

Luke M. Powers Catholic High School

2014-15 Student-Parent Handbook

MISSION STATEMENT

Powers Catholic High School is an integral part of the teaching ministry of the Church, serving students of varying abilities and backgrounds.

Powers Catholic strives for excellence in education, nurtures self-worth in individuals, and encourages commitment to living the Gospel of Jesus Christ through service to church, family and community.

“The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.” NCEA, Mary Angela Shaughnessy, SCN, J.D., Ph.D.

Parent Notification Statements

“Opt out” notification for the *Called to Protect for Youth* curriculum

In accord with the demands of the United States Conference of Catholic Bishops, Powers Catholic will present curriculum content from Praesidium’s *Called to Protect* program. This program is provided to us by the Diocese of Lansing and is a part of the Church’s ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse. Information about the program may be found at www.praesidiuminc.com

As a parent you have the right to choose to have your student not participate in any lesson of this nature. If that is your wish, please email or send a written note to the acting principal, Sally Bartos, (sbartos@powerscatholic.org) that your child is not to participate.

Department of Defense – request for data

The No Child Left Behind Act requires that we provide contact information to branches of the Department of Defense when requested. We can withhold such information when the parent requests it. If you want us to withhold this information please email or send a written note to Diane Dockery (ddockery@powerscatholic.org) clearly stating your intention that we are to withhold this information.

Asbestos Management

Powers is regularly inspected to make sure that asbestos issues are properly managed. Our Asbestos Management File is located in our front office and is available for review.

Vaccinations

All incoming freshmen and transfer students must have one dose of meningococcal vaccine and one dose of tetanus/diphtheria/acellular pertussis (Tdap) vaccine (if 5 years have passed since their last dose of DTaP, Td or DT). All vaccinations are to be up to date no later than October 1, 2013.

School’s Authority to Determine

The Powers Catholic High School administration retains the right to issue consequences for acts not specifically stated herein and to alter any consequences as deemed prudent.

Emergency Procedure Cards

An emergency procedure card is given to each student in the fall. It should be filled out by the parent and returned to school as soon as possible. These cards are maintained confidentially in the high school office. Please inform the office in the event of any changes of contact information. In an emergency situation this information is crucial. Emergency procedure forms are available on our website.

Medication at School

Any student taking or possessing prescription medication at school is to have a notification form on file in the office. Forms are available on our website.

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Contact Info

Academic concerns	Instructor first; Counselor or Principal, Mrs. Sally Bartos
Athletic concerns	Coach first; Assistant Principal/Athletic Director, Mr. Brian Sheeran
Attendance	Mrs. Sue Adams 591-SICK
Discipline matters	Instructor first for class-related matters; Dean of Students, Mr. Rory Mattar Principal, Mrs. Sally Bartos
Enrollment questions	Ms. Valaria Sunday
Tuition payments	First: Smart Tuition 888-868-8828; Mr. Rich Trogan, Business Office Mgr. 810-591-0100

Except where noted, call 810-591-4741
Email addresses available at www.powerscatholic.org

I. ADMISSIONS POLICY AND PROCEDURES

Powers Catholic High School admits students without regard to sex, race, color, or national/ethnic origin. It is the right of the school to not accept students for academic or disciplinary reasons and the school has the right to review all relevant documentation from the student's school.

While Powers does not exclude students on the basis of religion, it should be understood by the student and parent that we place a supreme value on the religious formation of our students in the Roman Catholic tradition. All students are expected to participate respectfully in all of our formation activities. Students who regularly absent themselves from required activities will be reviewed with respect to continued enrollment at Powers Catholic.

REGISTRATION

A student will be considered as **registered** once they have completed the registration form and supplied the necessary documents; transcript, behavior report, placement test score, signed release of records from previous school and immunization record.

WITHDRAWAL AND TRANSFER

Any student withdrawing or transferring from Powers should meet first with either a guidance counselor or an administrator. This meeting will allow school personnel to offer advice on the wisdom and/or the timing of a planned move and to advise the student of the correct procedures to follow in order to withdraw. All school property must be returned and fees/tuition must be paid before credits are transferred and transcripts sent.

II. TUITION-BOOKS

TUITION

Our tuition rates are set annually by the Finance Committee and Board of Education. We bill families in twelve installments beginning in June. It is important that you communicate with us if an extenuating circumstance necessitates a late payment. Please call us at 591-0100 and ask for Rich Trogan.

Failure to pay tuition on time may result in the student(s) sitting out of class until such time as proper arrangements have been made.

BOOKS

In most classes students are required to purchase their own books. These books, new and/or used, may be purchased from a location of the parents choosing. We do have an on-line bookstore link on our website.

TUITION ASSISTANCE

Students are eligible to apply for tuition assistance once they have completed all registration requirements. All grants are awarded by the School Board Scholarship Committee. All applicants must file a complete application with the Committee. Grants awarded are determined by the need of the applicants and the amount of funds that are available.

III. ATTENDANCE POLICIES AND PROCEDURES

To meet the demands of a challenging academic schedule and to receive the greatest possible benefit of the total educational program, regular attendance is essential. It is important for the student to be in class on time each and every day. Students unable to meet this ideal are governed by the following:

ABSENCES

Students are excused by the school for personal illness, illness or death in the family or as approved by the administration. (Michigan School law)

In the event that a student must be absent from school the following steps should be taken:

1. Parents are asked to call **no later than 9:00 a.m.** on the day of the absence to report an absence.
2. Absences that are not **phoned in** will be considered unexcused.
3. Students with excused absences are responsible for making arrangements with their teachers to make sure that all work is made up. A reasonable time is granted for the work to be made up.

UNEXCUSED ABSENCE/SKIPPING

Students having absences for one or more hours of school that are determined to be unexcused by the administration will have the following penalties imposed:

A first incident of skipping school will result in one detention for each class, study hall, homeroom, or assembly missed. Parents will be notified of the skipped class (es). Detentions issued for skipping are to be served on consecutive school days beginning with the day following the issuance of the detentions.

A second incident of skipping will result in a one day suspension from school. Any subsequent incident may result in long-term suspension or dismissal from school.

EXCESSIVE ABSENCES

When a student exceeds ten (10) days of absence in a semester the home will be notified. Chronic absenteeism is cause for administrative review. This review may lead to conditional enrollment, including parameters for attendance.

TARDINESS TO SCHOOL

Students arriving late to school (any time after the scheduled start time) must report in at the office before going to class. **Parents should call the sick line to report all tardies.**

Any tardy that occurs due to a legal or medical appointment will not be counted toward a student's accumulation of tardies provided that a note from the appropriate professional office is given to the school within one week of the tardiness. It is incumbent upon the student/parent to have this matter taken care of within the allotted time.

All other incidents of tardiness to school are cumulative through the semester and fall under the following: The first three will be allowed without consequence. The fourth through sixth incidents will result in a detention, regardless of the reason for the tardiness. The seventh and each subsequent tardy will result in the student being suspended from school for one day.

TARDINESS TO CLASS

Tardiness to class will be handled by the teacher. On the third (and each subsequent) incident of tardiness per quarter a student is subject to one detention.

EARLY LEAVE/ILLNESS DURING THE DAY

If a student must leave school early, his or her parent/guardian must phone the school to make the request. **Under no circumstances should a student leave school without reporting to the office.** Upon return to school a student is to check back in at the office. Students who become ill during the day and need to excuse themselves from class must report in at the Attendance office. If students leave for an appointment, they must present a note from the doctor upon their return.

AFTER SCHOOL PARTICIPATION

A student must be in school all day in order to participate in or attend extracurricular events at school that day. Exceptions may be granted by an administrator. It is incumbent upon the student to seek permission prior to participation.

IV. ACADEMIC POLICIES, PROCEDURES, AND PROGRAMS

GRADUATION REQUIREMENTS

All students in attendance at Powers Catholic are required to take six classes each semester. One credit is given for each semester class. In order to graduate from Powers a student must have:

1. Completed four years of high school
2. Taken and passed 46 credits
3. Completed all of the required classes
4. Been in attendance at Powers during the last semester of his/her senior year
5. Completed the Christian service requirement

Required Classes for Graduation

Religion	One credit for each semester in attendance
English	4 years
Social Studies	
World History or	
World Geography	1 year
American History	1 year
Government	1 semester
Elective	1 semester

Mathematics	4 years
Science (Laboratory Science)	3 years
Physical Education/Health	1 year (2 years of band meet this requirement)

These are the minimum requirements for graduation from Powers Catholic. All students are recommended to take academic classes beyond these minimum requirements. (There are several exceptions to these requirements for transfer students and Skill Center students.)

The principal may make an exception for a student not present in school for the last semester of senior year due to illness or other exceptional circumstances.

The student must be within two credits of the required number for graduation at the end of four years of high school and be enrolled in completion classes in order to go through the graduation ceremony. The deficient credits must be successfully made up by January of the year following the graduation in order for the student to receive a Powers Catholic diploma.

Christian Service Requirement

Every student will be required to perform five hours of service for each semester in attendance. This service is to be done outside of regular school hours. It is to be voluntary, without pay, and with no classroom grade or mark given.

Guidelines for appropriate service per grade level will be distributed to students. Seniors are asked to complete and turn in all required service hours by the end of the first semester.

ATHLETES

Students who would participate in Division I or II Collegiate athletics are bound by NCAA eligibility policies which require very specific academic course work and levels of achievement. Student athletes should discuss these requirements with their academic counselor early and throughout in their high school career.

TRANSFER STUDENT REQUIREMENTS

If, prior to attending Powers Catholic, a student attended a high school in which students may take only five classes per semester, he or she may graduate with a reduced number of credit hours. For each semester spent in such a school, the required number of credits will be reduced by one. Transfer students who were not required to take Physical Education in their freshman year are not required to meet the physical education requirement at Powers. Transfer students who were not required to take world history or geography in their freshman year may take any social studies electives to meet this requirement. A year of American history, a semester of government, and three years of social studies are still required. In figuring the grade point average for students who transfer to Powers, the honor points for grades from previous schools will not be weighted.

When a Powers student completes a semester at an accredited foreign school, he or she will be given six credits, the equivalent of a semester at an American school. The grades or percentages received in foreign schools will not be used in determining the student's cumulative grade point average. The student should present an official transcript or document which lists the classes and grades received when he or she returns to or enters Powers.

SUMMER SCHOOL

Summer school courses may be taken for enrichment or to fulfill a graduation requirement. However, classes which are required for graduation from Powers should not be taken in summer school unless the student has failed the course at Powers. Summer school classes must be approved by a Powers counselor or administrator before Powers will grant credit. Summer school marks do not affect the student's grade point average.

EARLY COLLEGE ADMISSION CREDITS

Powers will grant dual enrollment credit for college classes or on-line classes if the classes are offered by accredited institutions and approved by the Powers administration before the student begins the class. The student will be responsible for any cost incurred by taking the class.

The grade earned for a class that is not offered at PCHS, will not be computed as part of the student's high school GPA.

STUDY HALL

Taking a Study Hall can be an educational advantage to some students. It will afford a student time to study, use the

library, meet with a tutor, make up a test, see a counselor, or take care of business without interrupting class time. In general, it is more important for a student to do well in six classes than to take seven. No academic credit is given for a study hall.

REPEATED CREDITS

If a student repeats a class (other than those which may be repeated: Forensics, Ceramics, Band, Orchestra, Yearbook, Sports Skills, Choir), he or she may only receive credit once. The grades of both attempts will remain on the record and thus will be averaged in the computation of the cumulative grade point average. This situation will apply also in cases where the student failed a course and then repeated it.

TEACHER ASSISTANT, OFFICE EXPERIENCE, LIBRARY ASSISTANT, PHYSICAL EDUCATION ASSISTANT

Juniors and seniors may sign up as an office, library, physical education or teacher assistant as one of their six required classes, with the teacher's permission only. Grades of S+, S, S-, or U are given in these classes. Seniors must have at least five classes with letter grades other than S+, S, S-, or U. Juniors must have at least six classes with letter grades other than S+, S, S-, or U.

POWERS ACADEMIC STUDENT SUPPORT PROGRAM

Powers Academic Student Support Program is an integrated effort on the part of administrators, counselors, and parents to help students who have learning difficulties. Working as a team, the Powers staff, with the input of the parent and student, will attempt to develop strategies and accommodations to help the student become a successful learner.

Powers Catholic does **not** have a Special Education Program; Powers Catholic does not have personnel with Special Education nor learning disabilities training. Powers Catholic does not accept nor follow Individual Educational Plans (IEP'S). Powers Catholic does have caring administrators, counselors, and teachers who are willing to work with special needs students in a reasonable, but limited, capacity to support the individual's efforts to meet unique learning challenges.

The main emphasis of the Student Support Program will be on positive self-image and self-confidence. At the beginning of the year, school personnel, working with the parent and the student, will develop a learning plan with reasonable accommodations and achievable goals. The plan will be reviewed yearly and modified when necessary.

The student, working collaboratively with the support of the school and parents, will be expected to accept the responsibility for his or her academic achievement. More information about this program is available from the guidance counselor or the Assistant Principal for Curriculum and Instruction.

SCHEDULE CHANGES

We discourage students from changing their minds about the courses which they have chosen. These schedule changes will be allowed only if the following conditions are met:

1. The student has sufficient reason.
2. The rationale meets with the approval of the counselor and the administration.
3. There is another class with a low enrollment available to the student.
4. The student pays a \$10.00 fee.

Students will not be allowed to change or drop classes after the second week of the semester even if the class is a seventh class.

SCHOLASTIC GRADES AND REPORTS

Grade Point Values

Letter designations are used to evaluate the student's progress in each subject area. Honor points for each grade are:

A	4 honor points	B-	2.8	D+	1.5
A-	3.8	C+	2.5	D	1.0
B+	3.5	C	2.0	D-	.8
B	3.0	C-	1.8	E	0

I Incomplete (work must be completed within 2 weeks of marking period.)

S, S+, S-, Credit (does not affect GPA)

U, No credit (counts as a failure)

Quality Point Quotient (QPQ):

Powers uses a Quality Point Quotient (QPQ) which gives added weight to certain academic classes. QPQ is figured by the computer and appears on all report cards and transcripts as the grade point average. All **advanced** academic classes are weighted. The honor points from these classes are multiplied by a factor of 1.1 or 1.08.

The following advanced classes will be given a factor of 1.08:

Comm. Skills A
Amer. Lit. And Lang. A

The following advanced classes will be given a factor of 1.1:

Adv. Composition/GWA	AP Government
AP English	Algebra I A
Honors Humanities 9	Geometry A
(Eng., Theology, Wld. Hst.)	Algebra IIA
Honors Humanities 10	Pre-Calculus
(Eng., Theology, Amer. Hst.)	AP Calculus
French III	Science I A
French IV	Science II A
Spanish III	Science III A
Spanish IV	Adv. Physics
AP European History	Adv. Chemistry

CLASS RANK

Valedictorian and Salutatorian will be determined by the 10,000 decimal place, even though report cards are printed to the 100th decimal place.

Beginning with the class of 2017, Powers Catholic will no longer be naming a valedictorian, salutatorian or Top 10%. Instead students achieving a 3.8 GPA earn will be designation as summa cum laude. Students achieving a 4.1 GPA or higher will earn the designation, magna cum laude.

SEVENTH HOUR POLICY

Any student with a cumulative GPA of 4.0 or better who elects to take a non-required, non-weighted seventh hour class, and who earns an A in that class, may choose to take the class without having the class affect his or her GPA.

1. The grade will appear on the student's report card and transcript.
2. The grade will have no effect on honor points or grade point average.
3. This exemption will be offered only to students who currently have a 4.0 or better cumulative GPA; students with less than a 4.0 average would not benefit from excluding an A from their GPA.
4. The exemption from honor points would occur between the time the report card is printed and the transcript and/or class standings are printed.
5. A first foreign language class is exempt from exclusion because the foreign language weighting is equitable. If a student chooses to take a second foreign language, first and second year courses in that language will be treated as electives.
6. This exemption will only occur at the end of the semester, affecting the semester final grade.
7. A second year of Band or Orchestra will be treated as an elective in figuring grade point in order to ensure Band and Orchestra students equity with students who were required to take only one year of Physical Education.

GRADING SCALE

100 - 94	A	79 - 72	C
93 - 92	A-	71 - 69	C-
91 - 90	B+	68 - 67	D+
89 - 85	B	66 - 62	D
84 - 83	B-	61 - 60	D-
82 - 80	C+	Below 60	E

Description of Grades

A A student has mastered the objectives of the course with excellence. The student has demonstrated this excellence not only by testing, but by participating meaningfully in class activities, by outside reading, by written work of superior quality, and/or by extra projects (research, experiments, skill demonstrations.)

B The student has mastered the objectives of the course in a superior manner. The student has manifested an extra amount of effort in participation, in outside reading, in good written work, and/or some extra projects related to the class.

C The student has mastered the objectives of the course in a satisfactory way. The student has done the required work and has demonstrated an average amount of effort in doing so. C is an average grade and should not be considered disgraceful.

D The student has accomplished some of the objectives of the course. The student has fallen below average in some way - by failing some tests, by failing to turn in some required assignments, by poor attendance, by showing only a minimum of interest or ambition in the class.

E The student has failed to meet the objectives of the course. The student has failed tests, has not turned in the required assignments, has shown little or no effort or interest in the class, or has very poor attendance.

COMPUTATION OF GRADES

Semester grades are to be computed by the following method:

2/5 for each quarter grade and 1/5 for semester exams.

If a teacher determines to use another system of arriving at grades, that system must be carefully explained and given in writing to the students at the beginning of the course by the individual teacher.

ISSUANCE AND CONTESTATION OF GRADES

First, second, and third quarter grades are delivered to the student in school, normally within one week of the quarter's end. Fourth quarter grades are sent by mail, normally within one week of the end of the year.

A parent or student wishing to contest a grade must do so within 10 school days from the issuance of the grades.

FAILURES

Failure of two or more classes in a school year will result in the student being placed on academic probation. If the student fails any further classes after having been put on probation, he/she may be subject to expulsion.

ACADEMIC ELIGIBILITY POLICY

Academic eligibility rules apply to athletics and all extra-curricular activities at Powers. Extra-curricular activities are those activities which require students to put in time after school and not activities required by a class which the student is currently taking.

QUARTER INELIGIBILITY

1. Maintain a grade point of C (1.83) each quarter.
2. Have no more than one E in the quarter.

If the student does not meet this standard, he or she will be put on academic probation for the next quarter. During this probation, the student will be suspended from all activities, including practices, for the first three weeks of the quarter. A progress report will be sent around every third Friday for the duration of the probation. If the student is

performing satisfactorily at the end of each three week period, he/she will be allowed to participate but will remain on probation. If the student is not performing satisfactorily, he/she will continue to be suspended for the quarter from all activities. This suspension will remain in effect until the next three week check at which time he/she may regain eligibility with acceptable classroom performance. This process will be monitored by the high school administration.

SEMESTER INELIGIBILITY

If the student fails more than 1 semester class, he/she will be ineligible for the next quarter.

Clarifications

I's are considered E's until the work is completed.

A 1.83 will be considered a C average. Students not meeting this grade point average will be ineligible beginning the day after grades are handed out to the general school population.

Approved summer school classes may be taken to make up for an E and to raise a low G.P.A. for eligibility purposes only.

Summer School Policy

If a student has received a grade point lower than 1.83 for the fourth quarter ending in June, he or she may attend summer school to raise that grade point for purposes of academic eligibility only.

If a student takes one course in summer school, the summer school grade will be substituted for the student's lowest quarter grade, and the quarter grade point average will be refigured for purposes of academic eligibility only. If the new grade point average is higher than 1.83, the student will be eligible in the fall. If a student takes two courses in summer school, the two summer school grades will be substituted for the student's two lowest quarter grades, and the quarter grade point average will be refigured for the purposes of academic eligibility only. If the new grade point average is higher than 1.83, the student will be eligible in the fall.

Summer school grades are entered on the student's transcripts and a credit is added to the student's total number of credits. However, the summer school grade will not affect the student's actual grade point average which is shown on the transcript. The fall sports ineligible period will begin the first day of classes.

TESTING PROGRAM

To enable students to set and achieve goals compatible with their abilities, interests, and motivations, a testing program is administered by the Guidance and Counseling Department. This program will include the following:

1. The ACT Explore (8th grade version) test to be used as a placement test for entering freshmen and transfer students.
2. An Algebra I final for entering freshmen enrolled in Advanced Geometry and an essay application for the Honors Humanities program.
3. ACT Explore Test for freshmen which will be normed differently than Explore Placement Test.
4. ACT PLAN Test for sophomores.

College Entrance Tests: Juniors and Seniors

Preliminary Scholastic Aptitude Test (PSAT)/National Merit Scholarship Qualifying Test (NMSQT)
American College Test (ACT)
Scholastic Aptitude Test (SAT)

In general, these tests are designed to provide students and their counselors with timely relevant assessment information in pre-college and college planning; they are also used by most colleges as instruments to determine recipients of scholarships.

DATES of testing are available in the Guidance Office. Test code for Powers Catholic High School is 231-490.

Juniors and Seniors should contact their counselors concerning test registration and other details relevant to college entrance testing program. Literature on these test programs is available in the Guidance Office.

COLLEGE APPLICATION POLICY

The counselors at Powers Catholic High School act as advocates for students in the college admission process. It is their responsibility to support students and to provide accurate information. Powers Catholic has a policy of full

disclosure when dealing with colleges. Powers Catholic will release to the colleges, when requested, all academic records and transcripts and disclose disciplinary action resulting in suspensions during the junior and senior years as well as violations of the academic integrity policy.

The credentials of seniors admitted to college are subject to review by the college upon high school graduation. As per the Statement of Principles of Good Practice of the National Association for College Admission Counseling, students and counselors should report any significant change in a candidate's academic status or qualifications, including *personal conduct record*, between the time of recommendation and graduation, where permitted by applicable laws and regulations **and** if requested by an institution's application.

When they apply to colleges, students will be advised to disclose appropriate information regarding Attention Deficit Disorder (ADD), Attention Deficit Hyperactivity Disorder (ADHD), dyslexia, or other learning disabilities that may affect the student's performance or require support services at the college. After acceptance of admission, students will be encouraged to disclose any emotional, medical, family, or psychological issues for which they may need support services. This will assist the college to ensure the student's smooth transition to campus life. The Secondary School Report, or counselor recommendation, is included in college applications that require them. Secondary School Reports and counselor recommendations are compiled from the academic folder, teacher recommendations and other information gathered by the student's counselor. These are not released to parents or students as they are considered a confidential communication between the counselor and the college.

ACADEMIC INTEGRITY

Academic integrity is a high priority at Powers Catholic High School. It requires that students be truthful and respectful of others' intellectual property. In their pursuit of knowledge, students must understand what constitutes academic dishonesty so that it can be avoided. Integrity in all forms is discussed with students at several points in our curriculum.

Examples of academic dishonesty include, but are not limited to:

Cheating: When a student misrepresents their mastery of material on a test or on written projects.

Examples:

- A. Copying another student's homework or class work.
- B. Allowing another student to copy work.
- C. Using notes or lists during an exam, test, or quiz.
- D. Giving out test answers during or AFTER an exam, test, or quiz.
- E. Submitting work in their name when it has been completed by another.
- F. Altering responses on a quiz or test to deceive the teacher or to "help" another student.
- G. Utilizing electronic devices.

Plagiarism: Representing someone else's words, ideas, phrases, or statistics as his or her own work. When a student submits work that includes research, the sources of the information must be acknowledged through complete, accurate citation of references, verbatim quotations when necessary, and bibliographical listing. To avoid a charge of plagiarism, a student should be sure to include a citation (credit to another person's work) whenever they:

- A. Quote another person's work directly.
- B. Uses another person's ideas, opinions, or theories even if they have been paraphrased in the student's own words.
- C. Uses facts, statistics, or graphic material taken from a source, unless the information is common knowledge.

Fabrication: This is inventing information or giving false information to deceive the educational process.

Examples:

- A. Citing information which is not taken from the source indicated.
- B. Padding a bibliography by listing sources which are not valid.
- C. Making up or fabricating information and submitting it as research data.
- D. Writing a quiz, paper, test, or other class work for another person or allowing another person to do the same for them.

The goal at Powers Catholic High School is to encourage and promote honest behavior on the part of our students. Infraction of the above policies will be cumulative over all years that a student is in attendance, and will result in the following:

1st Offense:

1. Student will receive a “0” on the test, quiz, or assignment.
2. Parent or guardian is contacted by the teacher.

2nd Offense:

1. Step 1 from above along with a meeting with the parent or guardian.
2. Student receives a detention.
3. Student is referred to the Guidance Office for counseling. The Integrity Policy will be reviewed with the student.

3rd Offense:

1. All steps from 2nd Offense will apply.
2. Student will serve an in-school suspension for up to one full day, and will forfeit the opportunity to participate in ANY and ALL extra-curricular events for one week. Students will be required to sign an Integrity Probation Contract outlining the ramifications of a 4th Offense.

4th Offense:

1. Student will be asked to leave Powers.

For the purposes of this policy, extracurricular activities include, but are not limited to, dances, practices, games, competitions, meeting, and performances.

The stealing or possession of tests or grade books, or similar infractions, will be dealt with by the school administration, following the recommendations for serious infractions of school policy.

Students involved in NHS or Student Government who are caught cheating will be dealt with as above, AND may be put on probation or even dismissed from the organization for one or more offense.

Powers Catholic will disclose to colleges, where permitted by applicable law **and** if requested by an institution's application disciplinary action during the junior and senior years, including violations of the Integrity Policy.

V. GENERAL SCHOOL POLICIES AND PROCEDURES

SAFE SCHOOL MEASURES

Any student or parent with knowledge of any activity that threatens the safety of any member of the community should report such information to the high school administration or call the State of Michigan Tipline at 1-800-815-TIPS. The **names** of individuals reporting information will be held in **absolute confidentiality**. We all share the responsibility for maintaining a safe community.

TRANSPORTATION TO EXTRACURRICULAR EVENTS

Powers Catholic has many extracurricular activities and extremely limited resources for transportation. We cannot realistically provide transportation to all of these events on a routine basis. In those instances where school transportation is not provided, it is incumbent upon the participating students and their parents to arrange for transportation to and from these activities. If you have questions please discuss those with your child's coach or faculty advisor.

VISITORS

All visitors must register at the Front Office and obtain a visitors pass. Parents are welcome to visit at any time.

SEVERE WEATHER - SCHOOL CLOSINGS

In case of severe weather official announcements will be made over the local media. These stations have the necessary information as close to 7:00 a.m. as possible. In the event of a tornado watch or warning, school will not be dismissed unless the administration is reasonably certain that students can be transported home safely. Parents may pick their students up at the school.

CARS/PARKING LOT

Students driving to school must have their vehicle(s) registered with the school and display the Powers parking permit. Permits are available in the Student Services Office for a refundable deposit of \$5. The area immediately in front of the school is for staff and visitors parking only. Drivers are to use designated entrances and exits when leaving and properly utilize parking spots. Failure to use safe procedures may result in a loss of parking privileges. Students may not loiter in the parking lot. Students parking without a registered permit are subject to a \$10.00 fine per occurrence.

APPOINTMENTS

Parents who wish to see a particular member of the faculty or administration are asked to phone for an appointment. If the party cannot be reached immediately, a message will be delivered. You may also contact staff by email. Email addresses are available on our web site at www.powerscatholic.org.

CELL PHONES & IPODS

We will be happy to deliver important messages to your student during the school day. Students' cell phones and electronic devices are to be powered off (neither in ring or vibrate mode) and not used during school hours (8:15-3:06). They are to remain inside of pockets, backpacks, purses or lockers. Phones will be confiscated if they are used in violation of this request and will be turned in to the office.

ILLNESS OR INJURY

When a student is ill or injured, he/she should report immediately to the office. Parents will be notified. No student is given permission to leave without us getting permission from a contact person on the Emergency Procedure Card.

PROTECTION OF SCHOOL PROPERTY

Students are expected to assist in the care and protection of all school property. Damages resulting from the destruction or defacement of school property, whether willful or accidental, are to be compensated for by the student responsible. In addition, the student guilty of malicious damage will be subject to expulsion.

LOCKER/PERSONAL PROPERTY

A locker with a combination lock is assigned to each student. The student is responsible for it. The lockers are property of the school and are subject to inspection by authorized school personnel. The school is not responsible for stolen items. The custody and safeguarding of his/her own belongings is the special responsibility of each student.

DISTRIBUTION AND DISPLAY OF PRINTED MATERIAL

Any literature or other written material distributed or displayed in or on school property must have advance approval of the administration. Displays, posters, and announcements may only be placed in assigned areas and must be removed when the event is over.

CLOSED CAMPUS

Campus is defined as all school grounds. Students who leave the campus during the school day without permission will be subject to suspension. Students are to remain in the school building unless they receive permission to be outside. Students leaving the building without the permission of a school administrator are subject to detention. Students need to be aware of the defined space of Powers Catholic High School, inside and out.

Students who participate in Dual Enrollment or Skill Center, will be required to sign in and out of the attendance office when arriving or departing within the school day.

LOITERING

Students may not congregate in or near school parking lots before or after school.

DRESS GUIDELINES

We request that parents both read the guidelines and monitor their student's purchases. Students in violation of the dress code are subject to detention and/or suspension depending upon the nature and/or frequency of the violation. The school administration reserves the right to determine the suitability of clothing and accessories for wear at school and school sponsored events.

Normal School Day Attire

Powers Catholic High School uniform is provided by Lands End. **All students must be in Lands End Clothing.** Choices include (all with the Powers Catholic logo directly from Lands End); polo shirt (long or short sleeve) in the following colors; navy blue, white or orange, white oxford shirt/blouse (only top button may be unbuttoned during school day). Khaki or navy blue pants or shorts (traditional flat front, pleated or cargo). Shorts may be worn year round. Girls may wear skorts, navy blue or khaki. Solid navy blue sweaters (cardigan, v neck, crew or vest) or fleece (full, half zip or vest) with the Powers Catholic logo. Ties (solid orange or navy/orange stripe) may be worn by all students. This item is optional and is for sale in the school office. Students may wear Powers Catholic sweatshirts that are navy blue, white or orange. The Powers logo must be clearly visible. These items may not be torn or ripped.

For both male and female students; hair must be clean and neat. No extreme hair colors or styles. Young men must be clean shaven. No visible body piercing other than traditional ear lobe. (eyebrow, lip, nose, tongue, ear gauges, plugs NOT allowed). No visible tattoos.

Jean Days

Some jean days are free and others for a fundraiser. Jeans must be free of rips or holes. Students may also wear any appropriate T-shirt that is clean and modest.

Relaxed Dress Code Days

These often occur during final exam time. Students are allowed to wear athletic pants (sweats not yoga), gym shorts that are appropriate in length and fit, and T-shirts. Flip flops (athletic and beach) may be worn on these days. Hats are NOT allowed.

It is the responsibility of the parent to ensure that all uniform items purchased fit the student in accordance with the norms of neatness and modesty as defined by the school.

BUS CONDUCT

Riding the school bus is a privilege and students must act accordingly. Students who misbehave on the school bus may be suspended from riding the bus. Behavioral expectations are posted on each bus.

FIELD TRIPS

As part of the educational service of the school, students are taken on field trips. Such trips are made only if parents sign a consent slip. All field trips are supervised by a staff person. Appropriate dress is required for such trips.

THE INTERVIEWING OF STUDENTS DURING SCHOOL HOURS BY NON-SCHOOL PERSONNEL

We will attempt to consult with the parents or guardian of any student whom non-school personnel wish to question or interview during school hours on campus. In the case of Child Protective Services personnel meeting with

students, the school will not make contact with the parents or guardians.

MONEY RAISING PROJECTS

All money raising projects must be approved by the administration. Tickets or articles of any kind other than those associated with the school sponsored activities are not to be sold on school property unless approved by the administration.

VI. CODE OF CONDUCT FOR STUDENTS

Powers Catholic High School is, above all else, a Catholic Christian community which assembles so that all may grow in mind, body, and spirit. With this in mind, each member of our community must take seriously their responsibility toward the other members of our community by displaying respect and Christian values at all times. Individuals who fail in their duty to behave in this manner are subject to consequences ranging from admonition to expulsion. With the teachings of the Catholic Church as its guide, the administration reserves the right to investigate facts and to determine the seriousness of any violation of our *Code of Conduct for Students*. Further, the school administration retains the right and privilege to administer consequences for acts not specifically stated herein.

Serious Infractions of School Policy/Rules can result in an immediate suspension and parent notification. Offenders are also subject to expulsion. Serious infractions of school policy include, but are not limited to, the following:

- A. Physical, verbal, or sexual assault or intimidating behavior on the person of any member or guest of our school community. Any action which causes or has the potential to cause harm to another. Fighting and/or the threat of physical harm to any member or guest of our school community.
- B. Sexual misconduct or Sexual harassment. This may include sexually orientated actions or statements.
- C. Harassment. This may include making statements (verbal or written in any medium) which are injurious to the dignity or reputation of another person whether the statements are true or false; intimidating behavior; assault. Any action which causes or has the potential to cause harm to another.
- D. Speeding and/or reckless driving on or near the school campus.
- E. Theft of property from a member of the school community or the school itself or being an accomplice to the same. Possession of stolen goods. The unauthorized possession of school keys.

Offenders are subject to immediate expulsion.

- F. Criminal acts. The commission of, or participation in, any act defined as criminal by federal, state, or local law or ordinance is prohibited. Disciplinary action may be taken by the school whether or not criminal charges result. (Examples of this include: arson, bomb threats, extortion, gambling, and indecency.)
- G. Possession or use of any weapons, fireworks, or other materials or chemicals which could cause bodily injury or property damage. This includes the use of chemical sprays, irritants, or other materials or devices which could be disruptive to the school or harmful to others (e.g. mace, pepper gas).

Offenders are subject to immediate expulsion.

- H. Defacing school property, including the lockers, and other acts of vandalism on or near the school campus.
- I. Alcohol: Possession, use or being under the influence of alcohol on or in the proximity of the school or at any school function. Students in violation will be subject to immediate suspension and, after administration conference, may be expelled or required to attend an intervention program. A second offense will result in immediate expulsion.

Illegal Drugs: Being under the influence of illegal drugs or being in possession of look alike drugs or drug paraphernalia on or in the proximity of the school or at any function. Students in violation will be subject to immediate suspension and, after administration conference, may be expelled. A second offense will result in immediate expulsion.

Illegal Drugs: Students found selling, buying or being in possession of illegal drugs on or in the proximity of the campus or at any school function are subject to immediate expulsion and the proper legal authorities may be notified.

*** We reserve the right to use any legal means, including, but not limited to, cell phone search, canine searches of lockers, backpacks, purses, and other similar items to prevent the illegal possession of drugs on our campus.**

- J. The use of tobacco or tobacco by-products in any form on school property or at school sponsored functions.
- K. Gross disrespect and/or insubordination to a member of the administration, faculty, or staff including failure to properly identify oneself when requested to do so. Any threat, verbal or written in any medium, toward a member of the staff. Refusal to comply with any reasonable request or directive.
- L. Any public statement (in any medium, including electronic and including Internet web sites) made toward or

about any member of our community or about our school which can be considered injurious to the dignity or the reputation of the person(s) or the school.

- M. Any misconduct relating to the misuse of school computers or other property. See policy on Computer/Internet and Related Technologies.
- N. The taking of any photograph of another without permission. There is to be no use of picture taking devices while in any area that people would normally expect to have privacy including, but not limited to, restrooms and locker rooms.
- O. Repeated misconduct of any nature or truancy.
- P. Any conduct which causes disruption or obstruction of any function, process, or activity of the school.

Special note: Some are under the belief that activity that takes place away from school is not the school's business. Be advised that any conduct which causes unnecessary emotional distress to one of our community or damages the school's reputation becomes our business and we reserve the right to address and consequence said misconduct.

PRIVILEGE OF PARTICIPATION

While participation in extracurricular activities – either directly or as a spectator – is an important part of high school, it remains a privilege dependent upon a student's good conduct and citizenship. The administration reserves the right to suspend, for definite periods of time, a student's eligibility to participate in any school related extracurricular activity for repeated or serious misconduct. Any verified violation of the Powers Catholic Student Code of conduct will result in consequences specifically relating to suspension from participation in extracurricular activities. This includes behavior at or away from school that disrupts order or reflects poorly on Powers Catholic High School.

Students must be present for the entire school day in order to participate in – or attend – any extra-curricular event sponsored by the school. Exceptions may be granted by the school administration. It is incumbent upon a student who missed any part of the school day to seek permission in advance if there are extenuating circumstances.

OTHER/MINOR INFRACTIONS

To avoid being cited for other infractions, students should observe basic, common courtesies. Examples include walking in the hallways, maintaining quiet in the hallways while classes are in session, being polite and honest in dealings with others, taking care of one's own litter, using care with the property of the school, using good language, etc.

DETENTION OBLIGATION

Detention will be held each week on the second day of class (normally a Tuesday) from 3:15-4:00. Students who receive a detention are required to serve it on the Tuesday of the "next week". Any student who is in school on detention day must serve their detention or will be suspended from school the following day. Any excuse from this obligation requires the advance permission of the Administration.

SUSPENSION

Suspension from class or school is a statement about the seriousness of an infraction - or series of infractions - of school policy. Its purpose is to raise the awareness of a student and to result in changed behavior.

Any missed class time due to suspension will inevitably have an effect on a student's academic progress. Teachers will not be responsible for extra work to accommodate students who have been suspended from school.

The following will apply to suspended students:

1. Tests and major projects will be taken and/or due on the day of the student's return.
2. All other class work **may not be made up.**
3. Students must bring with them necessary school/reading materials to keep them busy while they are serving in-school suspensions.
4. The school reserves the right to mandate that certain suspensions be served at home rather than at school. In no case will a student be sent home without a parent being notified in advance.
5. Students may not participate in any school sponsored extracurricular activity on any day during which they are suspended. This includes weekends when a suspension carries over the weekend.

EXPULSION

Expulsion is defined as removal of the student from Powers Catholic. Expulsion may result from a serious act (see serious infractions above) or from a pattern of non-cooperation with the school's rules or expectations.

GUIDELINES FOR READMISSION

Readmission to Powers Catholic after expulsion may be considered only at the beginning of a new marking period and after a student has successfully completed coursework at another school without disciplinary problems and/or can give evidence of assistance obtained to deal with problem areas. Readmission is at the discretion of the principal who will meet with both the student and the parent prior to making a decision. Readmission will involve certain conditions such as a behavior contract, communication with the student's outside therapist, court caseworker, or other appropriate professional. Additionally, the student's eligibility to participate in extracurricular activities may be restricted.

COMPUTER/INTERNET AND RELATED TECHNOLOGIES

The use of computers, the Internet and all related technologies at Powers Catholic High School is a privilege, not a right. Failure to abide by the school policies and procedures may result in the cancellation of that privilege. School disciplinary action may be taken and/or appropriate legal action taken for violations that are unethical or constitute a criminal offense. Serious violations may result in suspension or expulsion. All users must sign an acceptable use agreement. Students must have parent/guardian sign the agreement. The agreement must be on file in the school before the school technologies are used. These forms are available on our website.

Acceptable Use:

The use of Computers/Internet and related technologies must be in support of education, research and be consistent with the educational objectives of the Diocese of Lansing.

Unacceptable Use:

The following may result in detention and/or cancellation of privileges:

- Use for personal and/or commercial activities.
- Use for product advertisement, political lobbying, unauthorized game playing, unauthorized chat, or chain letters.
- Use of computers/technologies for plagiarism. This includes, but is not limited to, copying a computer file that contains another's assignment and submitting it as your own or using it as a model for your own; or knowingly allowing another to copy or use your computer files and submit it as his/her work.
- Accessing computers, software, computer data or networks without proper authorization.
- Remaining on line for excessive periods of time or in such a manner as to disrupt others use of the network.
- Use of disks, programs, games etc from outside the school without prior authorization.

Serious Violation

Serious violations may result in probation, suspension, expulsion

- Willful acts of sabotage or vandalism to hardware or software. This includes the uploading or creation of viruses. (Violators will also be required to make restitution.)
- Attempting to remove or modify computer equipment, software or peripherals without authorization.
- Circumventing normal resource limits, log-on procedures and security regulations.
- Violating the copyright laws by illegal and unethical copying or use of software.
- Using the computer/technology to harass or threaten others; this includes but is not limited to, transmission of confidential information.
- Accessing inappropriate or controversial information. This includes but is not limited to, bomb making, terrorist activities, pornography and inappropriate language.
- Misuse of networked or on-line services.

VII. SOCIAL LIFE

Social events are coordinated through and approved by the administration. These events are open to Powers Catholic students and our regular code of conduct is in effect regardless of where the school sponsored activity is taking place.

Dances/socials: These events are open to Powers Catholic High School students. For some events, students from other schools may attend as a guest of a student from Powers Catholic. Each Powers student is limited to one guest per event and is responsible for his/her guest. A guest pass is required and must be completed and submitted prior to the dance.

Athletic Contests: Powers Catholic has a long tradition not only of being successful on the playing surface, but also in the stands. We believe in enthusiastic, positive cheering for our teams and in good sportsmanship in victory and defeat. Remember that you represent not only yourself and your family, but your school as well. Be Loud, Be Proud, Be Powers!

VIII. ATHLETICS

Membership

Powers Catholic High School is a member of the Michigan High School Athletic Association and the Saginaw Valley League. Other Members of the Conference are Carman-Ainsworth, Davison, Flint Southwestern, Flint Northwestern, Saginaw High, Saginaw Heritage, Saginaw Arthur Hill, Bay City Central, Bay City Western, Midland Dow, Mt. Pleasant and Lapeer.

The Powers Catholic Athlete

Students participating in the athletic program are expected to observe the following guidelines - athletes:

1. Must comply with the Eligibility Rules for senior high school students as prescribed by the Michigan High School Athletic Association (Athletic Handbook)
2. Must maintain academic standards as prescribed by the school and state.
3. Must have on file each year a physical examination slip which indicates that they are physically fit to participate in that sport.
4. Must follow all training and practice rules as established by the school and the individual coach of each sport.
5. Will be held financially responsible for the use and care of assigned equipment.
6. Must comply with the coach's rules and regulations for the team.

MICHIGAN HIGH SCHOOL ATHLETIC ASSN:

Summary of Eligibility Rules for Senior High School Students:

1. Read these rules carefully, and be sure you understand them.
2. If you have any questions ask your coach or athletic director BEFORE you participate and endanger your high school athletic eligibility.

The following requirements must be met to be eligible to represent your school in interscholastic athletics:

Enrollment: You must have been enrolled in a high school not later than Monday of the 4th week of the present semester.

Age: You must be under 19 years of age at the time of contest unless your 19th birthday occurs on or after September 1st of a current school year, in which case you are eligible for the balance of the school year.

Physical Examination: You must have passed a satisfactory physical examination for the present school year. Record of this examination must be on file in the high school.

Seasons of Competition: You must not have competed for more than 4 first and 4 second-semester seasons in a sport in a four-year high school, nor more than 3 each, first and second-semester seasons in a three-year high school.

Semester of Enrollment: You must not have been enrolled in grades 9-12, inclusive, for more than 8 semesters. The 7th and 8th grade semesters must be consecutive. Enrollment in a school for a period of 3 weeks or more counts as a semester. Participation in one or more interscholastic athletic contests also constitutes a semester of enrollment.

Undergraduate standing: You must not be a high school graduate.

Transfers: A student who transfers from one high school to another high school is ineligible to participate in an interscholastic athletic contest for one (1) full semester in the school to which the student transfers or the student qualifies under one or more of the MHSAA exceptions. **All transfer students must meet with the Athletic Director to review their status as a student athlete. The conference must take place prior to the first competition.**

Awards: A student may accept, for participation in athletics, a symbolic or merchandise award which does not have a value or cost in excess of \$15.00. This may not be in the form of cash or merchandise certificates. Banquets, luncheons, dinners, non-competitive trips, and fees or admissions to be a spectator at events, if accepted in kind, are permitted under this regulation.

Amateur Practices: The student must not accept any money or other valuable consideration (merchandise, etc) for participating in any form of athletics, sports, or games, for officiating in interscholastic athletic contests, or for having signed a contract with a professional team.

Limited Team Membership: (a) A student who, after practicing with or participating in an athletic contest or scrimmage as a member of a high school athletic team, participates in any athletic competition not sponsored by his/her school in the same sport during the same season, shall become ineligible for a minimum of the next three (3) contests and maximum of the remainder of that season in that school year. (b) A student shall not compete at any time in any sport under M.H.S.A.A. jurisdiction in any of the following events: 1) "All-Star" contests; 2) "All-Star" fund-raising events; 3) Any event which is or purports to be a national high school championship or the qualification thereto. Participation in such a contest by a high school student shall cause that student to become ineligible for all interscholastic athletics for a maximum period of one year of school enrollment from the date of the athlete's last violation of this Regulation. (c) A student may participate as an individual at any time without loss of interscholastic eligibility: 1) As a member of a National Team or 2) In an Olympic Development Program.

CODE OF CONDUCT FOR ATHLETES

Philosophy

Powers Catholic athletes are expected to set an example of good citizenship and sportsmanship for their high school. The purpose of the athletic code is to help students develop self-control and self-discipline in establishing and maintaining acceptable behavioral standards.

Sportsmanship Responsibilities

Good sportsmanship is not an inborn quality, but it can be developed by following just a few simple guidelines. The basic fundamentals of good sportsmanship include the following expectations:

The Player

1. Treats opponents with respect.
2. Plays hard, but plays within the rules.
3. Exercises self-control at all times, setting the example for others to follow.
4. Respects officials and accepts their decisions without gesture or argument.
5. Wins without boasting, loses without excuses, and never quits.
6. Always remembers that it is a privilege to represent Powers Catholic High School and community.

The Spectator

1. Attempts to know and understand the rules of the contest.
2. Recognizes and appreciates the skills of all participating student-athletes.
3. Cooperates with and responds enthusiastically to cheerleaders.
4. Shows compassion for an injured player.
5. Applauds positives performance; does not heckle, jeer or distract athletes, and avoids use of profane and obnoxious language and/or behavior.
6. Respects the judgment and strategy of the coach and does not criticize the athletes or coaches for loss of a contest.
7. Respects property of others and authority of those who administer the contest.
8. Censures those whose behavior is unbecoming.

**WINNING IS FOR A DAY;
SPORTSMANSHIP IS FOR A LIFETIME**

Regulations for Athletics

An athlete may be suspended from participation in all athletic contests and practices for a definite period of time by the Athletic Director for persistent disobedience, gross misdemeanor, or actions that could be construed as detrimental to the athletic program of the school. Listed below are other violations for which an athlete could be

suspended from competition.

1. Drinking, smoking and substance abuse

An athlete found guilty of drinking, smoking or being in possession of alcohol, tobacco or other illegal drugs at any time during his/her attendance at Powers Catholic, he/she is subject to an automatic suspension for up to 25% of the current or upcoming athletic season. The suspension will be issued based on the confirmation of the offense. The suspension includes practice and is effective immediately or depending on the timing of the violation, it will become effective the week of the first suspended contest.

Term: If a season ends and only a percentage of the suspension has been served, the remaining percentage will be applied to the athlete's next season in which he/she participates, regardless of sport. The suspension is acknowledged as served only if the athlete completes the season as a member of the team.

If the maximum number of regular season contests are scheduled, the following table is to be applied. Otherwise, the suspension will be determined by the Athletic Director based on the number of contests scheduled – up to but not to exceed 25% of the season's contests. In the event of a cancellation of a contest, the suspension will be served during the next scheduled contest.

Sport	<i>Games/ Contests</i>	<i>Suspension</i>
Basketball	20	5
Football	9	2
Ice Hockey	24	6
Lacrosse	18	4
Skiing	15	3
Soccer	18	4
Baseball	34	8
Bowling	24	6
Girls Comp. Cheer	12	3
Cross Country	15	3
Golf	16	4
Softball	34	8
Swimming	17	4
Tennis	16	4
Track	18	4
Girls Volleyball	18	4
Wrestling	16	4

***Games/Contests in the above tables are based off of the maximum allotment of games allowed during a season according to MHSAA policy.*

If a second violation should occur during the student's time at Powers Catholic, then the suspension will become one calendar year.

2. Civil or Criminal Law Violations

- a. The Athletic Director and Principal will make disciplinary decisions in all cases of Civil or Criminal Law Violations involving other persons. (Stealing, breaking and entering, carrying concealed weapons, vandalism, assault, etc.)
- b. Non victim violations of Civil or Criminal law (except smoking, drinking, and drug abuse) are to be handled by the Athletic Director and Principal only if flagrant and repeated enough to be a community problem.

3. Attendance at School

Athletes must be present for the entire school day in order to participate in practice or a game unless permission is granted by one of the school administrators.

4. Athletes Not Completing a Season with a Team

- a. An athlete who elects not to complete the season on a team once the athlete has participated as a team member after the first scheduled contest cannot join another team during the season without the consent of both coaches and the Athletic Director.
- b. If an athlete leaves the team due to injury or illness on a physician's recommendation and later is certified as capable to participate in athletics, such athletes may rejoin the team, or if mutually agreed by coaches involved, any other team.
- c. Special circumstances not included in the above items must be cleared through the Athletic Director.

5. Suspension from School

Any athlete suspended or expelled from school is automatically suspended from all athletic squads during that period of time.

6. Equipment

Each athlete accepts full responsibility for all athletic department equipment issued to him/her, and must return all items at the conclusion of the season or compensate for any stolen or lost equipment. Failure to return equipment in a timely manner will result in a \$25 fee and will not be allowed to participate in the next season until equipment is returned.

7. Athletic Practice and Vacations

It must be understood that practice for athletic teams is tightly controlled by beginning and ending dates of seasons, by schedules and by the need for proper physical conditioning.

If a student cannot attend early practice sessions or must miss part of a season due to family vacations, the student must realize that the chances of playing or making the team are greatly reduced. However, a coach may not dismiss or eliminate a player from the team for missing practice during a school scheduled vacation. Practice sessions and game/meet schedules cannot be arranged around vacations for individuals.

Maintaining proper physical conditioning dictates the need for practice during the various vacations that occur throughout the year.

Coaches will review the schedule for practice and games/meets at the beginning of a season. However, students who miss practices must earn their starting assignments or team position over again. No assignment or team position will be held for athletes while they are on vacation, nor will there be any other penalty given to the athlete.

8. Academic Eligibility for Athletes

The primary function of school is to provide students with a learning environment. It is the desire of the school that all students make use of this opportunity. With this goal in mind, academic eligibility requirements are in effect at Powers for all athletes. (See Academic Eligibility Policy)

IX. GRIEVANCE PROCEDURES

Dear Parent or Guardian;

Diocesan regulations direct that students or parents who have a “complaint of a wrong or an injustice allegedly suffered (by them shall make a) sincere attempt to resolve any complaints by means of a conference between the concerned parties.” In practice, this means that parents would talk to a coach before going to the athletic director. They would talk to a teacher before seeing the principal. They would talk to the principal before going to the board of education. And finally, if necessary, it means they would talk to the board before going to the Diocese.

If a parent or student has an issue that needs to be addressed, we ask that the above chain of communication be used. If there is no satisfaction at the first level, then it is the parent's right to take it to the next level and so on. If, ultimately, an issue comes to the attention of the principal and cannot be resolved to the satisfaction of the parent, a parent may appeal to the Powers Catholic Board via grievance procedures, which are available from the principal.

We hope that most problems which arise might be resolved at the first level of communication; however, we also understand that not every issue is that easily solved. That is why we have this policy in place.

The welfare of our children is of concern not only to parents, but to our school staff and board members, as well. Though we cannot promise you complete satisfaction in every matter that comes to our attention, we do promise that we will listen to your concerns and make our best effort to resolve them.

As always, thank you for the privilege of working with and for your children.

Most sincerely,

Sally Bartos
Principal

Kathleen Kirtek
Board President