in the MOPs identified for measuring the virtue of excellence, HCP will enforce consequences as both a learning tool and a punitive measure where needed. Discipline actions should be considered guidelines and the specific application of consequences will prayerfully take into account each individual case. Each MOP is identified as either a Level I or Level II discipline issue (see appendix A).

Cheating: Level I

Cheating is a particularly serious impediment to forming students in the virtue of excellence. Assistance used in the completion of academic work which is not approved by the instructor of the class will constitute cheating. Discipline Action: Loss of credit

for the specific assignment involved. Students caught cheating can receive from a 0 to a 50 for the assignment. The rationale for this is that a 0 may overweight this one score compared to grades of D through A, especially where the teacher has few grades in a particular category. First and second offense generally will also result in after school detention of 1 day for first offense and 2 days for second. Third offense normally will result in an in-school suspension of 2 days. Fourth offenses can expect to be assigned an out-of-school suspension of 3-5 days. Subsequent offenses will also result in out-of-school suspensions, however, if chronic violations are determined to be the result of a student refusing to acknowledge the school's policy a discipline review board may be convened to consider a recommendation of expulsion to the principal.

Alcohol/Drug/Tobacco and other controlled substance related offenses: Level II

The unlawful possession, use, or distribution of illicit drugs, performance-enhancing drugs/supplements, tobacco and alcohol on school premises or at any of its activities is absolutely prohibited. The use of these substances is an impediment to a student's ability to achieve mastery of their curriculum. This prohibition applies to devices referred to as "e-cigs" and related items. It also applies to the possession of liquid nicotine products ("vape").

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: The administration reserves the right to request students take a breathalyzer test during school hours or at school functions. Students that are asked to take a "breathalyzer" test and refuse will at a minimum be prohibited from leaving a school function without a parent or guardian to drive them. Should a student refuse to wait for a ride both the parents and police will be immediately notified in an effort to insure the safety of the student and others.* Students who fail to pass a breathalyzer test will also be asked to stay on campus while a parent is contacted to pick them up. Further, students found to be under the influence of a controlled substance, or in possession of a controlled substance, or alcohol or tobacco (including e-cigs and related paraphernalia and/or liquid nicotine) will be subject to any or all of the penalties listed below. The school will take into consideration extenuating circumstances if they are considered relevant (ex. actual possession of the substances listed here vs. empty containers, willingness of the parents and student to undergo a urinalysis at their own expense, etc.).

Canine Searches: Hackett Catholic Prep 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.

Discipline Actions: 1st Offense (Possession or Use). Suspension, in- or out-of- school, up to 10 days. The student may also be referred to a licensed substance abuse facility. Parents and students should be aware that there are financial charges associated with these programs and that they must bear all such costs. In cases where the school mandates participation in a substance abuse program as a condition of continued enrollment, 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 continued enrollment. Failure to comply will result in the convening of a Discipline Review Board to consider a recommendation of expulsion to the principal.

2nd Offense (Possession or Use). Referral to police, convening of a Discipline Review Board to consider a recommendation of expulsion to the principal.

1st Offense (Distribution). Referral to police, convening of a Discipline Review Board to consider a recommendation of expulsion to the principal.

Use of offensive material in school work/projects/assessments (Level I)

Using material of an offensive nature (sexual nature, violence, contrary to Church teachings), either textually or as photos on school projects (for example, pictures of nudity, drug use, other activities not in keeping with the teachings of the Church on a PowerPoint) is prohibited. Discipline Action: Loss of credit for the specific assignment involved. In the case of a test, loss of credit for that specific portion of the test that contained offensive material. First and second offense generally will also result in after school detention of 1 day for first offense and 2 days for second. Third offense normally will result in an in-school suspension of 2 days. Fourth offenses can expect to be assigned an out-of-school suspension of 3-5 days. Subsequent offenses will also result in out-of-school suspensions, however, if chronic violations are determined to be the result of a student refusing to acknowledge the school's policy a discipline review board may be convened to consider a recommendation of expulsion to the principal.

Humility

As long as you are proud you cannot know God. A proud man is always looking down on things and people: and, of course, as long as you are looking down you cannot see something that is above you. – C.S. Lewis

Humility develops a student in Faith because they are willing to accept the gifts and support God freely offers. Humility develops a student's character by revealing that they are not above others, but co-heirs and equals in the kingdom of God. The student formed in humility will experience greater academic achievement as a result of listening better, questioning more, and appreciating the opportunity to learn from teachers willing to share their knowledge. In scripture humility is often tied to Wisdom. For example: "Who is wise and understanding among you? Let him show it by his good life, by deeds done in the humility that comes from wisdom." (James 3:13) and "When pride comes, then comes disgrace, but with humility comes wisdom" (Prov 11:2)

The student who practices humility will not be embarrassed to admit in class they do not understand something, but will ask questions to clarify. He won't make fun of other people in the school who are "different" or not a part of "his group". If he loses an election for class or club officer, he doesn't get upset but works with and continues to support the organization. He appreciates his need for God, and recognizes that his gifts and talents come from God. When acclaimed and praised for his success he remembers and acknowledges the others around him who made that success possible. He respects the uniform policy of the school as a visible reminder of our equality as brothers and sisters in the Family of God.

Measures of Performance

There are specific behaviors HCP will use to measure formation in the virtue of Humility. It is important to remember that our mission is to prepare students for life long success. When students fall short in the MOPs identified for measuring the virtue of humility, HCP will enforce consequences as both a learning tool and a punitive measure where needed. Discipline actions should be considered guidelines and the specific application of consequences will prayerfully take into account each individual case. Each MOP is identified as either a Level I or Level II discipline issue (see appendix A)

Cafeteria Use: Level I

There is no reason for students to eat or behave in a way to draw unnecessary attention to themselves during lunch. Proper lunch room behavior is an opportunity for students to remember that they are not above others. To that end, horseplay, shouting, throwing food, etc., is prohibited. Further, food and beverages must be consumed in the cafeteria. Students are to dispose of their own garbage in the receptacles provided and conduct themselves in a socially acceptable manner. Discipline Action: First and second offense generally will result in after school detention of 1 day for first offense and 2 days for second. Third offense normally will result in an in-school suspension of 2 days. Fourth offenses can expect to be assigned an out-of-school suspension of 3-5 days. Subsequent offenses will also result in out-of-school suspensions, however, if

chronic violations are determined to be the result of a student refusing to acknowledge the school's policy a discipline review board may be convened to consider a recommendation of expulsion to the principal.

Dress Code: Level I

HCP has a formal dress code and uniform requirement for all students. The dress code serves several purposes such as avoiding distracting clothing, eliminating the use of clothing to form cliques, and preventing clothing from being used to distinguish students along economic lines and external affiliations. In general terms these are all opportunities for the students to show evidence and be formed in the virtue of humility as it is defined by HCP. Specific clothing requirements will be provided to families separately. HCP has changed vendors for the 2016-2017 school year, however, students who were freshmen, sophomores, or juniors in the 2015-2016 school year will have their Sunshine uniforms grandfathered for the remainder of their high school career. *Sunshine Uniforms may not be passed on to siblings or students who were not enrolled before the 2015-2016 school year.*

General uniform instructions include:

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.

For all students:

- Shoes must be closed-toed.
- Distracting make-up (excessive make-up, dark lipstick, "goth look" is prohibited.
- Socks must be worn and must be either grey, white, hunter green, or black.
- No other outerwear will be worn during school hours.
- 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.
- Uniform shirts should be buttoned appropriately at all times (no more than 1-2 buttons unbuttoned below the collar).
- 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. Piercings 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.
- 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 Prep reserves the right of final determination concerning proper student attire. Discipline Action: Students will normally receive a 1-day after school detention for their first offense and be required to become in compliance with the policy. Chronic offenders will be subject to further penalty for insubordination as described herein, 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 2016-2017 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. In some cases the spirit shirts may be emblazoned on the back with administration approved recognition of a student's participation in a school club, sport, performing art, or other official HCP organization.

Disruptive Behavior: Level I

Student actions which result in the interruption of normal classroom procedures or which violate individual classroom rules will result in disciplinary consequences. Disruptive behavior is often a failure to practice humility and indicative of a desire to draw attention to oneself. When this occurs in the classroom it has the added negative effect of reducing the learning potential of the entire class. Students are expected to cooperate fully with all substitute teachers as well. Disruptive behavior in a class with a substitute teacher may result in more severe consequences than those listed here. Discipline Action: Teachers are encouraged to address disruptive behavior at their level initially. Their consequences may include classroom detention of 1-5 days, communication to parents, and added work to be done by the offender to insure they have mastered the material that was being covered during their disruption. Chronic disruptions by the same student will be referred to the office. Administration may assign a 1-3 day after school detention or an in-school suspension of 1-2 days for first offenses referred to the office. Students who are chronically referred to the office, especially when they are referred from multiple classrooms, will generally be assigned 2-5 day out-of-school suspensions and a meeting between administration and the parents. If the behavior continues to be chronic, the assistant principal will normally convene a discipline review board to consider a recommendation of expulsion to the principal.

Excessive Displays of Affection: Level I

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. HCP considers refraining from excessive displays of affection (EDA) to be an example of practicing the virtue of humility. Please note that EDAs are not limited to actions between couples in “dating” relationships or even between members of the opposite sex. Examples of EDAs include, but are not limited to: excessive hugging, kissing, excessive celebratory physical contact designed to put the spotlight on the individuals and not on the reason for the celebration. Discipline Action: First offenses will normally result in a 1-2 day after school detention. Second and third offenses will see in-school suspensions of 2-4 days. Fourth offenses will be assigned a 2-5 day out-of-school suspension, a meeting between administration and the parents of the offenders. Chronic violations of this rule will normally be addressed by convening a discipline review board to consider a recommendation of expulsion to the principal.

Inappropriate or Offensive Text: Level II

Inappropriate texting can be done for a variety of reasons, including to harass, cheat, and flaunt rules. However, it is often an indication of a lack of humility: The person making the inappropriate texts is drawing attention to themselves and in some way trying to set themselves above others. 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. Offensive texts directed against parties in these classes will be investigated, and punishments are possible, regardless of whether they were made on or off campus. Discipline Actions: Families of both the offender and any targets will always be notified. Victims’ families will be advised to seek legal counsel to consider civil charges and HCP will consult with its attorney to consider if a criminal report should be made. Other consequences for a first offense will normally include an in-school suspension of 2-3 days. Second offenses will be subject to an out-of-school suspension of 3-5 days and a meeting of parents, student, and administration to insure the seriousness of this type of behavior is understood. A third offense will be treated with an indefinite out-of-school suspension pending the convening of a discipline review board to consider a recommendation of expulsion to the principal.

Inappropriate behavior at dances: Level I

Sponsored dances for Hackett students and their authorized guests are an important part of school social life. They are also an excellent opportunity to practice the virtue of humility. 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. *Please note that*

students currently expelled from HCP or any other school are not permitted to attend HCP dances or other social functions. 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. Clothing is expected to be neat, clean and modest. Specific dance rules are published to help assure modest moral Christian behavior.

Discipline Actions: In most cases discipline will be handled according to the specific offense from the Handbook which was violated. In cases that are specifically tied to behavior at the dance itself, the first offense will generally result in the parents contacted to pick up the student from the dance immediately. A second offense at a future dance will normally be punished with a one-year suspension from permission to attend HCP dances.

Charity

One of the scribes... asked him, "Which is the first of all the commandments?" Jesus replied, "The first is this: 'Hear, O Israel! The Lord our God is Lord alone! You shall love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength. The second is this: 'You shall love your neighbor as yourself. There is no other commandment greater than these. – Mark 12:28-31

Charity is the act of loving God and loving Neighbor. The ten commandments are encapsulated in this simple phrase. Ultimately the formation of children into men and women can be summed up as teaching them to love. The person who loves God approaches the sacraments so much differently than the one who doesn't. The person who loves her neighbor feels no compulsion to lie, cheat, steal or treat others with disrespect. Forming our students in the virtue of charity will insure that our mission of developing their faith, character, and academic achievement succeeds.

The student who understands and practices charity will fully participate in the celebration of the Mass, will welcome the opportunity to pray before each class during the day, and will respond the gentle tug of the Holy Spirit encouraging them to take advantage of Reconciliation. He or she will welcome kids who seem "different" into their groups, into their study sessions, and into our community. They will never verbally, physically, or emotionally harm anyone, nor tolerate those who do. The student infused with the virtue of Charity is the student we want to send out into the world at graduation.

Measures of Performance

There are specific behaviors HCP will use to measure formation in the virtue of Charity. It is important to remember that our mission is to prepare students for life long success. When students fall short in the MOPs identified for measuring the virtue of charity, HCP will enforce consequences as both a learning tool and a punitive measure where needed. Discipline actions should be considered guidelines and the specific application of consequences will prayerfully take into account each individual case. Each MOP is identified as either a Level I or Level II discipline issue (see appendix A)

Abusive, Disrespectful, or Obscene Language and/or Gestures: Level I

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. This type of behavior is an affront to either God or one's neighbor and does not demonstrate adequate formation in the virtue of charity. Such language directed toward, or used in reference to, school employees or such language used with malicious intent or intent to incite violence is particularly severe as it carries the added burden of being a violation of the 4th commandment. In these cases a violation of this MOP may result in not only the disciplinary consequences which follow but in a police report being filed against the student. Discipline Action: First and second offense generally will result in after school detention of 1 day for first offense and 2 days for second. Third offense normally will result in an in-school suspension of 2 days. Fourth offenses can expect to be assigned an out-of-school suspension of 3-5 days. Subsequent offenses will also result in out-of-school suspensions, however, if chronic violations are determined to be the result of a student refusing to acknowledge the school's policy a discipline review board may be convened to consider a recommendation of expulsion to the principal.

Assault: Level II

Assault is defined at HCP as an intentional act by one person that creates an apprehension in another of an imminent harmful or offensive contact. An assault is carried out by a threat of bodily harm coupled with an apparent, present ability to cause the harm. An assault could include either physical or verbal contact, or both. Assault is both a criminal and civil violation and HCP will seek legal advice in cases where assault is determined to have happened when determining if a report to law enforcement should be made. Assault is a clear violation of our command to love our neighbor. Discipline Actions for assault may result in the immediate and indefinite out-of-school suspension for the attacker while a discipline review board is convened and a recommendation of expulsion to the principal is considered. Lesser penalties (though not less than an in-school suspension of 2-4 days) may be used in cases an investigation indicates the act was not fully intentional (for example, made in the heat of the moment after physical or verbal harassment was committed by the victim), and where the victim indicates their apprehension was for some reason minimized. In cases of assault the need to provide a safe learning environment for the victim will be the school's first priority. A victim's mental anguish will be considered reason to permanently expel a student who commits an assault.

Extortion, Coercion, Blackmail, and Serious Threat to Harm: Level II

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. This type of behavior demonstrates a serious lack of formation in the command to love one's neighbor and is not tolerated at HCP. When these behaviors are determined to have occurred repeatedly the student may be simultaneously punished for violation of our rules on harassment (see below in this chapter). Discipline Actions: First offenders will be suspended indefinitely pending Disciplinary Review Board action to consider a recommendation of expulsion to the principal, notification of parent and parent conference will be required before student is readmitted to classes. HCP will also seek legal advice to determine if the incident should be reported to local law enforcement.

Fighting: Level II

Fighting will generally be treated separately from assault when an investigation indicates both (or all) parties were complicit in the activity. The commandment to love our neighbor prohibits fighting. Please note that actions of self-defense, or physically protecting another person from harm will not constitute fighting where an investigation by the assistant principal determines the use of physical force was justified. Discipline Action: Any student involved in a fight with another person shall be subject to out-of-school suspension ranging from two to ten days on the first offense, pending an investigation by the assistant principal. Depending on the severity of the incident a single offense may result in the convening of a discipline review board to consider a recommendation of expulsion to the principal. Furthermore, in all incidents resulting in injury, HCP will consult with our attorney to determine if law enforcement should be notified.

Insubordination: Level I

Insubordination is defined as defiance of authority; a refusal to obey orders. Students found to be in overt insubordination shall be subject to disciplinary action. Insubordination shows a lack charity toward one's neighbor and is a violation of the 4th commandment. Discipline Action: Teachers are encouraged to handle initial incidents of insubordination at their level. Teachers may address insubordination with classroom detentions and communications to parents. If a student is insubordinate to a teacher more than once, especially in a short period of time, the student will be referred to the office. Administration will generally assign an after school detention of 1-2 days the first time a student is referred, and will contact the parents. Second and third offenses will normally be punished with in-school suspensions of 2-4 days. A fourth case of insubordination will be dealt with by assigning an out-of-school suspension of 3-5 days and a conference with administration, the student and his/her parents. Chronic insubordination will result in the convening of a discipline review board to consider a recommendation of expulsion to the principal.

Harassment: Level II

Per Diocesan policy (4166.4), Hackett Catholic Prep 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.

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. HCP will also consult with its attorney and follow their advice as it relates to reporting possible offenses to law enforcement. HCP will further follow the spirit of Title IX which states that in cases of harassment a preponderance of proof that the harassment occurred is not required, only a likelihood of occurrence (in cases where an investigation indicates an equal chance that harassment did or did not occur, a finding will be made in favor of the alleged victim). HCP will take into account the need to provide a permanent safe and secure environment for victims of harassment when determining if a perpetrator is ever allowed to return to HCP.

Discipline Actions: Length of suspension or recommendation for expulsion will be determined following an investigation of the incident. 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.

Theft or Unauthorized Possession of Property: Level II

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. Theft is a clear violation of the commandments and represents a failure in loving one's neighbor. Theft is often a crime as well. Discipline Actions: Victims of theft and their families will be informed of all incidents, in addition to the family of the individual who committed the theft. Where

appropriate HCP will consult with its attorney to consider whether a criminal report should be made to law enforcement. Additional consequences for a first offense will generally include a 2-3 day in-school suspension and a meeting of the student, parents and administration to discuss the incident and insure all parties are aware of the seriousness of theft. Second offenses will normally be dealt with by assigning a 3-5 day out-of-school suspension and a follow up meeting of all parties from the first offense to agree on a specific plan of action to mitigate the likelihood of a future incident. A third offense will result in an indefinite out-of-school suspension pending the convening of a discipline review board to consider a recommendation of expulsion to the principal.

Vandalism: Level I less than \$100 damage and 2-hours cleanup/repair. Others Level II

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: Level I offenses will include the paying of all damages and costs of labor to clean-up and repair plus an in-school suspension of 2-3 days and communication to families. Subsequent level I offenses will result in payment, communication to families and out-of-school suspension of 2-5 days. Repeated offenses (more than 3) will necessitate the convening of a discipline review board to consider a recommendation of suspension to the principal. Level II first offense will begin with an out-of-school suspension of 3-5 days plus payment for repair and labor. A second Level II offense will generally result in the convening of the discipline review board to consider a recommendation of suspension to the principal.

Appendix A (admission, retention, graduation)

Admission Hierarchy

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

- all currently enrolled students
- siblings of currently enrolled HCP 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.

Foreign Exchange Students

Hackett Catholic Prep welcomes exchange students to our school. We have instituted the following guidelines for families and agencies that are interested in enrolling exchange students at Hackett.

1. Exchange students are taken on a case-by-case basis. We welcome the opportunity to increase the diversity of our school and share our Catholic faith with others from around the world. However, we do not have an English Second Language (ESL) program and cannot accept students who do not already possess the English language skills needed for the classroom. We also reserve the right not to accept a number of exchange students greater than 10% of our student body.
2. In order to assure senior students who are seeking a US high school diploma will be successful with our curriculum we insist that they attend at least one year of high school in the US before enrolling at Hackett. They must also provide transcripts from their home country for two additional years of high school. Hackett will review transcripts to insure a student can meet graduation requirements before accepting them.
3. Students seeking a high school diploma who have not spent at least one year in a US high school must attend Hackett for at least two years. Hackett Catholic Prep will review the transcripts of these students and advise how many years will be required for a degree prior to accepting these students.
4. Applicants will provide a copy of an English language proficiency test (such as WIDA or a letter of proficiency from a US high school) prior to be accepted at Hackett. Students must also be interviewed (via electronic means or face-to-face) by Hackett staff in order for us to be confident of the student's English language abilities.
5. Foreign exchange students are bound by the same age requirements of all students who attend Hackett. They must be no more than 19 years old at graduation.

If a student is deemed unable to meet our academic standards for graduation due to their inability to work and speak in English, we will notify the host family and/or agency within one week of the end of their first quarter with us. We will make all efforts to support the student, but we reserve the right not to accept a student for a second year, or to complete a diploma program, if there is no realistic pathway to a diploma.

Tuition

School tuition rates are set annually by the Finance Subcommittee of the CSGK Board of Directors 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.

Title IX-Education Act of 1972

Hackett Catholic Prep admits students of any race, national or ethnic origin to all rights, privileges, programs and activities generally accorded students at our school. We do not discriminate on the basis of race, national or ethnic origin or sex in the administration of our 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 Prep, provided there is room for additional students, shall be denied admission to the school on the basis of race, color, or national origin.

HCP follows the spirit of Title IX in being committed to being a safe environment for all students. In cases where a student victimizes another student and creates an environment that is unsafe or traumatizing for the victim, HCP will consider all measures necessary to rectify the situation, up to and including refusing attendance to the instigator of the incident.

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.

Health Policies

Emergency Medical Care

Hackett Catholic Prep 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 a 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.

Immunizations

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.

2017-2018 Graduation Requirements

Theology -	4
Capstone -	0.5
English -	4
Science -	3
Mathematics -	3

Social Studies/Economics -	3
Foreign Language -	1
Physical Education/Health -	1
Fine Arts -	0.5
Electives -	4.5
TOTAL REQUIRED UNITS -	24.5

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

Students may not have reached their 20th birthday prior to graduation.

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, even if the average of the three grades is 60% or above. *Please note: If a student's semester average is less than 60% they will not receive credit for that course, even if they passed two of the three marks!*

93-100%	A	4.00	73 < 77%	C	2.00
90 < 93%	A-	3.67	70 < 73%	C-	1.67
87 < 90%	B+	3.33	67 < 70%	D+	1.33
83 < 87%	B	3.00	63 < 67%	D	1.00
80 < 83%	B-	2.67	60 < 63%	D-	0.67
77 < 80%	C+	2.33	0 < 60%	F	0.00

Please note that report card grades are not rounded! For example, a grade less than 70% is a D+, regardless of how close to 70% it is. Grade changes are generally 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 year-end report cards are received and before a graduate may pick up his/her diploma and request final transcripts.

Early Graduation

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

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.

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.

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.

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.

Academic Letters

Academic 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 transcript 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 class top 10. 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

HCP 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.

Information to Non-Custodial Parents

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.

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 Prep encourages the practice of subsidiarity (issues should be dealt with at the most immediate (or local) level that is consistent with their resolution). 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 or assistant principal should be contacted.

Conferences

Conferences are held at two different times during the school year; once in the fall (normally early October) and once in the late winter/early spring (normally early February). 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.

Discipline

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. Furthermore, at HCP we strive to support our mission by forming students in the specific virtues of Perseverance, Ethics, Excellence, Humility, and Charity. 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.

Corporal Punishment

There is no ethical reason to use physical punishment as a consequence for behavior. Corporal punishment is forbidden and is not a component of disciplinary action. This applies equally to teachers, coaches, all HCP staff, and student leaders. All incidents of suspected use of corporal punishment will be investigated. All credible reports will be reported to law enforcement and HCP will fully cooperate in the investigations of the police.

Discipline Responsibilities

Student responsibilities are defined in the Student Code of Conduct (see the chapter on ethics). It is the expectation of Hackett Catholic Prep that staff, teachers, and administrators will strive to implement the discipline procedures patiently, fairly, constructively, consistently, and uniformly. *Teachers will review the Student Code of Conduct with their students at the beginning of the school year and answer any questions as needed.*

Parents are the first and foremost educators of their children. 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.

Disciplinary Consequences

It is the philosophy of the high school administration that disciplinary consequences are necessary when working to modify student behavior. Monitoring discipline and administering consequences also provides quantifiable means to measure performance (see section on MOPs and MOEs) and identify where student formation in the virtues we have elected to focus on (in support of our mission) is unsatisfactory. This in turn serves the school as a feedback mechanism for identifying which virtues are not being formed. The administration of these consequences will be progressive in nature ranging from verbal warnings, to parental contact and detention and beyond. Based on all individual factors, the administration may combine or skip disciplinary consequences when it is deemed best for all concerned.

Level I: Level I misbehaviors are those actions which tend to disrupt the normal activities of the school day. Level I misbehaviors are listed under the various virtues we consider them to be detrimental to. It is not the intention of this handbook to identify all infractions or punishments that may occur.

Level II: Level II infractions are more serious. In addition to disrupting the normal activities of the school day and representing behaviors that show a lack of formation in the virtues identified in this handbook, Level II infractions often constitute behaviors that violate student and staff safety, and hinder student learning in grave ways.

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 can provide the student with an opportunity to consider the morality of the action or incident that necessitated it. Detentions could be served during lunchtime, after school, or result in the child being removed from a specific classroom for one or more days. Teachers are authorized to use detentions in their classrooms as a means to modify behavior before it reaches a level that must be reported to administration. 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.

Suspension of Students

In school suspension is used for violations that are deemed severe but are used in many cases as a “bridge” between detention and out-of-school suspensions. Parents

will be notified of the ISS and its length. Because an ISS requires a staff member to stay with the student the entire day, the ISS may not always be an option, even where it would otherwise be considered, if staff are unavailable because of other needs of the school. A student in ISS will not be counted absent and will be expected to complete all work during the day for credit.

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 for full credit, or projects that cover materials presented in a time greater than the suspension. 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, including attendance at dances and going to watch sporting events.

Discipline Review Board Hearings (Expulsion Hearing)

For certain disciplinary offenses that are judged extremely detrimental to the common good of the Hackett Catholic Prep school community, the school's administration may institute an expulsion hearing. Examples of reasons for an expulsion hearing are included in the MOPs of each section of this handbook. *The examples in this handbook are not necessarily exhaustive.* The expulsion of a student is not considered a rehabilitative act; it is punitive. If a circumstance arises which was not covered in this handbook but which the administration considers detrimental to the common good of HCP, an expulsion hearing may be held.

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.

Expulsion is defined as the permanent (normally one calendar year, see below) 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 expected to appear before the Discipline Review Board. This board will be led by the Assistant Principal and attended by the school Chaplain. Neither of these individuals will vote on a recommendation to expel a student. Voting members will be three teachers. One teacher may be selected by the accused student, two will be selected randomly in a manner agreed to by the student and Assistant Principal (if an agreement is not possible, the Assistant Principal will randomly select teachers using an online random integer generator). At a discipline review board the student must show cause for being permitted to remain at Hackett Catholic Prep. The Discipline Review Board

will make its recommendations to the principal within two school days of the meeting date. The final determination to expel a student will be made by the principal. The principal may decide to follow or reject the recommendation of the board or accept the recommendation of the board with his or her own conditions attached.

Expulsions will normally be for one calendar year. Students who are expelled from HCP are prohibited from attending all events on the HCP campus (dances, athletic events, community meetings, etc.) A student may request reinstatement from HCP after 60 days. Reinstatement will be accomplished according to guidelines set-forth by the Michigan Department of Education (please see “Suspensions and Expulsions – State of Michigan at Michigan.gov for more information).

Appendix B (guidance/course enrollment)

Guidance Department Services

A guidance department is an essential part of any contemporary high school. Among the guidance department functions are the following:

1. Non-recurring 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. *Please note: The guidance department is not a substitute for individual counseling or therapy. School Counselors at HCP are employed by the school and they report to the principal.*

Education for the Arts (E.F.A.) and Education for Employment (E.F.E.)

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 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 not available high school campuses. For more information on E.F.E, please see your counselor.

Appendix C (athletics and Extra-Curricular activities)

Definitions

Co-curricular Participant: One who belongs to a group which requires students to meet at least weekly 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 or 1 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 a unique circumstance has led to the loss of eligibility, then a waiver application may be filed with the 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.

Physicals

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 Prep 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.

Eligibility Related 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 for an athletic team can be accepted (It is the policy of HCP that clubs and related organizations are open to all who otherwise meet the qualifications for being a member). 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 Prep 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, especially when those actions indicate a failure of formation in the ethical standards outlined in this handbook.

External Eligibility Requirements

In athletics, all eligibility requirement of the Michigan High School Athletic Association (MHSAA) 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.

Insurance

Hackett Catholic Prep 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 Prep 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.

Supplemental Insurance, additional coverage in excess of insurance carried by the parents, is available from the Diocese. Details of coverage and claim forms are available in the school office.

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 midpoint 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.

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 HCP 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/>.

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.

Transportation for Sports and Extra-Curricular Activities

Whenever possible, teams and clubs shall be transported to and from contests/events 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/club advisor AND gets their consent. There are occasions, primarily

within the Greater Kalamazoo region when private vehicles may have to be used. Hackett Catholic Prep 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 on any vehicle being used to transport students to school-sanctioned events and activities.

Appendix D (technology)

Policy on Student Use of the Internet

Hackett Catholic Prep 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 Prep cannot 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.

Acceptable Use Policy (AUP)

Students at HCP use technology to help them achieve superior results; to be excellent. Technology can, however, be abused and HCP constantly reevaluates what represents appropriate use of technology and categorizes "what right looks like" for families each year with an Acceptable Use Policy (AUP). Students and parents are required to sign the Hackett AUP prior to usage of Hackett computers, electronic devices, and the Internet.

Computer unacceptable use includes (but is not limited to) entering 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.

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 HCP library. An acceptable use policy must be on file for each student that wishes to access the PIV.

Student use of non-provided technology in the building

Students are expected to only use their school issued iPad in classes. Exceptions to this policy would include students with a special needs plan or any unique situation such as a student taking an online course within the building or an AP course not offered in the building.

Appendix E (facilities)

Asbestos

In accordance with diocesan policy, Hackett Catholic Prep 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 are 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.

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.

Building Use

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

Car Registration

Students who drive to school are required to register their vehicles with the Assistant Principal. The main reason for car registration is for security purposes. It also allows us to locate students when lights are left on, a car is parked illegally, or if a canine drug search indicates banned substances are in the vehicle. Students who drive vehicles without proper registration may have their driving privileges revoked. Forms for car registration are available in the main office.

By driving a vehicle on campus the student and his/her family are consenting to allowing the vehicle to be searched when a nationally recognized drug dog shows an interest in the vehicle. Any prohibited items found in the vehicle will subject the driver to possible punishment.

Crisis Management

HCP's Crisis Management Plan is available in the school office. Copies are also provided to each classroom. The Crisis Management Plan is reviewed annually by the assistant principal and discussed with teachers in August. HCP will also review the Crisis Management Plan at least every 3-5 years with outside security consultants

Fire/Tornado/Lock-down Drills

Fire, tornado, and lock-down drills are conducted regularly in compliance with State and Diocesan guidelines. The sounding of an alarm is the signal to leave the building for fire. An administrator will announce over the PA system if students and teachers are to move to a designated area in case of a tornado. Lock-downs will also be announced over the PA. All personnel must move to these designated areas, whatever the circumstances. This applies to lunch hours and before and after school as well.

Fire, tornado and lock-down 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.

Posters

All hallway displays must be approved by the Assistant Principal prior to their being displayed.

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 HCP ID at different times throughout the school year.

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.

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.

Pets

For the safety of staff and students, pets are prohibited on school grounds during school hours.

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.

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.

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.

Student lockers may be searched by administration if probable cause exists that materials or their use constitutes a threat to safety, property, or a violation of policies in the handbook.

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.

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 HCP nametag.

Weapons Possession

Unauthorized possession of any form of weapon or look-alike weapon in school, on school property or at school-related events by currently enrolled students may result in immediate suspension or expulsion. 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 Prep 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. Closings and other information will also be posted to the Hackett website and to the Hackett Twitter feed. If either Kalamazoo or Portage Public Schools close, Hackett Catholic Prep 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 Prep 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.

We have a slight change to our school closing practice this year. In the event either school system is closed for snow, HCP will also be closed. However, with cold days, we will make our own decision (in cooperation with St. Augustine Cathedral and St. Monica schools). You may see a 2-hour delay due to cold weather, or we may be in session all day (in spite of the cold weather). Please watch WWMT or WOOD TV for school closings, or sign up with WWMT and WOOD TV to alert you with a text message when HCP is closed. You can also check our website for weather closings or delays.

Appendix F (cafeteria)

Lunch Hour

Hackett Catholic Prep maintains a cafeteria for students and staff where lunch can be eaten in a clean and orderly atmosphere and at a moderate cost. Students may bring their lunches from home, and these are to be kept in the student's locker until the lunch hour. Students may consume their lunch 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.

Students are not permitted to order take-out lunches from school. Parents may order lunch on behalf of students and leave with the front office between 11:00am-12:15pm. Lunches can be retrieved by students prior to going to their lunch hour.

Wellness Policy

Hackett Catholic Prep 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.

Appendix G (miscellaneous)

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.

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. Photos may also be taken of students that participate in the county EFE and EFA programs. 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 office in writing. An opt-out form is available in the office and online for this purpose.

Public School Bus 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.

As pupils are assigned to a particular bus and stop by the public school systems, 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 Prep. 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.

School Hours

Hackett Catholic Prep 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.

Student Information Lists to the Military

Per the reauthorization of the ESEA in 2000, Hackett Catholic Prep 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 Prep does not release student information to any other organization or individual.

VIRTUS

HCP is in compliance with the Diocese of Kalamazoo concerning VIRTUS training (Protecting God's Children). Contact the main office for more information.

Volunteers

Volunteers help with many aspects of the school program and are crucial to the overall success of Hackett Catholic Prep. 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.

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