

# **Powers Catholic High School**

## **2019-20 Student-Parent Handbook**

### **MISSION STATEMENT**

Powers Catholic High School is dedicated to excellence in education while making disciples of Jesus Christ in a safe and welcoming environment.

### **PHILOSOPHY STATEMENT**

Powers Catholic High School creates intentional Disciples of Jesus Christ who live out the Gospel. Guided by the principles of our Catholic faith, our staff is committed to forming leaders who serve church, family, and community.

Our highly-qualified instructors and administrators create life-long learners. We prepare students for higher education, we develop productive members of society, and we educate the mind, body, and spirit in a faith-filled, 21<sup>st</sup>-century learning environment.

We focus on excellence in education, fine arts, athletics, and a variety of extracurricular activities in a safe and welcoming environment. We respond to the needs of a diverse student population by partnering with parents to nurture students' self-worth and foster their God-given talents.

"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.

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## **I. CONTACT INFO**

Academic concerns	Instructor first; Counselor second; Third, Principal, Mrs. Sally Bartos
Athletic concerns	Coach first; Athletic Director, Mr. Michael Watson
Attendance	Mrs. Melinda McKnight 591-SICK (7425)
Discipline matters	Instructor first for class-related matters; Assistant Principal, Mr. Travis Perry Principal, Mrs. Sally Bartos
Enrollment questions	Director of Admissions, Ms. Valaria Sunday
Tuition payments	First: Connie Wiggins, 810-591-4747; Mr. Rich Trogan, Business Office Mgr. 810-591-4747

Except where noted, call 810-591-4741

Email addresses available at [www.powerscatholic.org](http://www.powerscatholic.org)

## **II. PARENT NOTIFICATION STATEMENTS**

### **A. 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](http://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](mailto:sbartos@powerscatholic.org)) that your child is not to participate.

### **B. 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 Sue Adams ([sadams@powerscatholic.org](mailto:sadams@powerscatholic.org)) clearly stating your intention that we are to withhold this information.

### **C. ASBESTOS MANAGEMENT**

Powers Catholic is considered Asbestos free. Our Asbestos Management File is located in our front office and is available for review.

### **D. 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, 2020.

### **E. 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.

### **F. 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.

### **G. 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.

### **H. SCHOOL COMMUNICATION WITH STUDENTS**

By signing the Handbook Acknowledgement Form, a parent agrees to give permission for all school personnel, including teachers, counselors, coaches, and other staff members to have electronic communication with their student

### **III. 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 previous school(s).

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.

#### **A. 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.

#### **B. WITHDRAWAL AND TRANSFER**

Any student withdrawing or transferring from Powers Catholic 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.

### **IV. TUITION-BOOKS**

#### **A. 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 extracurriculars and class until such time as proper arrangements have been made. Refer to **Appendix C** for more details.

#### **B. BOOKS**

In most classes students are required to purchase their own books. These books, electronic or paper, new and/or used, may be purchased from a location of the parents choosing. Books may continue to be purchased during the first week of classes.

#### **C. TUITION ASSISTANCE**

Students are eligible to apply for tuition assistance once they have submitted an application for admission. All grants are awarded by the School Scholarship Committee. All applicants must file a complete PSAS application available online at <http://www.powerscatholic.org/tuition--financial-aid.html>. Grants awarded are determined by the need of the applicants and the amount of funds that are available.

## **V. 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. It is also important that parents realize that students need to be here for the entire school day. Late arrivals and early dismissals can be a detriment to the student's educational growth. Students unable to meet this ideal are governed by the following:

### **A. 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.*** to report an absence, late arrival, or early dismissal.
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 amount of time is granted for the make-up work.

### **B. 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:

1. 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). If a student skips 3 or more hours, they will receive an in-school suspension.
2. A second incident of skipping will result in at least a one-day suspension from school.
3. Any subsequent incident may result in long-term suspension or dismissal from school.

Powers Catholic is a closed campus. Any student leaving campus without permission will be subject to the penalties listed above as well as additional disciplinary measures at the discretion of the school administration.

### **C. EXCESSIVE ABSENCES**

When a student exceeds ten (10) days of absence in a semester without proper medical documentation, a student will be subject to administrative review and possible dismissal. This review may lead to conditional enrollment, including parameters for attendance.

### **D. TARDINESS TO SCHOOL**

Students arriving late to school (any time after the scheduled start time) must report in at the attendance office before going to class. ***Parents should call the sick line (591-7425) 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 attendance office upon the student's return to school.

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 classes for one day. Continued tardiness will be cause for administrative review.

#### **E. 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.

#### **F. 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 Attendance Office. Upon return to school a student is to check back in at the Attendance office. Students who become ill during the day and need to excuse themselves from class must report to the Attendance Office. If students leave for an appointment, they must present a note from the doctor upon their return.

#### **G. AFTER SCHOOL PARTICIPATION**

A student must be in school all day in order to participate in or attend extracurricular events at school that day, regardless if the extracurricular event is before or after school. Exceptions may be granted by an administrator. It is incumbent upon the student to seek permission prior to participation. Any student serving in-school suspension will not be allowed to participate in or attend any extracurricular events at school that day, regardless if the extracurricular event is before or after school.

### **VI. ACADEMIC POLICIES, PROCEDURES, AND PROGRAMS**

#### **A. 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 Catholic 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)

- Modern Language                      2 years (of the same language)

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, Genesee Career Institute students, and Dual-Enrolled students.) To be considered on-track for graduation, a student must have earned a minimum of 10 credits by the end of freshmen year, 22 credits by the end of sophomore year, and 34 credits by the end of junior year.

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.

With proper documentation, Powers Catholic will grant high school credit for a high school level course taken prior to high school admission.

#### 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. Seniors will be required an additional 10 hours for their Capstone.

#### **B. ATHLETES**

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

#### **C. 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, then 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 Catholic. 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 Catholic, the honor points for grades from previous schools will not be weighted.

Students wishing to transfer to Powers Catholic from a homeschool setting must supply documentation and records from their participation in an approved homeschool program.

When a Powers Catholic student completes a semester at an accredited international school, he or she will be given six credits, the equivalent of a semester at an American school. The grades or

percentages received in international 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 Catholic.

#### **D. CREDIT RECOVERY**

Credit recovery courses may be taken for enrichment or to fulfill a graduation requirement. However, classes that are required for graduation from Powers Catholic should not be taken in credit recovery setting unless the student has failed the course at Powers Catholic or has been granted permission from a counselor or administrator. A Powers Catholic counselor or administrator must approve credit recovery classes before Powers Catholic will grant credit. Credit recovery grades do not affect the student's grade point average.

#### **E. EARLY COLLEGE ADMISSION CREDITS**

Powers Catholic 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 Catholic 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 unless it is an approved Dual Enrollment program. For approved Dual Enrollment classes, grades will be computed on an A/Pass/Fail basis.

#### **F. STUDY SKILLS**

Taking a Study Skills period 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.

#### **G. REPEATED CREDITS**

If a student repeats a class (other than those which may be repeated: Forensics, 3D Art, Band, Yearbook, Sports Skills, Choir, Study Skills), 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.

#### **H. 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 or U are given in these classes. Seniors must have at least five classes with letter grades other than S or U. Juniors must have at least six classes with letter grades other than S or U.

#### **I. POWERS ACADEMIC STUDENT SUPPORT PROGRAM**

Powers Academic Student Support Program is an integrated effort on the part of administrators, counselors, teachers, and parents to help students who have learning difficulties. Working as a team, the Powers Catholic 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 Powers Academic 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 Powers guidance counselors.

## **J. 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 third week of the semester even if the class is a seventh class.

## **K. 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, Credit (does not affect GPA)

U, No credit (counts as a failure)

### Quality Point Quotient (QPQ):

Powers Catholic 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:

English 9 A

Amer. Lit. And Lang. A

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

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

#### L. CLASS ACADEMIC DISTINCTIONS

Powers Catholic students achieving a 3.8 GPA earn will be designation as magna cum laude. Students achieving a 4.1 GPA or higher will earn the designation, summa cum laude. Beginning with the Class of 2020, the National Honor Society will require a minimum 3.8 cumulative GPA.

#### M. 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 will be treated as an elective in figuring grade point in order to ensure Band students equity with students who were required to take only one year of Physical Education.

#### N. 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 The 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.

### **O. 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.

### **P. 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.

### **Q. 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.

### **R. ACADEMIC ELIGIBILITY POLICY**

Academic eligibility rules apply to athletics and all extra-curricular activities at Powers Catholic. 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.

### **S. 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.

#### **T. 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/or 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.

#### **U. 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 ASPIRE (7th grade version) or the Powers Catholic Placement 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, a Modern Language Placement test for students who wish to begin in Spanish 2/3 or French 2/3, and an essay application for the Honors Humanities program.
3. ACT ASPIRE Test for freshmen and sophomores which will garner a predicted ACT score.

### 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. Information on these test programs is available online at ACT [www.actstudent.org](http://www.actstudent.org) and SAT [www.collegeboard.org](http://www.collegeboard.org).

### **V. 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 any 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.

Seniors are able to complete, submit individual, and the Common App college applications upon attending Senior College Guidance in early September. Also, seniors will receive information about the transcript submission process at that time. They are encouraged to meet with their counselor to discuss any concerns.

## W. 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:

1. Cheating: When a student misrepresents their mastery of material on a test or on written projects. Examples:
  - Copying another student's homework or class work.
  - Allowing another student to copy work.
  - Using notes or lists during an exam, test, or quiz.
  - Giving out test answers during or AFTER an exam, test, or quiz.
  - Submitting work in their name when it has been completed by another.
  - Altering responses on a quiz or test to deceive the teacher or to "help" another student.
  - Utilizing electronic devices.
2. 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 citations 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:
  - Quote another person's work directly.
  - Uses another person's ideas, opinions, or theories even if they have been paraphrased in the student's own words.
  - Uses facts, statistics, or graphic material taken from a source, unless the information is common knowledge.
3. Fabrication: This is inventing information or giving false information to deceive the educational process. Examples:
  - Citing information which is not taken from the source indicated.
  - Padding a bibliography by listing sources which are not valid.
  - Making up or fabricating information and submitting it as research data.
  - 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:

### 1<sup>st</sup> Offense:

- Student will receive a "0" on the test, quiz, or assignment.
- Parent or guardian is contacted by the teacher.

### 2<sup>nd</sup> Offense:

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

### 3<sup>rd</sup> Offense:

- All steps from 2nd Offense will apply.

- 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.

4<sup>th</sup> Offense:

- 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.

## **VII. GENERAL SCHOOL POLICIES AND PROCEDURES**

### **A. 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 Safe School Line for school safety threats at 1-855-565-2729. The names of individuals reporting information will be held in absolute confidentiality. We all share the responsibility for maintaining a safe community.

If you have been abused or victimized by someone representing the Catholic Church, every diocese in the United States now has a Victim Assistance Coordinator who is available to obtain support for your needs, to help make a formal complaint of abuse to the diocese, and to arrange a personal meeting with the bishop or his representative if you desire. The Victim Assistance Coordinator for the Diocese of Lansing may be reached at 1-888-308-6252 or [cwilliamshecksel@dioceseoflansing.org](mailto:cwilliamshecksel@dioceseoflansing.org) See more at: [http://www.dioceseoflansing.org/child\\_and\\_youth\\_protection#sthash.LYP3KJy9.dpuf](http://www.dioceseoflansing.org/child_and_youth_protection#sthash.LYP3KJy9.dpuf)

### **B. 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.

### **C. VISITORS**

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

### **D. SEVERE WEATHER - SCHOOL CLOSINGS**

In case of severe weather, official announcements will be made over the local media. These stations will 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.

#### **E. CARS/PARKING LOT**

Students driving to school must have their vehicle(s) registered with the school and display the Powers Catholic parking permit. Annual permit stickers are available in the business office for \$1. 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 after the second week of school are subject to a \$25.00 fine. Failure to comply could result in vehicles being towed at the owners expense.

#### **F. STAFF CONTACTS**

Parents who wish to see a particular member of the faculty may contact staff by email. Email addresses are available on our web site at [www.powerscatholic.org](http://www.powerscatholic.org). Parents with concerns regarding a particular course should contact the instructor first. If additional assistance is needed, please then contact the guidance counselor.

#### **G. 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. Students may not leave school without communication between their emergency contact and the Attendance Office.

#### **H. 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 disciplinary action that may include expulsion.

#### **I. 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.

#### **J. 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. This includes any information distributed via electronic devices.

#### **K. 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.

#### **L. LOITERING**

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

#### **M. 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 Uniform Policy 2019-20

Powers Catholic students must be in the approved Powers Catholic uniform. The bullet points below will help specify what students are allowed to wear throughout the school week. For more information please see the Powers Catholic web page (<http://www.powerscatholic.org/uniforms.html>).

##### Monday-Thursday Uniform

- Acceptable
  - Flynn O'Hara collared shirts/pants/shorts/skorts/plaid skirts/pleated skirts/pullover sweaters/sweater vests
  - Girls Only: Approved Tommy Hifiger skorts
  - Solid colored long sleeve shirts (Orange, Blue, White, Grey ONLY) underneath collared shirts
  - ¼-zip pullovers from school store or Flynn O'Hara. HOWEVER, students must wear uniform collared shirt underneath
  - For optional athletic Dress-Up Days: Flynn O'Hara White Long-Sleeve button down/Flynn O'Hara pants
  - Sandals may be worn with a heel strap
  - Special Note: Lands' End skorts are no longer allowed.
  
- Unacceptable
  - Specific team/club/organization/class t-shirts/sweatshirts/ ¼ zip pullovers
  - Hooded sweatshirts
  - Full length zip-up hoodies
  - Coats/Jackets
  - For optional athletic Dress-Up Days: Non-uniform pants/shirts
  - Sandals without heel straps (ex. Flip Flops, Sport Sandals, etc)

##### Friday Team/Club Day (Spirit Day)

- Students are allowed to wear Team/Club/Organization/Class tshirts/sweatshirts/hoodies/ ¼ zip pullovers with a uniform bottom.

**Other things to note:**

- Shorts may be worn year round.
- Powers Catholic ties are for sale in the school Spirit Shop (they are optional).
- NO ITEMS may be torn or ripped, including pant cuffs or necks on hooded sweatshirts.
- Hair must be clean and neat for all students. Young men must be clean-shaven.
- No extreme hair colors or styles.
- No visible tattoos and no visible body piercing other than traditional ear lobe. (Eyebrow, lip, nose, tongue, ear gauges, plugs are NOT allowed).
- No athletic sandals or flip-flops; however, sandals that have a back-strap are allowed. No high heels maybe worn.

**Jean Days**

Some jean days are free while others may have a \$2 fee as a fundraiser for various causes. Jeans must be free of rips or holes. Students may also wear any appropriate T-shirt that is clean and modest. At times polo shirt jean days will be announced. Leggings of any variety are not allowed.

**Relaxed Dress Code Days**

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

***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.***

**N. 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.

**O. BUS PASSES**

Students interested in riding the MTA buses servicing the Grand Blanc and Fenton areas must purchase a bus pass each semester. Students who do not have a bus pass will be subject to fines assessed by Powers Catholic administration.

Students living *within the City of Flint* are eligible for busing through Flint Community Schools. A form must be completed and submitted to our school office and then you will be contacted and told of your pick-up and drop-off times and location. The form is available in the FORMS section of the website located here: <http://www.powerscatholic.org/forms.html>

**P. 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. A staff person supervises all field trips. Appropriate dress is required for such trips.

**Q. 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.

## **R. 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.

## **VIII. 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.

**A. 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:

1. 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.
2. Sexual misconduct or Sexual harassment. This may include sexually orientated actions, statements, or pictures.
3. 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.
4. Speeding and/or reckless driving on or near the school campus.
5. 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.**
6. 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.)
7. 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.**
8. Defacing school property, including the lockers, and other acts of vandalism on or near the school campus.
9. Alcohol: Possession, use or being under the influence of alcohol. 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.

10. **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.
11. **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.**
  - (a) *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.*
12. The use of tobacco or tobacco by-products in any form on school property or at school sponsored functions. This includes all forms of vaping.
13. 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.
14. Any public statement (in any medium, including electronic, Internet, and social media 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.
15. Any misconduct relating to the misuse of school computers or other property. See policy on Computer/Internet and Related Technologies.
16. 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.
17. Repeated misconduct of any nature or truancy.
18. Any conduct which causes disruption or obstruction of any function, process, or activity of the school.

**Special note: Some are under the belief that an 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.**

## **B. 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.

### **C. 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.

### **D. 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.

### **E. 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. Students must bring with them necessary school/reading materials to keep them busy while they are serving in-school suspensions.
3. The school reserves the right to mandate that certain suspensions be served at home rather than at school. In this case, missed class work may NOT be made up. In no case will a student be sent home without a parent being notified in advance.
4. 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.

### **F. 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.

### **G. GUIDELINES FOR READMISSION**

Readmission to Powers Catholic after expulsion may be considered only at the beginning of a new semester and will only be permitted upon the approval of the Readmission Committee. To begin the process, the student and parent must complete the readmission paperwork provided by the school and submit it for committee review. The committee will require evidence that the student has successfully completed coursework at another school without disciplinary problems and/or evidence of assistance obtained to deal with problem areas. Readmission will involve certain conditions such as a behavior contract and 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.

### **H. DRUG TESTING**

Per the guidelines of the Diocese of Lansing, all high school students will be participating in an annual drug screening. The specific details of this Drug Testing Policy are available in **Appendix A** of this document.

## **I. 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. The technology policy and forms are available on the school website and in **Appendix B** of this document.

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 unauthorized picture and video taking.
- 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.
- Use of storage drives, 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 the transmission of confidential information and misuse of social media.
- 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.

## **IX. 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. This includes all dances, athletic contests, NHS Fun Nights, intramural sports, drama and music activities, dodgeball tournaments, Powderpuff, and any other school activity. At any school-sponsored event, searches may be conducted on any vehicle and/or personal belongings.

Refusal to cooperate fully with searches, breathalyzers or drug testing is an admission of guilt.

Dances: 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 Catholic 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!

## **X. ATHLETICS**

### **A. MEMBERSHIP**

Powers Catholic High School is a member of the Michigan High School Athletic Association and the Saginaw Valley League.

### **B. 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.

### **C. MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION:**

Summary of Eligibility Rules for Senior High School Students:

- Read these rules carefully, and be sure you understand them.
- 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:

1. **Enrollment:** You must have been enrolled in a high school not later than Monday of the 4th week of the present semester.
2. **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.
3. **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.
4. **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.

5. **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.
6. **Undergraduate standing:** You must not be a high school graduate.
7. **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 season of any sport they participated in at their previous school unless 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.
8. **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.
9. **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.
10. **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.

#### D. 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:

1. **The Player**
  - Treats opponents with respect.
  - Plays hard, but plays within the rules.
  - Exercises self-control at all times, setting the example for others to follow.
  - Respects officials and accepts their decisions without gesture or argument.

- Wins without boasting, loses without excuses, and never quits.
- Always remembers that it is a privilege to represent Powers Catholic High School and community.

**2. The Spectator**

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

**E. 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, vaping, or being in possession of alcohol, tobacco illegal drugs or banned substances at any time during his/her attendance at Powers Catholic, he/she may be subject to an automatic suspension for up to 25% of the current or upcoming athletic season. Any student who tests positive for illegal substance under the guidelines of the Drug Testing Policy will be subject to that policy and may upon administrative review be exempt from an initial suspension under the athletic policy. 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.
- If a second violation should occur during the student’s time at Powers Catholic, then the suspension will become one calendar year.

<b>Sport</b>	<b>Games/ Contests</b>	<b>Suspension</b>
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.*

**2. Civil or Criminal Law Violations**

- 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.)
- 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**

- 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.
- 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.
- 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 teams 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)

# **XI. GRIEVANCE PROCEDURES**

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 requiring assistance from the diocesan education office.

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 this policy is in place.

The welfare of our children is of concern not only to parents, but to our school staff 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.

## **XII. APPENDIX A – DRUG TESTING POLICY**

### **A. Mandatory Drug Testing**

Every student will provide a hair sample or cheek swab sample during the school day that will be screened for the following drugs: cocaine, opiates, PCP, amphetamines, and marijuana. Hair samples will be collected by trained staff in a secure location. The actual testing of the hair or cheek swab sample will be done by the Omega Laboratories Inc. based out of Ohio, that services various organizations around the world. Test results will be available to only PCHS administrators through a password protected web link. A positive drug test will activate the process described below and eventually outlined in main body of this Student Handbook. In addition to the one mandatory screening for each student in the fall, there will also be random sampling of students throughout the school year.

### **B. DRUG POLICY: INTRODUCTION**

The Powers Catholic High School (PCHS) community forms students spiritually, intellectually, and socially into faithful disciples of Jesus Christ. Our PCHS community (including our parents, students, faculty, staff and administration) pledges to engage in the development of our students to grow toward a healthy, safe, moral and Catholic lifestyle. The PCHS community recognizes the challenges that adolescents face in today's society, with regard to alcohol, drugs, and other substances. As the Catechism of the Catholic Church observes, abuse of drug inflicts "grave damage on human health and life." The PCHS Drug Policy has a focus on student-parent participation, restorative support, and recognition of the moral significance of drug abuse.

Attendance at a Catholic high school is not a right, but it is a privilege. With that privilege, come certain responsibilities. We hold students and their parents, or guardians, to a high code of conduct in areas that affect the well-being and safety of all students. All students and parents are required to consent to participation in all the aspects of this policy and its accompanying administrative regulation as a condition of the student's continued enrollment at Powers Catholic High School. (Throughout this policy, a reference to "parents" includes a single parent, guardian, foster parent, step-parent, custodial relative, or other person having responsibility for the welfare of the student, as the context and the student's situation require).

### **C. APPLICABILITY**

The policy applies to every PCHS student, from the day of orientation until the student's last school-affiliated event is completed. The policy applies at all times and in all places, throughout the student's enrollment at PCHS. There are no times, no days, no places, and no circumstances in which the policy does not apply. A student's behavior away from school and in the school can affect the safety of the student or others. It can also be a sign of a significant issue in the student's life and can affect the overall well-being of the school community. For this reason, the parents agree that PCHS has full and complete discretion to impose discipline, or take other action as it deems appropriate for behavior occurring at the school and away from school.

### **D. PROHIBITED SUBSTANCES AND MATERIALS**

The following, in any form or quantity, are prohibited substances:

1. Illegal Drugs
2. Prescription drugs for which the student lacks a prescription
3. Steroids, Human Growth Hormone or any performance-enhancing drugs
4. Containers for the above items or look-a-like items (e.g. pills, powders, or chopped up leaves presented as being illegal drugs, though they are not)
5. Drug paraphernalia

6. Glues, solvents, fuels, or other common materials used for inhalant abuse, if clearly intended for that purpose.
7. Tobacco and vaping products
8. Alcohol

#### **E. CONDUCT**

The following conduct is an offense under the Drug Policy:

1. Possession of a prohibited substance or material
2. Use of a prohibited substance or material
3. Sale, purchase, or transfer of a prohibited substance
4. Being intoxicated, "high", or under the influence of a prohibited substance
5. Failure to complete the terms of a consequence

#### **F. PROCESS--- SCREENING FOR DRUG USAGE**

Students will be screened for drug usage utilizing a Diocesan approved drug testing company (Omega Laboratories).

1. Annual Screening: All students will be screened for drugs at least once per year.
2. Random Screening: Any student enrolled in Powers Catholic High School is subject to screening for drug usage on a randomly selected basis in addition to the annual screening. Consequently, some students may be tested more than once a year.
3. Follow-Up Screening: Any student found to be in violation of this drug policy will be subject to follow-up screening.
4. Transfer Students: All transfer students shall submit to screening for drug usage on a date as soon as possible after registering for classes.

#### **G. DRUG SCREENING METHOD**

Powers Catholic High School, at this time, will use hair-sampling procedures or cheek swab procedures for the purposes of policy implementation. If hair sampling is to be used, a small sample of head hair will be collected from the students by trained personnel. However, if a sample of head hair cannot be obtained, body hair collected from the arm or leg will be used for the drug screening method. If body hair is also unable to be collected, an alternative method of testing will be administered (i.e., urine at a testing center and/or saliva). Therefore, it is expected (except in certain situations) that students will wear a hairstyle that allows for a sample of head hair to be collected.

#### **H. NOTIFICATION OF TEST RESULTS**

Notification of test results will be delivered confidentially to the administration by the drug testing company. The administration will notify the parents of any students who have tested positive once the results have been reviewed. On occasion, parents will be asked to come to the school at the first mutually convenient time to discuss the report.

It is left to the discretion of the administration as to whether or not they will notify parents and guardians in regard to a negative test result.

#### **I. CONSEQUENCES-ALL OFFENSES**

1. Parent Meeting (mandatory) -The student and a parent or guardian will meet with the support group which may include Administrators, counselors, and the chaplain to discuss the offense and the consequences under the Drug Policy. A staff mentor may also be assigned to the student for extra support.
2. School Counseling and Treatment Program (mandatory) -The high school counselor will make a referral to a PCHS-approved and licensed assessment agency (Assessment). The

student will provide a copy of the assessment and the plan resulting from the Assessment to the PCHS counselor and the administration. The student is required to complete the plan successfully and will provide any verification requested by PCHS. Any expenses incurred for the Assessment and/or any treatment program required by the plan will be the responsibility of the student/parent and not PCHS. The student/parent will be required to contact a recommended Counseling/Treatment Agency as soon as possible after meeting with a PCHS counselor and obtaining the necessary contact information.

3. Spiritual Counseling (strongly recommended) -The occasion of an offense is an opportunity to encounter Christ, whose positive message is one of Truth and Redemption. Catholic students will make an appointment with the school Chaplain, the student's parish pastor, or other priest, for spiritual guidance and conscience formation, and have the opportunity, if desired, for the Sacrament of Reconciliation. Non-Catholic students will make an appointment with the school Chaplain or a minister within the student's religious tradition for similar purposes.
4. Mandatory service hours will be served at a PCHS approved agency or program (these service hours are not counted toward the PCHS service requirement for every student). The student will provide a copy of the service hours performed with a signature of an agency or program supervisor to the Administration and PCHS counselor. The student is required to complete the service hours successfully and will provide any verification requested by PCHS.

## J. INTERVENTION MATRIX

1. First offense
  - a. Must complete parent meeting
  - b. Must complete assessment and start treatment plan
  - c. Mandatory second drug test paid for by the parent/student; PCHS will not be responsible for the cost
  - d. 4 service hours approved by PCHS
2. Second offense
  - a. Must complete parent meeting
  - b. Must complete assessment and start treatment plan
  - c. Suspended for 25% of athletic season, performances, activities, etc (discretion of administration).
  - d. Four weeks on social probation
  - e. Athlete/actor/participant must attend practices unless time is needed for counseling/guidance\*\*\*
  - f. Finish the season, performance, activity in good standing
  - g. Additional mandatory drug test paid for by the parent/ student. PCHS will not be responsible for the cost
  - h. 8 service hours approved by PCHS
3. Third Offense **(The student may be subject to long-term suspension/expulsion at the discretion of the Administration based on previous incidents and behavioral history if a third offense occurs).**
  - a. Must complete parent meeting
  - b. Must complete assessment and start treatment plan
  - c. Suspended for 50% of athletic season, performances, activities, etc
  - d. Eight weeks on social probation
  - e. Athlete/actor /participant must practice unless time is needed for counseling/guidance\*\*\*

- f. Mandatory drug test paid for by the parent/student. PCHS will not be responsible for the cost
- g. 16 service hours assigned by PCHS

4. Fourth Offense

- **Student will be subject to long-term suspension/expulsion at the discretion of the Administration.**

\*Season as related to athletics, performances as related to band, choir, drama, etc., activities as related to clubs, etc. Because of the diverse nature of activities offered at PCHS, the Administration will make decisions in this area on a case-by-case basis when necessary.

\*\*In items 2c & 3c: The percentage will be figured on the number of regular season games or performances on the schedule. If there are not enough games/ performances left in the current season to serve the full suspension, the remainder of the suspension will carry over to the next season/performance in which the student competes or participates. All percentages will be rounded up to the next whole number.

\*\*\*In items 2e and 3e: Athletes may compete in scrimmages during their suspensions but scrimmages will not count toward the percentage of the contests for which the athlete is suspended. Actors may perform in dress rehearsals, but dress rehearsals will not count toward the percentage of the performances for which the performer is suspended.

**Failure to complete-** Students who fail to complete any of the consequences outlined above will remain ineligible for competition, and will remain on social probation until all consequences are completed. At that time the Administration will determine when and if the student may return to competition/participation and/or be released from social probation.

#### **K. SELF DISCLOSURE**

Self disclosure exists for students willing to admit their violation of the Drug Policy and move forward on the path toward restoration of full privileges in the Powers Catholic Community, and toward becoming the person God is calling them to become.

A student who by him/herself or together with his/her parent or legal guardian voluntarily discloses their violation of the Drug Policy to the Administration before the mandatory drug test will be subject to the following consequences (the student will still be tested after disclosing to establish a baseline of use from which to gauge progress or lack thereof):

1. Self-disclosure (available for first offense only of high school career)
  - a. Must complete parent meeting
  - b. Must complete assessment and start treatment plan
  - c. Mandatory second drug test paid for by the student/parent. PCHS will not be responsible for any costs

Note: a student who commits a second offense after self-disclosing on their first offense receives the normal second offense consequences.

#### **L. LAW ENFORCEMENT**

It is the policy of PCHS to cooperate fully with law enforcement agencies. The school will report any conduct that it is required by law to report. Where appropriate, the school will seek

information from law enforcement agencies regarding student conduct.

**M. EXCEPTIONAL CIRCUMSTANCES**

Notwithstanding any other provisions of this Policy, PCHS retains full and complete discretion to impose any discipline or take any other action, or decline to take action, as it deems appropriate for any student behavior occurring anywhere at any time.



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## 1. Purchasing Your iPad

Each student is responsible for purchasing their own iPad. The acceptable iPad models are a 4<sup>th</sup> generation iPad or newer (excluding the iPad mini) including a protective case and keyboard.

## 2. Taking Care of Your iPad

Students are responsible for the general care of the iPad they have purchased.

### 2.1 General Precautions:

- All users will follow this policy and the Acceptable Use Policy for technology.
- Students are responsible for keeping their iPad's battery charged for school each day.
- Students should be sure to label their equipment (iPad, charger, case, etc.).
- **Students should personalize iPads with a Pass Code.**

### 2.2 Carrying iPads:

- Limit the number of items carried in a backpack with the iPad to limit the amount of pressure applied to the iPad screen.
- Avoid bumping the iPad against any surface.
- Protective cases should be used at all times.

### 2.3 Screen Care:

- Do not lean on the top of the iPad at any time.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not put anything in your backpack that will press against the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use any chemicals or cleaning fluid.
- Do not bump the iPads against lockers, walls, floors, etc. as it will eventually break the screen.

## 3. Using Your iPad at School

### 3.1 iPads Left at Home:

- If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. If a student leaves their iPad at home, consequences will be left up to the teacher's discretion. Coming to class without a charged iPad where an iPad is a necessity, is coming to class unprepared.

### 3.2 iPad Undergoing Repair:

- Loaner iPads will be available to check out daily from the library in the event of a damaged iPad on a first come first serve basis.

### 3.3 Screensavers and Backgrounds:

- Inappropriate media may not be used as a screensaver or background photo. For example, presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary action.

### 3.4 Charging Your iPad:

- Students are responsible for having iPads fully charged on a daily basis. Classrooms are not equipped for charging iPads. Based on the current infrastructure of the school, students should not expect to charge their equipment during the day.

### 3.5 Sound, Music, Games, or Programs:

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- The use of games, music or other applications during instruction will result in disciplinary action within the classroom.

### 3.6 Printing:

- While many assignments may be submitted electronically, students are welcome to print school-related documents in the library. There are wireless printers available.

## 4. Using Your Cell Phone at School

### 4.1 Cell Phone Usage:

- Cell phone usage within the classroom is up to that teacher's discretion. Cell phone usage will be permitted in the commons before or after school and during lunch.
- No usage in classrooms or offices at any time without permission.

### 4.2 Screensavers and Backgrounds:

- Inappropriate media may not be used as a screensaver or background photo. For example, presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, tobacco, and gang related symbols or pictures will result in disciplinary action.

### 4.3 Sound, Music, Games, or Programs:

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- The use of games, music or other applications during instruction will result in disciplinary action within the classroom.

### 4.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyright materials
- Downloading or using apps which violate the Acceptable Use Policy during school hours
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Use of the camera to take and/or distribute inappropriate or unethical material

## 5. Managing Your Files and Saving Your Work

### 5.1 Saving Your Work:

- It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad malfunctions are not an acceptable excuse for not submitting work timely.

#### 5.2 Network Connectivity:

- Powers Catholic High School makes no guarantee that the network will be up and running 100% of the time. In the rare case that the network is down, the school will not be responsible for lost or missing data.

### 6. Acceptable Use

The use of Powers Catholic High School's technology resources is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district's technology resources will be denied, and the appropriate disciplinary action shall be applied. The Powers Catholic High School's Acceptable Use Policy as well as the Student Handbook shall be applied to student infractions.

#### 6.1 Parent/Guardian Responsibilities:

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information.

#### 6.2 School Responsibilities:

- School will provide Internet and email access to its students.
- School-offered Internet will provide blocking of known inappropriate materials and social media.

#### 6.3 Student Responsibilities:

- Students will use iPads in a responsible and ethical manner.
- Students will obey general school rules concerning behavior and communication that apply to iPad use.

#### 6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyright materials
- Messaging services
- Internet games
- Downloading or using apps which violate the Acceptable Use Policy during school hours
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior
- Use of the iPad camera to take and/or distribute inappropriate or unethical material

#### 6.5 iPad Care:

- Students will be held responsible for maintaining their individual iPad and keeping them in good working order. Students will be responsible for damages to their iPads.
- iPad batteries must be charged and ready for school each day.
- iPads that are stolen or lost must be reported immediately to the office.

## 6.6 Legal Propriety:

- Plagiarism is viewed as a form of cheating and thus is a violation of the Powers Catholic High School Student Handbook. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession or hacking software is strictly prohibited and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by Powers Catholic High School.

## 6.7 Student Discipline:

- If a student violates any part of the above policy, he or she will be subject to consequences as listed in the Acceptable Use Policy and Powers Catholic High School Student Handbook.

# 7. Protecting and Storing Your iPad

## 7.1 iPad Identification:

- iPads purchased directly from Apple include free engraving. Students should also take care to label all other forms of equipment relating to the iPad (charger, case, etc). iPads purchased from other vendors must still be labeled.

## 7.2 Storing Your iPad:

- When students are not using their iPads, they should be stored in their locker or kept with the student. Nothing should be placed on top of the iPad when stored in student lockers. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a student's vehicle at school or at home.

***Do NOT leave your iPad in a place that is experiencing extreme hot or cold conditions (i.e. car in summer or winter). Extreme heat will damage the unit itself and extreme cold will cause severe screen damage.***

## 7.3 iPads Left in Unsupervised Areas:

- Powers Catholic High School is not responsible for lost, stolen, or misplaced iPads.

## 7.4 Repairing Your iPad:

- Students will be responsible for damages to their iPads including, but not limited to, broken screens, cracked plastic pieces, inoperability, etc.

### Repair Options

#### 1. Apple Store

Twelve Oaks Mall: 27518 Novi Rd, Novi, MI 48377

Somerset Mall: 2800 W Big Beaver Rd, Troy, MI 48084

#### 2. iCracked

Kollin VanDenHeuvel, MI Mobile Device Repair LLC, Certified Tech, (616) 560-7162

#### **XIV. APPENDIX C – TUITION PAYMENT POLICY**

Powers Catholic High School makes every effort to provide an affordable, quality, Christ-centered education for our students. With tuition being our major annual funding source, it is imperative that all families are committed to paying tuition, fundraising obligations, and fees (collectively, “tuition”) in a timely manner. To that end, the following Powers Catholic Tuition Payment Policy is effective as of August 1, 2019.

**Payment Due Dates and Expectations:** Tuition payments are due on the 5<sup>th</sup> of each month. Anyone enrolled in an automatic ACH withdrawal program will have payments withdrawn on the 15<sup>th</sup> of the month. Additionally, a \$25.00 past due fee will be added to the account if tuition is not paid by the 15<sup>th</sup> of each month. **If extenuating circumstances should arise that will cause a delay in payment, parents/guardians will be expected to contact our Business Office in advance of missing any payments.** If necessary, alternative payment arrangements may be discussed on a temporary basis.

**30 Days Past Due:** A “Past Due Notice” will be sent to parents/guardians via email when a tuition payment becomes 30 days past due. The entire past due amount including any past due fee, is to be paid in full within two weeks of receiving the 30 day past due notice in order to avoid any further penalty.

**60 Days Past Due:** If any past-due tuition owed reaches 60 days past due, and no alternative payment arrangements have been agreed upon, the student(s) will not be permitted to participate in school events or extra-curricular activities (including, but not limited to, sports or academic teams, clubs, plays, dances etc.). In addition, a second “Past Due Notice” will be sent to the family.

**90 Days Past Due:** If any past-due tuition owed reaches 90 days past due and no alternative payment arrangements have been agreed upon, in addition to the steps above, the student(s) will not be permitted to attend classes for the following quarter or any subsequent quarter until the account is current.

In addition, since individual student accounts are invoiced on a family basis, these policies will affect each child in the family. Regardless of custody, both parents are jointly responsible for tuition and other fees charged by PCHS.

**Furthermore, senior students will not be permitted to receive their cap & gown, or participate in graduation ceremonies and/or any other senior activities if ANY financial obligations are outstanding.**

In all cases, Powers Catholic High School reserves all rights to collect any past-due tuition. This may result in referring your account to a collection agency as a last resort. It is our goal to provide ALL of our students with an exceptional faith-filled education and our desire to work in partnership with all of our families to achieve this objective. In order to accomplish this goal, we must implement a consistent tuition policy that is fair, consistent, and reasonable. Thank you for your understanding with this process.

Rory Mattar, President  
[rmattar@powerscatholic.org](mailto:rmattar@powerscatholic.org)