



Hackett Catholic Prep
Student Handbook
2025-2026

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1. Welcome Message

Dear Students, welcome to Hackett Catholic Prep! We are honored and excited to have you as a part of our school community. This student handbook is your guide to Hackett’s policies, procedures, and expectations. Please take time to read it carefully, as it explains the standards of conduct we uphold as a Catholic high school.

Together, let us seek Jesus Christ, pursue academic excellence, and build a supportive, compassionate, and joyful community.

Wishing you a successful and fulfilling school year.

In Christ,
Principal Scoles

2. Mission and Values

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

3. General Guidelines

3.1. School Hours and Attendance

The instructional day for students runs from 7:45 a.m. to 2:30 p.m. Students are expected to arrive at class on time and attend all scheduled classes and school events.

Because Hackett cannot guarantee proper supervision after school hours, students should be picked up or leave the building by 3:00 p.m. Students who remain on campus after 3:00 must wait either in the lower foyer or outside the main office until their transportation arrives.

3.1.1. Attendance Policy

Regular attendance is crucial for academic success and spiritual growth. Per diocesan policy, students are allowed nine absences per class per semester. Absences for the following reasons **do not count** toward the nine absences:

- Medical absences (documentation, not a parent phone call, required)
- College visits (juniors and seniors allowed two days per semester)
- Family emergencies (e.g. funerals, visiting family in hospice, etc.)
- School business (e.g. retreats, early dismissal for sports, etc.)

When a student accrues more than nine absences in a class, the student will be required to **make up each hour** missed *outside of the school day* before the student's grades can be released to the student and the student's family.

To ensure student safety, Hackett asks that all absences be communicated either via email (attendance@hackettcp.org) or by phone to the front office (269-381-2546 ext. 215) by a parent/guardian as soon as their schedule allows.

3.1.2. Excessive Absences

Hackett recognizes that extended illnesses, family emergencies, and other unexpected events sometimes occur. In some cases, students who exceed nine absences in a class may be referred to the Academic Advisory Board for review.

The Board will evaluate the student's circumstances and make a recommendation to the principal regarding one of the following:

- Whether the student has demonstrated sufficient mastery of the course content,
- Whether additional steps are needed to demonstrate mastery, or
- Whether credit for the course should be withheld for the semester.

The principal will make the final decision based upon the Board's recommendation and the student's overall academic standing.

3.1.3 Inclement Weather

In the event of unsafe weather conditions, Hackett may delay the start of school or cancel classes for the day. Notifications will be shared via email and Hackett's official social media channels. Parents and students can also sign up for text alerts to their phones through registration in the FACTS Family Portal.

3.1.4 Pre-Arranged Absences

If a student knows they will be absent, they must complete a Pre-Arranged Absence Form. While this form does not guarantee the absence will be excused, it allows students and teachers to coordinate expectations for completing missed work.

Student responsibilities include:

- Picking up a Pre-Arranged Absence Form from the office
- Meeting with each teacher to discuss when assignments are due
- Getting each teacher's signature
- Returning the completed form to the office before the absence

Failure to follow this process may result in a student not being allowed to make up missed work.

Vacations

The school calendar includes scheduled breaks for Thanksgiving, Christmas, and Easter. We ask that families honor these breaks and ensure students are present when school is in session—this reflects our shared commitment to your child's education.

We understand that family schedules can be complex and travel plans may sometimes require missing school. If travel during school days is unavoidable, students must complete a Pre-Arranged Absence Form prior to departure.

Please note: Vacation days **count** toward the 9 allowable absences per class, per semester.

3.1.5 Tardy Policy

Students must present a pass from the front office or another teacher to avoid being marked late. Without a pass, anyone arriving after the bell will be marked tardy, and anyone arriving 10 minutes or more after the bell will be marked absent.

3.2 Code of Conduct

Expectations for Student Conduct

Students and staff have the right to:

- A healthy and safe environment
- Respectful treatment from others
- Freedom from harassment or abuse
- A supportive and nurturing place to learn or teach

To protect these rights, all students are expected to:

- Model Christian behavior: be respectful, kind, honest, and generous
- Follow directions given by any adult in a leadership role
- Maintain self-control of words and actions
- Reject all forms of harassment, abuse, or bullying
- Take responsibility for personal choices and actions
- Respect the property of the school and of others
- Give their best effort in academics and personal development
- Follow all school policies outlined in the Student Handbook

To maintain a vibrant and respectful learning environment, disruptive or disrespectful behavior will not be tolerated and will result in consequences appropriate to the behavior. (See Section 15: *Appendix D: Behavior Response Plan of Student Handbook*)

3.2.1 Bullying and Harassment

Zero Tolerance for Bullying, Harassment, and Bigotry

Rooted in Christian charity, Hackett Catholic Prep is committed to fostering a safe, respectful, and inclusive environment for every student.

We do not tolerate bullying, harassment, or bigotry, including but not limited to racism, sexism, or homophobia. All reported incidents will be taken seriously. Every case will be investigated, and when there is reasonable certainty of misconduct, appropriate disciplinary action will follow, per the Student Handbook.

What matters is the uncharitable nature of the speech or behavior, not whether emotional or psychological harm is proven.

3.2.2 Uniform Policy

Hackett maintains a uniform policy for all students to:

- Foster an environment of academic excellence
- Reduce visible economic and demographic differences to encourage community
- Form students in the virtues of respect, professionalism, and modesty

Our guiding question is:

"Would this be appropriate—or would it be distracting—at a professional job interview or in the workplace?"

We believe this approach prepares students for success beyond our halls.

General uniform instructions include:

All students

- **Standard Uniforms** shall be purchased from Flynn O'Hara and worn daily, except on Mass days when the formal dress uniform is worn, Friday spirit wear days and any other exceptions announced by Hackett Administration. The standard uniform

- includes polos and uniform bottoms. Non-Flynn O'Hara substitutions are not permissible.
- **Formal Dress Uniforms** shall be Flynn O'Hara and worn on Mass days and any other days announced by Hackett Administration. The formal uniform includes a blazer, white dress shirt, tie (for both ladies and gentlemen), and standard uniform pants or skirts. Blazers are to be worn all day unless otherwise noted by Administration.
- **Spirit Wear** is permitted on Fridays. On these days, students may wear a Hackett t-shirt or hoodie from a sport or extracurricular club, or team jackets with administrative approval. Standard uniform bottoms are required.
- **Uniform Shirts** shall be worn at all times and buttoned appropriately (e.g. no more than 1-2 buttons unbuttoned below the collar). Students may wear the color of their choice available at Flynn O'Hara.
- **Uniform Vests or Quarter Zips** may be worn over uniform polos for standard uniforms.
- **Uniform Shorts** may be worn before Nov 1 and after Spring Break, must fall at the knee and shall be worn with a belt. Shorts shall not be worn with the formal dress uniform.
- **Hair** is to be neatly cut and combed. Hair styles must be office appropriate and natural colors only.
- **Headwear** is not allowed during the school day (e.g. sunglasses, hats, bandanas, etc).
- **Cultural Headwear** is permissible (dastar, yarmulke, etc.).
- **Non-Hackett Outerwear** or jackets of any kind are not allowed.
- **Shoes** must be closed-toed and have a supportive area that wraps around the ankle. Crocs, sandals, slippers, etc. lack the supportive area and are not allowed.
- **Socks** must be a neutral, single color without any logos or images visible.
- **Tattoos** may not be visible during the school day or at school sponsored events.
- **Undershirts** may be worn if they are plain white and not visible at the waist.
- **Uniform Clothing** must be maintained in good condition.

Gentlemen

- **Clean Shaven** faces are a daily expectation.
- **Uniform Pants** may be worn anytime but shall be worn between November 1 and after Spring Break, and shall be worn with a belt.

Ladies

- **Jewelry** should be simple and tasteful. Only ear piercings are permitted.
- **Leggings or Tights** may be worn year-round, but shall be worn between Nov 1 and Spring Break. They must be solid in color. Sweatpants, loose-fitting or flared bottoms, fishnets or ripped leggings/tights may not be worn under skirts.
- **Makeup** may be worn if it is business appropriate (i.e. it will not attract attention in an office setting).
- **Uniform Skirts** may be worn year-round and shall fall to the knee.
- **Uniform Pants** may be worn year-round and shall be worn with a belt.
- **Uniform Shorts** may be worn before Nov 1 and after Spring Break and shall fall to the knee.

Students who are not following the uniform expectations will be addressed following Hackett's Behavior Response Plan (See Section 15: *Appendix D: Behavior Response Plan of Student Handbook*). In every case, Hackett Administration reserves the right of final determination concerning student compliance with the uniform.

Dance Dress Code Policy

Hackett Catholic Prep's dress code extends to all school-sponsored dances and social events. The full policy for dances is available on the FACTS portal.

In brief:

- Female students must wear dresses that extend below the fingertips when arms are at their sides. Dresses with plunging necklines are not permitted.
- Male students must wear pants or shorts that extend below the fingertips. Shirts may have one top button unfastened, but no additional buttons may be left open.

Students and guests should dress in a manner that reflects the values of modesty, professionalism, and respect that define our community.

3.2.3 Outside Food and Drinks

Students may bring outside food or drinks with them when they arrive at school. However, food or drink deliveries—including those from family, friends, or delivery services—are not permitted after the school day has begun.

Deliveries disrupt the learning environment by pulling students from class and create an unnecessary burden on office staff, who are expected to interrupt their work to coordinate pickups.

Thank you for helping us maintain a focused and respectful school environment.

3.2.4 Weapons Free Campus and Substance Abuse Policies

The possession, brandishing, or use of any weapon at school or during school-sponsored events is strictly prohibited.

Likewise, the possession, use, or distribution of alcohol, tobacco, illegal drugs, or other controlled substances on school grounds or during school-associated events is strictly prohibited.

This behavior undermines the God-given dignity and good name of the student, causes scandal among peers, and places the safety of others at risk.

To ensure the safety of all students, Hackett *reserves the right to search a student and their belongings* if there is a reasonable concern. Parents will be notified following any such search, regardless of the outcome.

This policy reflects our commitment to:

- The safety and well-being of every student,
- The trust parents place in Hackett to care for their children, and
- Transparent communication between school and home.

Being Under the Influence

Attending class or any school event while under the influence is likewise prohibited. If a student is suspected of being under the influence:

- Hackett reserves the right to search a student and their belongings.
- The student may be subject to immediate testing (e.g., breathalyzer).
- Regardless of test results, the student's parents will be contacted to ensure open communication and shared responsibility for the student's well-being.

Positive Test or Refusal to Take Test

- Students who fail a breathalyzer test will be required to remain on campus until a parent or guardian arrives to take them home.
- If a student refuses testing, they will be presumed to be under the influence, subject to disciplinary consequences, and will not be permitted to leave campus without a parent or guardian.
- Should a student refuse to wait for pickup, Hackett will immediately notify both the police and the student's parents to ensure their safety and the safety of others.

Consequences

Students found in possession of, under the influence of, or distributing controlled substances will face serious disciplinary action, which may include:

- Out-of-school suspension (up to 10 days), and/or
- Expulsion.

Students found in possession of a weapon, or weapon look-alike will face serious disciplinary action, which may include:

- Out-of-school suspension (up to 10 days),
- Police involvement, and/or
- Expulsion.

3.2.5 Canine Searches

Hackett Catholic Prep has partnered with an independent company to provide trained detection canines to maintain a safe and drug-free campus. These canines are non-aggressive hunting breeds—such as golden retrievers and Labrador retrievers—and are specially trained to detect the presence of illicit drugs, alcohol, and gunpowder-based materials.

Random, unannounced inspections may be conducted at any time and may include:

- Campus buildings
- Parking lots
- Outdoor grounds

If contraband is discovered during an inspection:

- Hackett will initiate an internal investigation.
- Appropriate disciplinary action will be assigned according to the Student Handbook.
- The school reserves the right to notify law enforcement and request assistance in conducting or completing an investigation.

All disciplinary decisions remain at the discretion of the school's administration, even when law enforcement is involved.

3.3. Academic Integrity:

Academic integrity is essential to the mission of Hackett Catholic Prep. Students are expected to demonstrate honesty, ethical behavior, and give their own best efforts in all academic work.

Academic dishonesty is defined as an intentional act of deception in any of the following forms:

- **Cheating:** Using or attempting to use unauthorized materials, information, or aids during an assessment (e.g., cell phones, crib notes, glancing at another student's test).
- **Plagiarism:** Presenting someone else's words or ideas as one's own without proper citation, including submitting AI-generated text without attribution.
- **Assisting:** Enabling another student to engage in academic dishonesty (e.g., sharing answers or allowing someone to copy work).
- **Fabrication:** Falsifying or inventing data or information (e.g., altering lab results to match a desired outcome).

Because academic dishonesty undermines trust and learning, cases of cheating referred to school administration will result in a zero on the assignment with no opportunity to earn back credit with additional escalating consequences. Teachers may consult the Academic Advisory Board for guidance or to review suspected cases of plagiarism.

While the Academic Advisory Board may assist in evaluating cases, the final decision regarding academic integrity and grading remains with the teacher.

3.3.1 The Academic Advisory Board

The Academic Advisory Board is composed of department heads and serves as a consultative body for serious cases involving academic dishonesty or significant student behavior concerns.

In each case, all identifying information (such as the student's name) is removed. The Board reviews the work in question, considers the relevant facts and context, and provides a recommendation to the principal regarding disciplinary action and any appropriate corrective measures.

The final decision in all matters rests with the principal.

In certain cases, the Director of Counseling & Admissions and/or Athletic Director may participate in discussions when their insight would be valuable to understanding the full scope of the situation.

The guiding principle of the Academic Advisory Board—and of Hackett Catholic Prep as a whole—is not punitive, but restorative. All decisions seek to balance justice with charity, supporting the growth, dignity, and well-being of every member of our school community.

3.4. Use of Technology

Hackett is a 1:1 school, meaning each student has access to a personal device for learning. We embrace the power of technology to enhance education, promote creativity and nuanced thought, and support personal growth.

At the same time, we believe in placing reasonable limits on device usage to maintain focus, to uphold academic integrity, and to foster meaningful in-person engagement. Our approach to technology is guided by our commitment to academic excellence and relationships ordered toward personal connection.

3.4.1 “Away for the Day” Cell Phone Policy

Hackett Catholic Prep enforces an “Away for the Day” policy for all cell phones and similar smart devices. Students must either:

- Secure their phone in a lockbox during their first hour and retrieve it at dismissal, or
- Leave their phone at home or outside the school building.

Consequences for Violating the Cell Phone Policy

- **First Offense:**
The phone is collected by a staff member and held in the main office.
The student may retrieve it after reviewing the policy with a staff member and will serve one detention.
- **Second Offense:**
The phone is held in the main office until a parent retrieves it during normal office hours.
The student receives 1 day of ISS and may lose leadership roles.
- **Third Offense:**
For the rest of the school year, the student must turn their phone into the office at the start of each day.
The student will receive 3 days of OSS, and will lose any leadership roles.
- **Fourth Offense:**
The student will be suspended until a meeting is held between the parents and the principal to determine if a workable solution is possible.

Additional Guidelines and Clarifications

- Refusal to comply with a staff member’s request to turn over a phone is considered serious disrespect and may result in additional consequences such as Saturday Detention, social probation, or athletic ineligibility.
- Hackett is not responsible for lost or stolen devices (including phones, chargers, earbuds, smart watches, etc.), though reasonable care will be taken to keep devices secure.
- Charging of phones or personal devices is not allowed during school hours.
- Parents can call the main office to reach a student.
- Students can use the school phone in the main office to reach a parent, if needed.
- In an emergency, teachers will have access to both classroom and personal phones. The office can also contact classrooms via intercom or phone.
- Students leaving during the school day (e.g. KVCC/CTE, doctor’s appointments) must turn in their phone at the start of the day and pick it up from the office when they leave.
- Students arriving after 1st hour must turn in their phone to the main office upon arrival and retrieve it at the end of the day.

Please refer to Appendix C: Away for the Day FAQs for further information regarding this policy.

3.4.2. Chromebook Policy

To ensure an equitable and well-supervised learning environment, each student at Hackett is issued a school-managed Chromebook. These devices support instructional goals while allowing teachers to guide and monitor student engagement.

Hackett uses GoGuardian to help ensure students remain on task when using their Chromebooks during class. Each teacher determines how Chromebooks are used in their classroom and sets appropriate consequences for misuse, such as:

- Being off-task
- Failing to follow directions
- Using the device to plagiarize or cheat

Alternative devices are not permitted, unless a specific need is identified—such as a translation tool or for a documented accommodation. In such cases, a Waiver Form must be submitted and approved by the principal before the alternative device may be used.

For a full explanation of the Chromebook Agreement see Section 12, Appendix A: Chromebook Freshman Agreement and Section 13, Appendix B: Policy on Student Use of the Internet

3.4.3. Photographing, Recording, or Photoshopping a Student or Staff Member

Out of respect for privacy, some families choose not to have their children photographed or recorded, and Hackett honors these preferences.

As a general rule, students must err on the side of caution. Photographing, recording, or digitally altering (e.g., photoshopping) any student or staff member without their explicit permission is strictly prohibited.

Any violations of this policy may be reviewed by the Academic Advisory Board or Hackett administration and can be considered digital harassment, and are subject to serious disciplinary consequences, including suspension.

3.4.4 Social Media and Staff

The decision to allow a child to participate in social media rests solely with the parent or guardian.

To maintain healthy boundaries and protect all parties, Hackett staff may not accept friend or follower requests from current students on any social media platform. This policy reflects both professional standards and best practices for student safety.

Additionally, posting images, videos, or content involving Hackett students or staff without their consent may likely be considered a form of digital harassment. Such actions are subject to serious disciplinary consequences, including suspension.

4. Academic Policies

4.1. Grading System

Hackett uses a traditional letter grading system (see chart below). A student's semester grade is calculated using the following three components:

- **Marking Period 1** – 40%
- **Marking Period 2** – 40%
- **Semester Exam** – 20%

To earn credit for a course, a student *must pass at least two* of the three components (both marking periods and the exam), regardless of the overall average.

Important: Even if two of the three components are passing, a student *will not receive credit* if their semester average is below 60%.

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

Semester Exams

All students are required to take semester exams on their scheduled date. The only guaranteed exceptions are for extraordinary circumstances (e.g., hospitalization, death in the immediate family). In such cases, an exemption must be reviewed by the school administration and approved by the principal.

4.1.1 Credit/No Credit Classes

Students enrolled in Hackett's Special Needs Program may be eligible to take certain classes on a Credit/No-Credit (CR/NC) basis, depending on their documented learning disabilities.

- Eligibility is determined through the Accommodations Coordinator, and documentation must be on file to approve the request.
- A grade of NC (No Credit) will be treated as an F (0.0 points) in GPA calculations.
- A grade of CR (Credit) will not affect the GPA, but the class will still be counted as successfully completed for eligibility purposes.

Classes taken as CR/NC will be considered when determining a student's academic standing and eligibility, in accordance with Michigan guidelines and Hackett standards.

4.1.2 Semester Exam Attendance Policy

Semester exams are a critical part of evaluating a student's learning for the semester. To ensure timely completion of grades and transcripts, and out of respect for teachers' schedules, *prearranged absences will not be approved* for semester exams.

- Teachers may choose, at their sole discretion, to allow a student to take an exam early, but this is not guaranteed.
- In extenuating circumstances (e.g., serious illness, family emergency, funeral), the student, teacher, and principal may agree on an alternate exam date.
- Absences for reasons such as vacations, extracurricular activities, or similar personal plans *will not be accommodated*. Students who miss an exam for these reasons will receive a zero, which will count against 20% of their final course grade.

4.1.3 AP Classes

To support students in the college admissions process, Hackett weights AP course grades. In order to maximize preparation for the AP exam, AP classes do not have a traditional second semester exam.

Instead, the second semester grade for AP courses is calculated as follows:

- 50% for Quarter 3
- 50% for Quarter 4

This differs from the standard semester grading formula of 40% (Q3) / 40% (Q4) / 20% (exam).

Students who remain in class after the AP exam may be given a test covering material taught after the exam, which will count toward their Quarter 4 grade.

4.1.4 Academic Awards

Hackett takes great pride in celebrating the accomplishments of our students. To better support college admissions—particularly to selective institutions—Hackett has adopted weighted GPAs for AP courses and eliminated class rank.

At the end of each school year, we recognize students for outstanding academic achievement through various awards. However, since national and institutional honors often use differing criteria, Hackett uses unweighted GPAs for consistency to determine recipients for school-based awards.

Note: Students enrolled in AP classes will be considered based on their unweighted GPA for award eligibility. Weighted grades are not factored into awards calculations to ensure consistency across all academic programs.

4.2. Graduation Requirements

Courses required by the Hackett curriculum must be taken at Hackett. These courses cannot be substituted with classes from another institution without prior approval from the administration.

The following subjects are required for receiving a Hackett diploma:

<u>Required Subject Areas</u>	<u>Units of Credit</u>
Theology	*4
English	3
American Literature	1
World History	1
US History	1
US Government	0.5
Economics	0.5
Mathematics	**3
Science	2
Biology	1
Fine Arts	1
World Language	1
Physical Education and Health	1
Business Management	1
Electives	3
TOTAL CREDITS 24	

*All students are required to successfully complete one year of theology coursework for each year that they are enrolled at Hackett

**Beginning with the graduating class of 2028, Hackett students will be required to take 4 years of math

Capstone Project

All Hackett graduates must complete a diocesan requirement known as the Capstone Project—a culminating academic experience modeled after a master’s thesis.

Students begin developing their topic during the second semester of junior year. As seniors, they write a formal paper during the first semester, presenting a clear thesis and addressing a counterargument. In the spring, students present their research to a panel of local evaluators, followed by a question-and-answer session.

The Diocese provides a standardized grading rubric, and students with the highest scores advance to compete for scholarship awards at the diocesan level, alongside peers from Our Lady of the Lake High School and St. Philip Catholic High School.

Community Service Hours

Hackett affirms the words of St. John Paul II: *“Man cannot fully find himself except through a sincere gift of himself.”* In that spirit, each student is required to complete 20 hours of community service through local parishes, or pre-approved organizations and activities.

To help students fulfill this requirement, Hackett provides service opportunities during the school year, including:

- School-sponsored events like Serve-a-Thon
- Service ordered toward the school mass (altar servers, sacristans, audio-visual, visual aids)

We hope that through these experiences, students will come to know the joy of Christian service by forming meaningful connections with the people they serve.

4.3. Assignments and Testing

Hackett is committed to the pursuit of academic excellence. Teachers are the primary and final authority in assessing each student’s understanding and mastery of course content.

While much feedback occurs informally during daily instruction, students will receive at least one graded assignment or assessment per class each week, ensuring consistent feedback of their academic progress.

4.3.1. Make-Up Work Policy

Students have one day for each day absent to complete classwork or take a test for full credit. After that grace period:

- **Classwork:** Late work will receive half credit. No credit may be given if the class has moved on to a new chapter or unit.
- **Tests:** A 10% deduction will be applied for each day late, up to a maximum deduction of 50%.

4.4. Academic Support and Tutoring

Hackett’s teachers are committed to the academic success of every student. While students are encouraged to develop the essential life skill of self-advocacy by seeking help when needed, teachers will proactively contact families if a student’s grade falls below 60% in any class.

The purpose of this communication—by phone or email—is to:

- Inform parents, being the primary educators of their children
- Collaborate on a plan to support the student’s success

We recognize that the demands of daily life can sometimes contribute to academic challenges. However, open communication and partnership between home and school are key to helping students succeed.

Hackett also offers support through our National Honor Society (NHS) tutoring program, and we strongly encourage students to take advantage of this valuable resource.

4.4.1 Academic Intervention & AEPS

Hackett employs an Academic Interventionist dedicated to monitoring the academic progress of all students.

Students identified as at risk of failing one or more classes meet weekly with the Academic Interventionist to:

- Review current grades
- Prioritize academic recovery steps
- Develop self-advocacy and time management skills

The Academic Interventionist works in collaboration with administration, parents, and teachers to ensure each student receives the tools and guidance needed to succeed.

Adjusted Educational Plans for Students with Special Needs

Hackett is committed to supporting students with diagnosed learning challenges by offering Adjusted Educational Plans (AEPs). The following steps outline the process:

1. Initial Contact:

A parent or guardian contacts the Director of Counseling & Admissions to discuss possible accommodations or modifications needed for their student.

2. Documentation:

The parent/guardian submits supporting documentation, which may include:

- Adjusted Educational Plan (AEP)
- Non-Public Service Plan
- Individualized Education Plan (IEP)
- 504 Plan
- Evaluation from a pediatrician or neuropsychologist

3. Planning Meeting:

A collaborative meeting is held with the Director of Counseling & Admissions, the Academic Interventionist, parent/guardian, and student to create a 4-year educational plan. An official Hackett AEP is drafted with agreed-upon accommodations and modifications.

4. **Testing Accommodations:**
The Director of Counseling & Admissions coordinates with the College Board to facilitate testing accommodations for the PSAT, SAT, and AP exams.
5. **Ongoing Support:**
The Director of Counseling & Admissions meets regularly with the student to monitor progress, encourage self-advocacy, and address academic concerns.
6. **Collaboration:**
Continuous communication is maintained between the Director of Counseling & Admissions, parents, and teachers to ensure student success.
7. **Annual Review:**
At the end of each school year, the AEP is reviewed and updated based on feedback from the student, parents, and teachers.

5. Spiritual Life

5.1. Campus Ministry

Hackett's Campus Ministry plays a vital role in nurturing the school's Catholic identity and the faith life of our students. The program coordinates:

- School masses
- Class retreats
- Service hour opportunities
- Theological speakers

Campus Ministry exists to strengthen students' faith in Jesus Christ, support our chaplain in celebrating the sacraments, and foster a vibrant Catholic community within the school.

All students are welcomed and encouraged to participate in Campus Ministry. Those interested in getting involved should speak with the Campus Minister to explore opportunities to serve and grow in faith.

5.2. Worship and Sacramental Life

At Hackett, we place deep importance on the Most Holy Sacrifice of the Mass as the heart of our faith community.

We celebrate:

- All-school masses, where parents and family members are warmly invited to join us
- Weekly eucharistic adoration, where parents and family members are warmly invited to join us
- Weekly confession is offered to all students
- Special prayer services, including the rosary and Stations of the Cross

Through these sacred practices, we seek to grow in faith and draw ever closer to Jesus Christ.

5.3. Retreat Programs

Hackett provides an annual retreat for each grade level as part of every student's faith formation and as a graduation requirement.

Attendance is mandatory. If a student is unable to attend (e.g., due to illness), they must meet with the Campus Minister and/or Chaplain to arrange a suitable alternative activity.

5.4. Faith Formation

Hackett is committed to teaching the fullness of the Catholic faith to all students. We recognize that faith is a personal and voluntary journey, and we respect that not all students may share our Catholic beliefs.

While we remain firm in our Catholic identity, we strive to create a community that is welcoming and respectful to all. We joyfully embrace our Protestant brothers and sisters in Christ, as well as those who may not yet believe in Jesus.

In the spirit of true Christian unity, we pray that our faith-filled witness and joyful example may inspire others and awaken in them a desire to join us at the Eucharistic table of the Lord.

In every aspect of school life, we seek to be formed in the image of Christ, so that we may reflect His love and truth to the world.

6. Extracurricular Activities

6.1. Clubs and Organizations

At Hackett, we believe in educating the whole person—mind, body, and spirit. Our extracurricular clubs and organizations reflect a wide range of interests and offer students meaningful opportunities for personal, academic, and spiritual growth.

Hackett is home to long-standing groups like the Respect Life Club and Earth Club, as well as new clubs formed at the initiative of students.

Starting a New Club

Students who wish to start a new club must follow these steps:

- 1. Find a faculty supervisor**
 - The faculty member must agree to oversee the group and attend meetings and events.
- 2. Submit a formal proposal to school administration**
 - The proposal should include the club's purpose, goals, planned events, and proposed meeting schedule.
- 3. Administrative review and approval**
 - The principal may request changes and must approve the proposal by signing it.

Once approved, the club may:

- Hold regular meetings and events
- Appear in the school yearbook, website, and social media
- Use the Hackett name and logo in its promotions

6.2. Sports Programs

At Hackett, we believe athletics are a powerful tool for developing virtue and character. Through sports, student-athletes learn:

- Obedience by following their coaches' direction
- Teamwork through cooperation with teammates
- Perseverance, grit, and determination in competition
- Time management by balancing academics, athletics, and family responsibilities
- Humility and gratitude for the gifts and opportunities God provides

Academic and Behavioral Expectations

Participation in sports is a privileged extracurricular opportunity, not a right. As such, student-athletes are expected to meet high standards in both academics and behavior:

- **Academic Eligibility:**
Student-athletes must maintain a passing GPA. Eligibility is checked every two weeks. Students who fall below the required standard may not practice or compete until the next eligibility report.
- **Behavior and Conduct:**
Because they represent Hackett in a public and visible way, student-athletes must demonstrate exemplary behavior at all times—especially during school-sponsored events. Any disrespectful, vulgar, or inappropriate behavior may result in disciplinary action by the coach, Athletic Director, or Principal, including:
 - Reduced playing time
 - Suspension from games
 - Removal from the team in serious cases
- **Detentions and Eligibility:**
Student-athletes with unserved detentions may not participate in practices or games.
 - Students have two school days to serve a detention before the coach is notified.
 - Continued failure to serve detentions may lead to escalating consequences:
 - Additional detentions
 - Game suspensions
 - Possible removal from the team

Student-athletes are students first. Academic responsibility always comes before athletics.

Participation Requirements

Before participating in any sport, students must have:

- A current physical on file
- All other requirements completed, as defined by state law, diocesan policy, or Hackett's guidelines

For a complete list of eligibility requirements, students should contact the Athletic Director.

7. Health and Safety

7.1. Emergency Procedures

With deep humility and gratitude for the trust placed in us, Hackett embraces its responsibility to act *in loco parentis*—in the place of a parent—seeking the safety and well-being of each student with the care and concern of a loving guardian.

To that end, we regularly conduct emergency preparedness drills, including:

- Fire drills
- Tornado drills
- Other safety drills as required by state law

We also acknowledge the tragic reality of school violence in today's world. While such events are unlikely, we are committed to preparing both staff and students in a way that is age-appropriate, respectful, and effective, ensuring that everyone has the knowledge and training necessary to respond calmly and safely in an emergency.

Our goal is to ensure that every student is equipped with the skills and confidence to return home safely at the end of each day.

7.2. Medication Policy

Students with medical needs must complete both a Medical Information Form and a Consent Form, available on the FACTS Family Portal. This ensures Hackett has the necessary information to support your child's health and safety.

In compliance with the Kalamazoo Department of Health, all over-the-counter and prescription medications must be submitted to the front office by a parent or legal guardian. These medications will be securely stored and administered by trained staff.

Students who are authorized to carry and self-administer emergency medications (such as EpiPens or inhalers) must have documentation on file from both a parent and a physician. If the medication is not taken in the presence of a front office staff member, the student must immediately report the self-administration to the office.

All medical information is kept strictly confidential.

7.3. Health Services

At Hackett, we prioritize the well-being of the whole person. We have a certified guidance counselor and a chaplain available on campus to support students.

Students facing personal, emotional, or relationship challenges are encouraged to speak with the guidance counselor. Those wrestling with questions about their faith, struggling with aspects of the Catholic tradition, or seeking spiritual guidance should reach out to the chaplain.

Since emotional and spiritual struggles often overlap, students are encouraged to utilize both resources whenever helpful.

7.4. Immunization Requirements

In compliance with the Kalamazoo Department of Health, Hackett requires all students to have up-to-date immunizations as mandated by the state of Michigan. New students must submit their immunization records along with a Consent Form before attending classes.

8. Discipline and Consequences

8.1. Merciful Justice

Christ is the perfect example of merciful justice, and Hackett strives to follow His example when handling discipline. While failures to be our best selves are a natural part of our human condition, they are expected but not accepted. Whether the issue is minor or serious, Hackett upholds the Biblical truth that no sinner is beyond God's grace.

Our approach, grounded in prayer and love, is to address the behavior directly and to work with the student to create a realistic plan for growth in virtue and success at Hackett.

8.2 Disciplinary Authority

The Fourth Commandment calls Christians to respect all legitimate authority. In this spirit, every Hackett employee—whether a teacher, office staff member, support staff, or administrator—is authorized to address student behavior and assign appropriate consequences. This authority is always active. More serious disciplinary actions, such as suspension or expulsion, reside solely with school administrators.

8.3. Levels of Discipline

Hackett is blessed with wonderful students. Student discipline is a necessary reality that requires preparation. To promote consistency, Hackett uses a tiered consequence system. For detailed information, please see Section 15 Appendix D: Behavior Response Plan.

Detention:

Detentions are served Tuesday through Thursday from 2:30-3:30 in Room 91.

If a student does not serve their detention within two school days, they will be ineligible to participate in all extracurricular activities until 24 hours after completing their detention(s) and may earn additional consequences for not serving within the appropriate time.

Suspension

The tiered consequence guide outlines when a student's behavior warrants a suspension.

Suspensions may be assigned for a specific class period to address particular disruptions or for an entire school day. They can be served either in school or out of school.

Students serving in-school suspension (ISS) may complete assignments and earn credit. Students serving out-of-school suspension (OSS) will not receive credit for any assignments (e.g. homework, tests, etc.) that is due during their suspension, unless it is submitted before the suspension begins or by the due date (if assigned before the suspension). Work due on the day they return will not receive a grace period.

Expulsion

Expulsion may be considered when a student's actions endanger others, significantly and consistently disrupt the learning environment, or when the student or their family refuses to follow school expectations and policies. While expulsions may be recommended by the Academic Advisory Board or administration, only the principal has the authority to enforce them.

Discipline involving detentions, suspensions, and expulsions will be logged in FACTS and made viewable to parents as another way to partner and communicate with our Hackett families.

9. Miscellaneous

9.1. Michigan Tax Code

Hackett Catholic Prep is compliant with the Michigan tax code.

10. Open Communication and Fair Process

Hackett values a culture of openness, transparency, and honesty. If a student or parent disagrees with a decision or policy, they should schedule an in-person meeting to speak with the person, for example, the teacher, coach, or staff member.

While email is helpful for scheduling, an in-person conversation is most appropriate to ensure clarity and mutual understanding. If an in-person meeting is not possible, a phone call is an acceptable alternative. In our fast-paced and often impersonal world, preserving the human element of communication helps reduce misunderstandings and fosters reconciliation—the primary goal in these situations.

In some cases, one party may not have all the necessary information, and it may be appropriate to revise the original decision. However, the authority to amend or uphold the decision lies with the person who initially issued it.

Although the final authority on discipline rests with the school, Hackett is committed to partnering with parents in the education and formation of each student.

11. Handbook Acknowledgment & Right to Amend

Handbook Agreement

By enrolling at Hackett, both students and parents agree to follow the policies outlined in this Student Handbook. It is the responsibility of both parties to review the Handbook at the beginning of each academic year and to seek clarification on any policies as needed.

Right to Amend

The school administration reserves the right to establish fair and reasonable rules and consequences for situations not specifically addressed in this handbook. All decisions will aim to be consistent and guided by the Catholic principles of mercy and justice.

12. Appendix A: Chromebook Freshman Agreement

For all intents and purposes, this is YOUR Chromebook. If you attend Hackett all 4 years, you will be able to keep it when you graduate.

We have built some insurance into the tech fee your family pays that will cover the cost of a repair (broken screen or keyboard). You will be responsible to pay for any additional repairs that need to be made.

This Chromebook is for school use although you may use it for personal use as well. Be aware your activity is being monitored by GoGuardian. Sites you visit on the internet are recorded and visible to your teachers.

Charge your Chromebook nightly. The battery should easily last an entire school day under normal use.

For best operation of your Chromebook, restart your Chromebook at least once per week. Most problems that occur with a Chromebook can be resolved by restarting it.

Please read Appendix B in the Student Handbook. You are bound by the acceptable use agreement. Misuse of your Chromebook may result in disciplinary action. Trying to bypass GoGuardian or attempting to deprovision your Chromebook are violations of the AUP.

We bought Dell Chromebooks because they are of a higher quality and less likely to break. It doesn't mean they are indestructible. Be careful when plugging and unplugging the charging cord, so as not to damage the USB-C port.

Show some care, and this Chromebook will last all 4 years you are at Hackett and beyond. Google will support the Chromebook through 2029.

13. Appendix B Policy on Student Use of the Internet

Hackett Catholic Prep provides its students with a Chromebook that allows them to have access to the internet and the wealth of information it holds. Students are also given access to a CSDOK Google account for use with Google Classroom and a CSDOK Microsoft account for email. Students understand their use of a school Chromebook is for school use and comes with no expectation of privacy. The school retains the right to search, monitor, access and/or review all school accounts. Student Chromebooks are monitored whether in use or outside of school. Administrators and teachers can view students' internet activity and screenshots from the device. Web filtering software is in place to protect students from harmful content on the internet; however, the school does not guarantee that it will be able to fully prevent any user's access to such materials. If a student does access such material, perhaps inadvertently, they should report the site to the technology director for review.

Hackett Catholic has no desire to monitor our students' use of the internet outside of the school day. We do, however, expect that students will act responsibly and exercise good judgment. Each individual student must use their own discretion as to whether they participate in social media. We assume that every student using the internet understands that the privacy of information transmitted electronically cannot be guaranteed. In many instances, pictures or student social media posts (including use of the school logo, mascot, or other identifying symbols) are forwarded to the school by a member of our community to make us aware of the content.

This may come in the form of crass or illegal behavior, cyber-bullying, or similar instances. *In these cases, it is our obligation to take any appropriate actions concerning the individual involved, and that action comes at the discretion of the administration.*

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

Acceptable Use Policy (AUP)

Students at Hackett use technology to help them achieve superior results. Technology can be abused and Hackett constantly reevaluates what represents appropriate use of technology.

Computer unacceptable use includes (but is not limited to) any activity which constitutes cheating, attempting to bypass monitoring software, or actions that would violate the student code of conduct.

Each user must take all necessary steps to prevent unauthorized access to their accounts. Students understand their school account and passwords are for their use only and are not to be shared with anyone else.

Any student who violates this policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

FACTS Family Portal

FACTS Family Portal is a tool for use by parents and students to monitor student progress. Teachers are directed to update their grade books weekly in order to ensure accurate and timely reporting. Parents or students wishing to utilize the FACTS system must sign up or log in at <https://csgk-mi.client.renweb.com/pwr/>.

Student use of non-provided technology in the building

Students are expected to use only their school-issued Chromebook in classes. Use of other technology is not allowed during the school day.

Exceptions to this policy would include students with a special needs plan or any unique situation, such as a student taking an online course within the building or an AP course not offered in the building.

Breakage

A technology fee is built into Hackett's tuition structure and covers the cost of the Chromebook, a Google license, and insurance against breakage. This insurance will cover the cost of a broken screen or another repair. Families will be billed for any additional breakage to the Chromebook or to replace a lost Chromebook.

14. Appendix C: Cell Phone “Away for the Day” FAQs

Q: Why institute this new policy? It seems unnecessary and strict.

A: There are multiple reasons to establish a cell-phone free campus. The primary reason is the disruption to the educational process. When students have cell phones, they are constantly inundated with notifications, snaps, posts, texts, and alerts. Research has shown the average teenager receives more than 200 notifications on their phone each day.

- Current research reveals that students are not able to concentrate when their phones are constantly buzzing, chiming, lighting up, ringing, etc.
- Cell phones have become a significant distraction to academic performance, and they have a negative effect on student learning and mental health.
- Excessive cell phone use has been linked to increased rates of anxiety and depression, *especially among adolescents*.
- Additionally, we have numerous anecdotal cases of our own students experiencing constant anxiety about how they might be photographed or recorded without their consent and then worrying about the comments and uses of those images or videos in social media.

Q: What makes you feel confident that this approach is the right one for Hackett?

A: It is encouraging to know that several schools in Michigan and across the country have already created cell-phone free campuses and have seen an increase in academic performance, increased face-to-face communication, and declines in distractions, anxiety, and harassment via social media.

- Kalamazoo Christian High School implemented a similar program in the fall of 2023. They have been gracious in sharing their original concerns, the progress they have made, and ultimately, how they are already seeing marked improvement and support from families.
- Both public and private schools are exploring policies that restrict access to cell phones (e.g. KPS & KCHS in 2023). This is a national conversation in which Michigan schools are participating. Additionally, an increasing number of states are passing legislation restricting, if not banning, access to cell phones in their public schools.

Q: Could you provide some examples of the research you mentioned?

A: Certainly.

Current Phone Use Among Teenagers

<https://www.michiganmedicine.org/health-lab/study-average-teen-received-more-200-app-notifications-day>

<https://www.cnn.com/2015/11/03/health/teens-tweens-media-screen-use-report/index.html>

<https://abcnews.go.com/US/teens-spend-hours-screens-entertainment-day-report/story?id=66607555>

<https://fortune.com/well/2023/10/24/teens-too-much-screen-time-find-balance/>

Phones and Academics

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC9368281/>

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC9676861/>

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC10512032/>

<https://files.eric.ed.gov/fulltext/EJ1156718.pdf>

<https://www.sciencedirect.com/science/article/pii/S2451958821000622>

<https://www.unesco.org/gem-report/en/technology>

Phones and Mental Health:

<https://www.aft.org/press-release/new-report-calls-out-social-media-platforms-undermining-schools-increasing-costs>

<https://www.sciencedirect.com/science/article/abs/pii/S0022103117301737>

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7552652/>

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7012622/#b33-192e136>

Resources for Parents:

<https://academyofideas.com/2025/01/great-rewiring-of-childhood-smartphones-and-social-media/>

<https://www.behindtheirscreens.com>

<https://www.gse.harvard.edu/ideas/edcast/22/10/complex-world-teens-and-screens>

<https://jonathanhaidt.com/reviews>

Additionally, Chris McKenna, the Founder of Protect Young Eyes has noted a less than obvious irony: the vast majority of parents today are grateful that they grew up without having to navigate the challenges of social media, yet as a nation, we give cell phones to pre-teens.

Q: How will phones be stored securely in classrooms?

A: Students who bring a cell phone to school must secure it in their 1st hour classroom lockbox at the start of the day. At the end of the day, students will return to their 1st hour class to retrieve their phone.

Students who arrive after 1st hour or plan to leave before 2:30 p.m. must check their phone in at the main office upon arrival. They may retrieve it when they leave for the day.

Q: What if there is an emergency? I need to know that my son/daughter is safe.

A: This is an understandable concern and our desire for your son/daughter's safety remains paramount.

In the event of an emergency, HCP will follow appropriate protocols and procedures, communicate with first responders to ensure safety, and then communicate with individual parents or the parent community at our first opportunity (once student safety is assured).

- It may seem counterintuitive, but best practices in emergency situations are to limit cell phone usage to prevent (1) the spread of misinformation and (2) clogging up phone lines. Our students have experienced this spread of misinformation at our school via social media in real time, with threats at the public schools.
- It is far more likely that students will be safer if they are paying attention to their surroundings and following the directions of their teacher than if many students are calling or texting loved ones during an event.
- For support of this best practice, it is noteworthy that in 2022, the middle school in Newton, CT, which was the site of a tragic elementary school shooting, began requiring students to keep their cell phones in their lockers during the school day. This policy and school safety would be foremost on their minds.

Q: How am I supposed to contact my son/daughter during the school day?

A: Parents may always reach their son/daughter by calling the main office at 269-381-2646. Additionally, students can access their email accounts on their Chromebooks multiple times during the day so emailing your son/daughter is also an option.

Q: What if my son/daughter must leave school early? How will they get their phone returned to them? Additionally, what if they return again before the end of the school day?

A: Students who know they must leave for a medical appointment, class off campus (e.g. KVCC or CTE), or similar reasons can turn their phone into the office in the morning and pick it up as they leave. Their phone will be stored in a secure, but accessible location. Similarly, if they are return again, they can turn their phone into the main office and retrieve it at the end of the day to avoid disrupting their 1st hour teacher.

Q: How will my son/daughter get their phone in the event of something unplanned where they have to leave early?

A: We understand that life can be unpredictable, and unforeseen events happen. In those events, the front office will call your son/daughter's 1st hour teacher, giving them permission to release the phone to your son/daughter upon arrival to their classroom. Our goal is to minimize distractions to the teacher and to facilitate your son/daughter's release.

Q: How will this policy affect field trips?

A: Great question! In these situations, the supervising teacher will determine whether it is most appropriate to collect phones or to allow students to keep them. For example, if students are spread out at an event, phones would be advantageous, and Hackett would remind them of the responsibility to use them prudently. If students were together, collecting cell phones in a separate lockbox that is designated for the trip would make the most sense. That lockbox would go on the trip and be kept on the bus/van or carried by the teacher.

As a reminder for safety, all permission slips have contact information for both parents and doctors. If it became necessary to contact a parent, the supervising teacher would be able to call with their personal cell phone.

Q: My son/daughter uses their cell phone to monitor their health (e.g. blood sugar levels, heart monitor). The cell phone app tells them and me when they are at a critical level. Will they still be able to do this?

A: Yes. The safety of our students is paramount.

- If a student has a documented medical reason demonstrating a need for their phone, they may keep it on their person out of sight.
- Hackett will first need documentation from the student's medical care provider that details their specific need, as well as the particular app that addresses/monitors their need.
- To develop an individualized plan that meets a student's medical needs, the family will provide the proper medical documentation to our Director of Counseling & Admissions, who will work in partnership with the family to develop an appropriate plan that respects the student's privacy, minimizes distraction in class, and discretely notifies the student's teacher of the approved plan.

Q: It seems reasonable to allow students to have access to their phones during their lunch break. Can they use their phones during lunch?

A: No. Developing and fostering face-to-face conversations and encouraging interpersonal relationships is an inherent good that should be protected. Additionally, retrieving and returning phones for a short duration puts an unnecessary burden on our staff.

Q: My son/daughter has a smart watch. Will he/she still be able to wear their smart watch at school?

A: No. Smart watches are essentially mini smartphones. The "Away For The Day" policy applies to smartphones and all similar devices (e.g. smart watches, iPads, etc)

Q: May my son/daughter use earbuds?

A: No. However, if there is ever an academic need for audio, students may use corded headphones for their Chromebooks, and only with teacher permission.

Q: Can my son/daughter use their phone in the school before or after school?

A: Yes. The “Away For The Day” policy only applies to the school day from 7:45-2:30.

Q: My son/daughter participates in after-school activities. Will he/she be able to have their phone then?

A: Yes. The “Away For The Day” policy only applies to school hours from 7:45-2:30.

Q: Can my son/daughter keep their phone in his/her locker or backpack?

A: No. Students must turn in their phones at the beginning of the day or keep it out of the building entirely.

Q: What if my son/daughter gets their phone taken away. Will they get it back at the end of the day?

A: See “Consequences for violations of the cell phone policy”

Q: What if my son/daughter chooses not to give their phone up?

A: See “Consequences for violations of the cell phone policy”

Q: What if I don’t allow my son/daughter to have a phone or if I ground them from using their phone?

A: That’s perfectly alright. In those instances, we ask that you email your son/daughter’s 1st hour teacher so they can note the information.

Q: What if my son/daughter forgets to pick up their phone at the end of the day?

A: They may pick up their phone on the next school day. It will remain safely stored in the classroom lockbox during the evening or over the weekend. It is the student’s responsibility to pick up their phone at the end of the school day.

Q: Does this policy apply to teachers?

A: No. Teachers and administrators will be able to use their cell phones if it pertains to school operations. Teachers and administrators are reminded and expected to be discreet in their use so as to be role models to our students in this policy.

15. Appendix D: Behavior Response Plan

Behavior is managed primarily within the classroom by the teacher. If and when their corrections have proven ineffective, or the teacher requests administration to address behavior, the following Behavior Response Plan will be used.

****All Second Offenses Include a Review of Leadership Roles****

Academic Offenses Below	1st Offense	2nd Offense	3rd Offense	Examples

Cheating, Collusion, or Plagiarism	zero on assignment & 3 detentions	zero on assignment / 1 day OSS	30% reduction in overall grade & 3 days OSS	AI generated work, sharing, giving, receiving answers
Computer Misuse	3 detentions	zero on assignment / 1 day ISS	zero on assignment / 1-3 days OSS	Off-task, inappropriate search
Forgery	3 detentions	1 day OSS	5 days OSS	Dance passes, permission slips, medical forms
Persistent Academic Disobedience	5 days OSS	10 days OSS / consider expulsion and/or forfeiting extracurricular activities for remainder of academic year	Recommend expulsion	4+ admin referrals for any behavior
Behavior Offenses Below				
Behavior Offenses Below	1st Offense	2nd Offense	3rd Offense	Examples
Careless / Reckless Driving	3 detentions	3 detentions & loss of driving for quarter	5 days OSS & loss of driving for year	Speeding, erratic driving
Cell phone / unauthorized electronics	1 detention	1 day ISS; may lose leadership roles	1 Day OSS; loses leadership roles; cell phone turned into office for remainder of year	Cell phone out/used during school day, personal laptop/iPad
Dress code violation	Fix it	Call Home	Referral for "Insubordination"	
Failure to serve a consequence	2 detentions	3 detentions	1 day ISS	
Headphones/AirPods	Fix it	Call Home	Referral for "Insubordination"	
Inappropriate public display of affection	Warning	1 detention	3 detentions	
Indecent Dress (Relaxed Dress Code, Games, Dances)	3 detentions	1 day OSS	3 days OSS	

Insubordination towards teachers or staff	3 detentions	1 day OSS	Referral for “Persistent Behavior Disobedience”	
Persistent Behavior Disobedience	5 days OSS	10 days OSS / consider expulsion and/or forfeiting extracurricular activities for remainder of academic year	Recommend expulsion	4+ collective admin referrals for behavior
Profanity/disrespectful language toward others	3 detentions	1 day ISS	Referral for “Persistent Behavior Disobedience”	
Tardiness	1 detention for 5 total tardies	2 detentions for 10 total tardies	1 day of ISS for 15 total tardies	
Unauthorized leaving of school grounds	Warning if out with parent / 3-detentions if out w/out parent	1 Day ISS	1 Day OSS	
Unauthorized parking	Warning	1 detention	3 detentions & loss of driving for quarter	No sticker, parking in handicapped or guest parking
Grave Offenses carry over from year to year. <i>Academic and Behavior offenses reset each year.</i>				
Grave Offenses Below	1st Offense	2nd Offense	3rd Offense	Examples
Academic Misconduct	5 days OSS, consider expulsion	10 days OSS / recommend expulsion	Immediate withdrawal from course & 5 days OSS	Unauthorized access to teacher's computer, tampering with records, misuse of answer keys, gaining access to confidential information
Digital Harrassment (social media)	5 days OSS, consider expulsion	10 days OSS / recommend expulsion	n/a	

Harassment based on gender, ethnicity, race, color, religion, disability, age, etc.	3 days OSS / counseling referral	5 days OSS, consider expulsion	Recommend expulsion	
Hazing	5 days OSS, consider expulsion	10 days OSS / recommend expulsion	n/a	
Illegal substance possession, sale, transfer, or use	10 days OSS/reduced to 5 days with counseling	10 days of OSS, consider expulsion	Recommend expulsion	Any type of vape, tobacco product, or drug
Language that endangers campus security	5 days OSS + officer visit to home	10 days OSS / recommend expulsion	Immediate expulsion	Comments/jokes about guns/bombs/etc
Physical Assault	3-5 days OSS or ISS	10 days of OSS, consider expulsion	Recommend expulsion	
Sexual harrasment	5 days OSS, consider expulsion	10 days OSS / recommend expulsion	n/a	
Vandalism	3 detentions / restitution	1 day ISS / restitution	3 days OSS / restitution	
Verbal Threats	3 detentions	3 days OSS	1 day OSS	