

FOREWORD

Dear Parents and Students:

West Catholic High School enjoys a proud tradition of success from a strong academically competitive atmosphere. Our graduates continue to be characterized by their diligence, perseverance, and outstanding leadership qualities. In our constant effort to sustain this tradition, our students must learn to appreciate and follow the standards and expectations of their school. It is imperative that parents and students read and understand the guidelines, policies, and procedures herein.

The opportunities and experiences offered at West Catholic provide students with a foundation of responsibility and respect which will serve them well in the years to come. Parents are encouraged to review this material with their children, as we hold our students accountable to the pertinent information provided herein.

Sincerely,

Thomas Maj
Principal

West Catholic High School Student Handbook

1801 Bristol Avenue NW
Grand Rapids, MI 49504

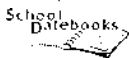
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Student Name: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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MISSION STATEMENT

West Catholic High School provides a Catholic culture for instruction and faith formation that challenges students to know and love God, seek knowledge and truth, respect the dignity of each person, and contribute to society through leadership and service.

Grand Rapids Catholic Central and West Catholic High Schools Vision Statement

**Approved by the Board of Directors of the
Catholic Secondary Schools of Grand Rapids**

August 13, 2010

Catholic Central and West Catholic High Schools of the Diocese of Grand Rapids will continue to be renowned as two quality Catholic schools that prepare students to realize their full potential as active participants in their faith communities and the marketplace. As educators and advocates of the Catholic faith, our schools strive to pass on the Gospel message of Christ. Students choosing to continue their education will graduate from colleges and universities at a rate that ranks among the best of all high schools. Grand Rapids Catholic Central and West Catholic High Schools will achieve these aspirations through realizing the following strategic priorities:

Community of Faith

Education in Christ is integral to the mission of the Catholic Church. Our schools will be communities of faith, creating environments where students, teachers, staff, parents, and community members are engaged to encounter the living God who, in Jesus Christ, reveals His transforming love and truth. Our communities of faith will assist parents as the primary educators of their children in teaching the truths of the Catholic faith so that all will participate in the sacramental life and mission of the Catholic Church. As educators and advocates of the Catholic faith, our schools strive to pass on the Gospel message of Christ.

Student Academic Success

Our graduates will realize their true potential. Our schools will rank among the best high schools in the nation as measured by applicable standardized and specialized tests. We will accomplish this by educating all students who will positively contribute to the academic environment by being active learners and invested students. We will develop and advance programs to engage our students in and out of the classroom. Our graduates will understand the value of choosing higher education, and we will assist them in the process of admission to the school and program identified in their educational plan. We will identify and address barriers to college admission. We will track our students' successes after graduation and benchmark against our peers. We will assess on-line learning environments to enhance academic programs and prepare students for success in higher education.

Culture of Quality

We will continue to develop and maintain a culture based on educational excellence and quality service. We will develop a culture of accountability, measurement, empowerment, and continuous improvement. We will expand research and assessment capabilities to develop a comprehensive and data-driven system to guide decisions that add value to our programs and community. We will align ourselves with the Malcolm Baldrige Principles of Quality.

Enrollment

We will develop strategies to increase enrollment of students who are motivated to reach their potential and eager to meet the standards of our Mission.

Service and Operational Excellence

We will employ talented and diverse teachers and staff based upon a culture of excellence founded in the Catholic faith, inclusive decision-making, empowerment, accountability, and employee development and recognition. We will establish and exceed benchmarks for communication and service excellence, both internally and externally, and measure our performance through annual surveys.

Diversity, Inclusion, and Equity

As a Catholic community, we respect and celebrate multiple perspectives and diversity of thought that reinforce Catholic teachings. We will engage in global and inter-cultural experiences to enrich our students' worldview.

Financial Viability and Fundraising

We will be fiscally responsible with the financial resources entrusted to us by operating under the tenets of a sustainable business model. We will identify means to diversify our revenue sources and be a resource for our communities. We will develop strategies to increase fundraising to support our programs and vision.

Alumni and Community Engagement

We will develop strategies to engage our students, parents, alumni and community. We will partner with the community in ways that will add value to our schools and community.

Facilities and Technology Excellence

We will develop standards for our schools to ensure that facilities, classrooms and technology advance our Mission and Vision. We will use technology to facilitate delivery of integrated services. We will develop a long-range plan for facilities and technological development and maintenance.

Sustainability

We will strive to be environmentally and fiscally responsible and support local businesses.

Service Learning and Extra-Curricular Activities

Students will have opportunities to engage in extra-curricular activities, service learning and volunteer programs that further develop their skills, enhance the student experience, and reinforce our Catholic faith. Those participating in such activities will excel in the classroom and compete with integrity and distinction indicative of our Catholic faith.

Marketing and Communication

We will be known for our Catholic faith, academic excellence, and the success of our graduates. We will develop and implement promotional marketing and communications strategies to support our promise.



TIME SCHEDULES

DAILY

1st Hour	8:00 to 8:51
2nd Hour	8:55 to 9:45
3rd Hour	9:49 to 10:39
4th Hour	10:43 to 11:33
Lunch-Teamroom	
1st Lunch (11th & 12th)	11:37 to 11:56
2nd Lunch (9th & 10th)	11:59 to 12:18
5th Hour	12:22 to 1:12
6th Hour	1:16 to 2:06
7th Hour	2:10 to 3:00

AM ACTIVITY

1st Hour	8:00 to 8:40
2nd Hour	8:44 to 9:24
3rd Hour	9:28 to 10:08
ACTIVITY	10:12 to 11:19
4th Hour	11:23 to 12:03
Lunch-Teamroom	
1st Lunch	12:07 to 12:26
2nd Lunch	12:29 to 12:48
5th Hour	12:52 to 1:32
6th Hour	1:36 to 2:16
7th Hour	2:20 to 3:00

TWO-HOUR DELAY

1st Hour	10:00 to 10:34
2nd Hour	10:38 to 11:10
3rd Hour	11:14 to 11:46
4th Hour	11:50 AM to 12:22
Lunch-Teamroom	
1st Lunch	12:26 to 12:46
2nd Lunch	12:50 to 1:10
5th Hour	1:14 to 1:46
6th Hour	1:50 to 2:22
7th Hour	2:26 to 3:00

1/2 DAY SCHEDULE

1st Hour	8:00 to 8:33
2nd Hour	8:37 to 9:07
3rd Hour	9:11 to 9:41
4th Hour	9:45 to 10:15
5th Hour	10:19 to 10:49
6th Hour	10:53 to 11:23
7th Hour	11:27 to 12:00

PM ACTIVITY

1st Hour	8:00 to 8:45
2nd Hour	8:49 to 9:34
3rd Hour	9:38 to 10:23
4th Hour	10:27 to 11:12
Lunch-Teamroom	
1st Lunch	11:16 to 11:35
2nd Lunch	11:38 to 11:57
5th Hour	12:01 to 12:46
6th Hour	12:50 to 1:35
7th Hour	1:39 to 2:24
ACTIVITY	2:28 to 3:00

RECONCILIATION SCHEDULE

1st Hour	8:00 to 8:41
2nd Hour	8:45 to 9:26
3rd Hour	9:30 to 10:11
4th Hour	10:15 to 10:56
Lunch-Teamroom	
1st Lunch	11:00 to 11:19
2nd Lunch	11:22 to 11:41
5th Hour	11:45 to 12:26
6th Hour	12:30 to 1:11
7th Hour	1:15 to 1:56
ACTIVITY	2:00 to 3:00

MEN'S RESTRM.
← GYM
WOMEN'S RESTRM.

CAFETERIA							
BAND ROOM	ST. MARIA GORETTI CHAPEL		FOOD SERVICE	FACILITIES MANAGER	FACILITIES DEPT.	BOILER ROOM	

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333	COURTYARD						315
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337	301	303		305	307	309	311

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312A
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FACULTY RESTRM.
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REST- ROOMS	227	225		223	221	REST- ROOMS
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ENTRANCE

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WEST CATHOLIC HIGH SCHOOL ROOM LAYOUT

I. CONDUCT

A. STATEMENT OF PHILOSOPHY

The Catholic Secondary Schools recognize the students and their growth as a primary concern. The schools seek to provide for all students a supportive environment conducive to academic endeavor, social interaction, and individual self-discipline. Fundamental to the Catholic Secondary Schools community are genuine concern and respect for others. When others are treated with courtesy and respect, we recognize their dignity and infinite worth. In light of this philosophy, we as schools and as a community are committed to:

1. Helping, working with, caring about, and respecting each student as an individual.
2. Providing a wholesome Christian environment which exposes its students to Christian principles, values, and attitudes.

The regulations contained in this handbook are designed to promote good order and ease of communication, to clarify expectations, and to provide a learning environment which is both enjoyable and disciplined. **When a family enrolls their son/daughter at a Catholic Secondary School it is expected that they are committed to and supportive of the disciplinary philosophy of the school.** Only with the support and cooperation of both the student and their parents can the schools maintain the disciplined and structured atmosphere necessary for optimal learning.

B. CODE OF CONDUCT

The Catholic Secondary Schools code of conduct presupposes every student's desire for excellence in all areas of life. The underlying rationale is not one of legalisms, punishments, or discipline for discipline's sake. Rather, it is one of fundamental and abiding respect for person, respect for property, respect for authority, and respect for the faith, academic, cultural, and social environment within which every member for the Catholic Secondary Schools community must function. No list can cover every conceivable situation; hence, the implicit standards of conduct to which Catholic Secondary Schools students are called are common sense, mature judgment, and Christian charity.

C. BEHAVIOR AND DISCIPLINE

All students of the Catholic Secondary Schools of Greater Grand Rapids are expected to demonstrate conduct which reflects Catholic Christian values consistent with our Board's Mission, Guiding Principles and Standards of Excellence. At any time throughout a calendar year (including vacations, holidays, weekends, and summer vacation) the following actions are considered detrimental to the broader school community and may warrant suspension, probation, or possible dismissal from the school community. The administration will consider the validity of any information involving West Catholic student misconduct no matter when it is received. We are committed to dealing with issues by exercising good common sense taking into account the well being of the individual and that of the broader school community. Consultation with the Pastor/President will occur for very serious issues.

D. OFF CAMPUS CONDUCT

As long as the student is enrolled at West Catholic, he/she is identified in the community as a WC Falcon. A student's behavior on or off campus, which may be harmful to the West Catholic community reputation, that creates unrest, discord, or discontent in the GRCSS community, or to the safety and good name of others, is subject to disciplinary action. Students must also remember that criminal offenses and/or conduct away from school, which are detrimental to the community and may damage the reputation of the school, may result in suspension and expulsion. The Administration will review information regarding off-campus conduct when it is reported by the civil authorities, or when reported in a written statement by a responsible adult or student, or there are pictures and evidence from an online source.

E. DISCIPLINE PROCESS

Most disciplinary problems are handled in the classroom. Should a problem continue, the student will be brought to the attention of the school's administration so that the teacher, student, administrator and parent/s may work together to solve the problem. **Students whose conduct or academic work shows a serious lack of responsibility may be placed on probation for a specified length of time.** During this time they will be notified of specific conditions they must fulfill to remain in school. A conference with the parent/guardian will be held to discuss the length and conditions of the probation. A probationary contract may be written to assure that all conditions are clearly understood by the student and parent/s. At the end of the probationary period, a decision will be made by the administration as to whether the

student will be taken off probation, asked to withdraw from school or be dismissed. **The administration reserves the right to dismiss any student whose conduct, influence or academic work indicates a continuing and serious lack of responsibility. Expulsion is final.**

F. MAJOR OFFENSES

The commission of or participation in any criminal activity in the school building, on school property or at any school related event is prohibited. Such activities include, but are not limited to:

- Possession, use or transfer of alcohol, drugs, or other controlled substances. Random drug testing may be required.
- Arson, the willful, malicious burning or attempting to burn any property associated with any Grand Rapids Catholic Secondary School building. This includes being the perpetrator or being an accomplice.
- Burglary, breaking and entering a Grand Rapids Catholic Secondary School building.
- Stealing-larceny-robbery, dishonesty acquiring the property of another person.
- Possession or use of explosives on school property or at any school-sponsored activity.
- Extortion, blackmail, or coercion—obtaining money or property by threat of violence; forcing someone to do something against his/her will, by force or by threat or force.
- Intimidation of school authorities or students - interfering with teachers, administrators or students by threatening force, fighting, inciting a fight of violence; or by use of obscene, abusive, or vulgar language.
- Major vandalism, the willful destruction of property belonging to another.
- Fighting.
- False fire alarms or bomb threats.
- Possession of disruptive items such as fireworks, smoke bombs or items which resemble weapons; possession of dangerous, noxious or harmful objects such as a laser pointer.
- Weapons—in addition to the criminal activities listed above, the Grand Rapids Catholic Secondary Schools follow the Diocesan recommendations, School Board policy, and PA 966 (1995) regarding possession or use of weapons as follows:

Students who are found in possession of or use any item deemed by law to be a weapon on school property or at any school-sponsored event will be expelled. The administrator must notify the Pastor/ President and the parents upon discovery of a student in possession of a weapon. A conference shall be held promptly with the student and parents together. Students who have been expelled from other schools for violation of the weapons law will not be admitted to Grand Rapids Catholic Secondary Schools.

- PA 102-99, the Statewide School Safety Policy, Section 1308(5) requires school district notification of any criminal or juvenile court action initiated or taken against a student of that school district. When this notification is made by the local law enforcement agency, the administration of West Catholic will review the report and take appropriate action.

Penalties for Major Offenses

- First Offense: minimum of 1 to 3 days suspension with 2% grade reduction per day.
- Second Offense: minimum of 3 to 5 days suspension with 2% grade reduction per day with probation. Counseling: a rehabilitation program under professional supervision may be undertaken for a second substance abuse violation.
- Third Offense: Indefinite suspension with possible expulsion, with 2% grade reduction per day.

G. OTHER OFFENSES

Any behavior not specified above as a “Major” offense will include, but is not limited to, the following:

- Possession, use, or transfer of tobacco.
- Challenges to school authority, including but not limited to disrespect, defiance, and insubordination.
- Unexcused absence, including skipping school.
- Tardiness.

- Behavior disruptive to the educational environment; disruptive behavior on or within sight of school property, or at school-sponsored activities.
- Use of electronic devices including, but not limited to, cell phones, iPods, and CD players during the school day.
- Dress code violations
- Inappropriate behavior toward others, including but not limited to:
 - Lying
 - Vulgar/obscene language/gestures
 - Verbal intimidation
 - Inappropriate display of affection
 - Demeaning comments or actions
 - Reckless endangerment, including horseplay, throwing objects
- Cheating, plagiarism
- Forgery
- Minor vandalism
- Inappropriate use of automobile
- Bus misbehavior
- Gambling

Penalties for Other Offenses

While each offense will be weighed independently, penalties can include: informal talk, detention, service work relevant and proportionate to the offense, and suspension.

Disciplinary Procedures

May include one or more of the following:

- Conference between teacher and student
- School or community service
- Counseling
- Conference with student, parent/guardian, teacher, administrator
- Behavior contract
- Detention
- Disciplinary probation
- Social probation
- Suspension
- Expulsion

H. STUDENT DIGNITY

The Catholic Secondary Schools expect all students to conduct themselves with dignity and with respect for fellow students, faculty, staff and others. Harassment of any nature includes any conduct that may reasonably be offensive to others in an educational organization. Harassing anyone, including sexual or racial harassment, will not be tolerated. Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination. As sexual harassment is unacceptable, it is against the policy of this school system for any student, teacher, or volunteer, male or female, to sexually harass another individual.

Harassment includes, but is not limited to:

1. Making threats, name-calling, threatening physical attack, lewd or obscene gestures or materials, circulating derisive notes, or posting harmful information on the internet.

Sexual harassment includes, but is not limited to:

1. Making unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

2. Making submission to, or rejection of, such conduct the basis for decisions affecting any student.
3. Creating an intimidating, hostile, or offensive classroom environment through such conduct.

Racial harassment includes, but is not limited to:

1. Making negative references to a person's cultural or racial background.
2. Creating a hostile or offensive classroom environment through such conduct.

The Catholic Secondary Schools do not condone or allow harassment of others, whether engaged in by fellow students, faculty, staff or others having business with the Catholic Secondary Schools.

Student Dignity Complaint Procedure

Any student who believes he/she has been subjected to harassment should report it immediately to his/her Principal, Assistant Principal, counselor, any other teacher or administrator. Each report will be given serious consideration and investigated promptly. Appropriate action will be taken.

1. Action taken on behalf of the complainant could result in penalties ranging from an oral reprimand to expulsion.
2. The complainant is not held to any specified level of authority in making their initial complaint.
3. Complaints will be investigated followed by a written report within 30 calendar days.
4. Retaliation against complainants is absolutely forbidden. The penalties for retaliation could result in expulsion.
5. Final appeal on all investigator reports can be ultimately addressed by the Pastor/President of the Catholic Secondary Schools, or designee within 10 days of the investigator's final report.
6. Support counseling may be recommended for the complainant as necessary.

Investigator's Course of Action for Student Dignity Complaints

1. The investigator will commence immediately, even if the complainant delayed in coming forward.
2. All complaints will be investigated; the investigator will make no decision upon the believability of an accusation and will investigate each complaint.
3. The complainant is required to produce any physical evidence which supports their claim: letters, notes, photographs, e-mails, etc.
4. The investigator will conduct separate, private interviews with:
 - a. the complainant
 - b. the accused
 - c. any witnesses named by the complainant or the accused
5. If a complainant wishes to withdraw their complaint at some point during the investigation process, the investigator will:
 - a. Ascertain if retaliation against the complainant has occurred.
 - b. If no retaliation occurred, document the reasons for the withdrawal by the complainant.

I. DETENTION, SUSPENSION, PROBATION, EXPULSION

1. **Detention:** Detentions are issued to students by faculty and staff for violations of school rules. These violations are almost always a choice by the student to violate rules and risk the consequences, rather than following the rules and contributing to the educational environment. As Catholic Secondary School students, violators must accept the consequences of their decision and spend time "serving" detentions when issued to them. Serving detention at the next scheduled detention period takes precedence over all other activities including athletics, drama, choir, clubs, etc. Part-time jobs and transportation problems are not accepted as excuses. **Failure to serve a scheduled detention will result in additional consequences; most often the student receives a second detention. If/when a student fails to serve detention for a third time, he or she is then assigned a Service-work detention (see following). Failure to serve detention for a fourth time will result in a one-day suspension from school.** One detention received requires 45 minutes of service, either in a classroom for independent reading and/or quiet study, or supervised manual labor. Students who disrupt a class or are involved in a serious offense during class may be removed from that class. Removal from class is considered a very serious measure on the part of the teacher. If/when a student is removed from a class; he or she will receive two detentions.

Service-Work Detention: detentions assigned to be served after the school day or on a weekend. Usually consists of a minimum three hours of manual labor. Students are instructed to report to a specific location such as the school, maintenance area, or Catholic Secondary Schools Transportation Department/Bus garage.

2. **Suspension:** A student is suspended from participation in school for a serious or continuous breach of school rules. The administration may suspend students if their conduct, influence, or academic progress is considered unsatisfactory. Parents will be informed of the reason/s for and the length of the suspension. The suspended student is responsible for any and all classroom material covered during the suspension. **For one day of suspension, a student's quarter grade is reduced by 2% in each class for each day that the student misses due to the suspension.** Suspended students are not permitted to participate in any extracurricular activities, such as athletic events, band or choir performances, etc., during the length of the suspension.
3. **Letter of Warning:** Parents will be sent a letter of warning when their son/daughter has excessive detentions during the school year. The letter warns parents of excessive misconduct and the possibility of probation. If necessary, a conference with administration, guidance counselor, parents, and the student will be held to discuss a plan of improvement. This letter will remain part of the student's record for as long as he or she is a student at a Catholic Secondary School.
4. **Probation:** Probation is the most severe penalty short of expulsion. Students are placed on probation if their conduct has not improved after receiving a Letter of Warning (they've been assigned to detention five more times during the remainder of the school year). Most serious infractions of the rules and any second suspension will result in automatic probation. During the probationary period, the student must be all the more intent upon improving his or her conduct and avoiding an accumulation of detentions. At the discretion of the administration, probationary status may include one or more specific conditions to be met in order to remain enrolled with Catholic Secondary Schools. The probationary period may last anywhere from one semester to a year. Students may only be placed on probation once while enrolled at school. Students will be dismissed if conditions arise that would place a student on probation a second time.
5. **Expulsion:** The following offenses are grounds for expulsion:
 - a. Conduct detrimental to the well-being, health, or safety of others (e.g. bomb threat false fire alarms, tampering with fire equipment, possession of any kind of weapon or explosive, physical or verbal abuse of another).
 - b. Misconduct by a student who has been previously placed on probation. It is understood that a student cannot be placed on probationary status for a second time.
 - c. Theft or vandalism of school property or the personal property of others.
 - d. Defiance, disrespect, or insubordination.
 - e. Conduct inconsistent with the philosophy of the school.
 - f. Conduct detrimental to the reputation of the school.
 - g. Violation of any conditions of probation (for students on probation only).
 - h. Harassment, as described in the handbook under student dignity.

J. COMPLAINT RESOLUTION PROCESS

If and when questions or concerns are felt by parents over a school issue, parents are requested to go directly to the perceived source of the problem or concern. Thus, if the issue concerns a teacher or a practice within a teacher's classroom, the parent should discuss the issue with the teacher first, followed by the Principal if resolution is not reached. If resolution still is not reached, then the parent should contact the Pastor/President. The final step in the process is the Bishop.

Concern/Complaint Procedure

If a parent has a concern that arises out of a classroom situation or a disciplinary action, the following procedures and time line should be followed.

Step 1. The parent is asked to make an appointment with the teacher involved to discuss the concern and resolve it, if possible. This step should take place in a timely fashion in relation to the date of the incident.

Step 2. The parent is to contact the school Principal within five school days of meeting with the teacher if they wish to appeal the teacher's decision.

Step 3. If the parent does not agree with the Principal's decision then they may appeal to the Pastor/President. This appeal is to be in writing and done so within five days of meeting with the Principal.

Step 4. Upon receiving the decision of the Pastor/President, the parent has five school days to present their written appeal to the Bishop.

The process outlined above emphasizes communication, and communication at the appropriate level. It is our goal to work with parents in the resolution of concerns.

With issues or concerns that relate to athletics, parents are requested to contact the coach first, then the Athletic Director, followed by the Principal, Pastor/President, and Bishop, as outlined beginning with Step 2 above.

K. DRESS CODE

Students at West Catholic High School are expected to strive for personal and academic excellence. The dress code's purpose is to enhance the resolute tone of our Catholic education. Our school uniform helps to create an atmosphere that minimizes competition among students from various socio-economic backgrounds and in turn maximizes convenience for our families. In addition, the West Catholic uniform promotes self-respect and gives us an identity we can take pride in.

Requirements for All Students

All uniform items will be purchased from Sunshine Uniform Company. Any item, whether listed or not, that is deemed inappropriate by faculty or staff will not be permitted. The oxford dress shirts (either short or long sleeved, green or white) will be worn on Mass days. Only plain white t-shirts are to be worn under the uniform shirts and there will be no layering (long sleeve under short sleeve). All tops will be completely buttoned except for the top button. No alterations will be made to the clothing such as cutting off shirts sleeves or hemming skirts. Only a brown or black traditional leather belt may be worn through the belt loops.

Shoes – While brown or black leather dress type shoes are preferred, tennis or gym shoes are acceptable. **Not permitted:** flip-flops, athletic sandals, moccasins, slippers, any military style boot. Leather "dress" sandals are permitted during warm weather months (August through September 30 and May 1 through the end of the school year). Socks must be worn.

Socks – must be visible; plain black, brown, gray, dark green, navy blue or white. Both socks must be the same color.

Hats – hats, bandanas, sweat-bands, etc. will not be worn during the school day. Sunglasses are not permitted during the school day.

Jewelry, Tattoos and Piercings: only small earrings are permitted. Any other body piercings, including tongue, nose and eyebrow, are not permitted. Any visible tattoos are not permitted. Band-aids worn to conceal piercings and/or tattoos are not permitted.

Hair – must be of a naturally occurring color. Dyed hair of any unnatural color is not permitted. Any eccentric hairstyles or designs are not permitted. Hair styles must not hang over the student's eyes.

Boy Specific Guidelines

Boys will be clean shaven and hair is to be neatly groomed. Not permitted: beards, mustaches, or any facial hair whatsoever. Hair is to be cut above the eyebrows, ears, and shirt collar. The height of one's hair will not exceed two inches on the top of their head and sideburns will not extend below the ear. Shirts will be tucked in at all times.

Girl Specific Guidelines

The girls oxford shirt is designed to be untucked and the polo shirt may be untucked as well. However, all undergarments and plain white t-shirts worn under the uniform tops will be tucked in and not hanging out the bottom of the uniform tops. Socks – may wear solid color tights in black, brown, gray, dark green, navy blue, or white or flesh colored panty hose.

Spring-Summer Guidelines

Shorts purchased from Sunshine Uniform Company may be worn from the beginning of the school year in August until September 30th, and from May 1st until the end of the school year.

Dress-down days/Spirit days:

On specific, designated days during the school year, students are permitted to "dress-down" by wearing jeans to school with t-shirts and/or sweatshirts.

1. **“Jeans” days:** jeans that are ripped, torn, frayed, written-on, excessively baggy, etc., are not permitted. T-shirts and sweatshirts worn on jeans days will not be offensive, have no offensive messages, have no references or innuendos to inappropriate things, such as alcohol. If the jeans day falls during the warm weather date guidelines, students may wear non-uniform shorts as long as they are below the student’s fingertips while standing straight up. No tank tops or cut offs will be allowed. Girls tops will be modest and not expose cleavage.
2. **“W.C. Spirit” days:** on Spirit days, students must wear their uniform bottoms, but are invited to wear West Catholic apparel on top, such as their team jerseys, t-shirts, and sweatshirts.

Violations of the Dress Code

Students who choose to be in violation of our uniform-dress code will receive multiple detentions, in addition to being sent home to change into the correct West Catholic High School uniform. Repeated violations of our dress code will result in suspension.

L. LOCKERS

Each student will receive an assigned locker during Orientation. Students will maintain their assigned locker for the entire school year, unless otherwise reassigned by the administration. The lockers are the property of West Catholic and are provided to the students for their use throughout the school year, subject to the following rules:

1. The school cannot and will not assume responsibility for clothing, books, or any other property if lost or otherwise missing.
2. The school reserves the right to inspect and search lockers at any time.
3. Each student shall maintain his/her locker in a clean and neat condition. No unauthorized markings or decorations are permitted inside or outside the lockers. Storage and/or possession of any contraband is forbidden (see Conduct).
4. No student shall enter, or seek to enter, the locker of another student; nor shall any student divulge his/her locker combination to another.
5. No student shall maintain any lock or device upon any locker other than the lock issued by the school. All other locks will be cut off.

M. CORRIDORS

Students shall conduct themselves in accordance with the Code of Conduct at all times. Running, whistling, shouting, and horseplay of any kind are prohibited. Students have exactly four minutes between classes to visit their lockers and/or the rest rooms. Students are required to have a hall pass, handbook, or other such notice signed by the administration, or a faculty or staff member in order to be in the halls during class time.

N. TRANSPORTATION/PARKING

The West Catholic High School campus has a limited number of parking spots for student use. These parking spots are purchased by the students on Orientation day. When purchasing the parking spot, the student receives a permit which coincides with the numbered parking spot. The student must have this permit visible. Each student will park in his or her assigned-numbered parking spot during the school year. Parking spots are first sold to the Seniors and then to the Juniors. Sophomores who receive their driver’s licenses at some point during the school year should have no expectation that they will be permitted to drive to school. Once the parking spots are sold out, it is not physically possible to park any more vehicles on the school campus. Students not parked in their correct assigned parking spot may have their vehicle towed at the owner’s expense.

Automobiles – Student Vehicles

Students will obey all regular traffic laws while driving on campus, in and around campus building, etc. Speeding or reckless driving around school subjects the driver to immediate suspension and/or loss of driving privileges on campus, at the determination of the administration.

Busing

The Catholic Secondary Schools Transportation Department provides bus transportation to and from West Catholic High School, as well as many other diocesan schools. West Catholic students riding on CSS buses will adhere to the Code of Conduct and the “Bus Rules” as provided by CSS Transportation at all times. The administration views the bus driver as the classroom teacher. Any behavior on the part of the student deemed inappropriate by the bus driver will result in one or more of the following: assigned seating, loss of rider privilege (temporary or permanent), detention, suspension, or expulsion.

O. SOCIAL ACTIVITIES

1. All social activities sponsored by recognized school organizations must have approval from the Principal two weeks before the event.
2. **All rules of conduct and citizenship applicable to the normal school day apply to all social functions sponsored by school organizations.**

School Dances

School sponsored dances are intended to be an extension of school life. As such, they provide a social setting for students to learn and apply appropriate social graces and conduct.

No guests will be allowed unless the host student has obtained permission from the Assistant Principal. Students should be dressed in a manner consistent with an activity in a Catholic school, specifically for girls:

- No bare midriff.
- Necklines must cover cleavage at all times.
- Underwear must be covered at all times.
- The "shorts" rule applies for dresses that have a slit; the slit must not be above the student's finger tips while standing up straight.
- Backless dresses are not to extend below the bottom of the ribcage.
- Dress length will be no shorter than mid thigh

Boys should wear a dress shirt, coat, & tie, with dress slacks and dress shoes to formal dances. Attire may vary for informal dances. Dancing should be in good taste to maximize the enjoyment and comfort of all in attendance. Students whose apparel or conduct does not meet these basic guidelines will be asked to leave.

Please note: for our three formal dances (Homecoming, Here's My Heart, and Prom) any additional expectations will be provided at the appropriate time. Non-formal dances may be held throughout the school year. Dances end at 11:00 PM.

Our three formal dances are described below:

Homecoming: takes place each fall, held in either the gymnasium or the cafeteria, taking place on the Saturday evening of Homecoming weekend.

Here's My Heart: takes place each winter, usually during the month of February, close to St. Valentine's Day. This dance is usually planned at a site off-campus and is planned as a "dinner-dance." Ticket price includes the catered meal as well.

Prom: takes place each spring, usually at a site off-campus.

These three formal dances are open to Seniors & Juniors. Sophomores & Freshmen may attend only if they are asked to by a Senior or Junior. The Class Advisor who plans the dance, along with the administration, will set a time at which all dance participants must report to the site where the dance is being held. Any students arriving after this previously set time may not be admitted.

Athletic Contests – Spectator Behavior

Student behavior at school sponsored events, athletic or otherwise, whether on our campus, the host school campus, or a neutral site, is to reflect the values of the Catholic Secondary Schools and West Catholic High School at all times. Students' chants, cheers, and comments while in attendance as a spectator will reflect positive encouragement of their own classmates. Regardless of the actions of the referees/officials, or of the opposing players, coaches, parents, and fans, West Catholic students will not engage in negative behavior uncharacteristic of good sportsmanship. Students found not in compliance may be required to leave the event without ticket refund, and in addition may lose the privilege attending future contests/events, and may be subject to further disciplinary action, at the discretion of the administration.

P. ELECTRONIC DEVICES

Electronic devices include cell phones, pagers, beepers, headphones, iPods, iPads, hand held video games, radios, MP3 players, etc. Student use of any and all personal electronic or battery powered devices are prohibited during the instructional day from 8:00 to 3:00 (unless an instructor has requested the student to use their personal electronic device in their classroom specifically for the one-to-one pilot program). If a student is found to be using the device during the school day (including between classes and during lunch), the device will be confiscated for the duration of that school day, at minimum, and will

be returned at a later time at the discretion of the administration. A first time offense will result in a two hour detention. Any additional offenses will result in one or more of the following: Three or more hours of detention, parent contact, and possible suspension. Calculators will be used for their intended manner. If a calculator is being used inappropriately (to play games), the above rules will apply.

Q. PREGNANCY POLICY

Preamble: We, as members of the Catholic Secondary School Board “one in mind and heart” (Acts 4:32) with the administrators of our high schools and parents of the Policy-Advisory Committee, are mindful of the Gospel mandate: “Be compassionate as your heavenly Father is compassionate.” (Luke 6:36) United with our American bishops pastoral *Human Life In Our Day*, “We honor God when we reverence life. When human life is served, man is enriched and God is acknowledged. When life is threatened, man is diminished and God is less manifest in our midst.” Concurring with the dignity and sacredness of human sexuality, “Christian families are called to confront the world with the full ability of human love and proclaim to the world the mystery of divine love as these are revealed through the family. The mission of the family obliges it to identify to conjugal love in the face of compromises and infidelities condoned in our culture. In its emphasis on the virtues of fidelity and hope, so essential to the prophetic witness of the family, Christian sexual morality derives, therefore, not from the inviolability of generative biology, but ultimately from the sanctity of life itself and the nobility of human sexuality. The Christian ascetic of chastity, within and outside of marriage, honors the sanctity of life and protects the dignity of human sexuality.”

Policy: We intend to treat those involved in out-of-wedlock pregnancy with Christian compassion. We do not condone pre-marital sex nor high school students marrying or beginning families. When a pregnancy occurs:

1. The first concern is the physical, emotional, and spiritual welfare of the girl, her unborn child, the father, and the families involved.
1. Proper medical contacts and counseling should be facilitated.
2. Furthermore, aid should be given to such students for the continuation of their education within the limits of reasonable safeguard, both to the school and the student.
 - a. The student should be encouraged to remain in school. If the student, however, chooses to withdraw from classes, tutoring, independent study programs, or alternative education programs shall be facilitated by the administration and faculty.
 - b. The pregnant girl who is unable to continue school work may withdraw from class studies until her ability to resume her studies is verified by her physician and the school administration.

II. ATTENDANCE

Michigan law compels every parent or guardian to send children within certain specified ages to school. Schools are required by law to maintain attendance records and report absences to the proper civil authorities. Regular attendance and promptness promotes a student’s positive academic achievement. Any unauthorized absences where a student’s presence is expected and required will result in serious consequences. Students entering or exiting the building at any time during school hours must sign in at the attendance desk in the main office.

A. ABSENCE FROM SCHOOL

1. **Excused Absences** include illness, injury, serious illness or death in the family, attendance at a funeral, a medical appointment that could not be made outside of school time, a transportation emergency, college visits, or a court appearance.
 - a. When a student is absent from school, the parent/guardian is required to call the attendance office before **9:00 AM** on the day of the absence.
 - b. **Foreseeable Absences** are those due to special family events, participation in a special event (such as field trips) of a religious, educational, civic, or cultural nature, and can be excused under the following conditions:
 - A parent/guardian informs the school by note or phone call at least one week in advance of the absence.
 - The student informs each of his or her teachers with a Pre-Arranged Absence form (received from the main office) at least one week in advance.

- Absences in this category are strongly discouraged. Time out of class cannot be replaced. There should be no expectation of special assistance with class material that was missed due to the absence.
2. **Excessive Absences** - When a student has accumulated 9 or more absences during a semester, whether the absences were excused or not, the student may lose academic credit by the determination of the administration.
 3. **Unexcused Absences** include but are not limited to: oversleeping, absences for employment, babysitting, or truancy
 - a. **Unexcused “Late to School:”** Students who arrive late will report directly to the main office. Any and all instances of late arrival to school will result in the student receiving one-hour of detention for being Tardy to school.
Parents please note: any excuse given by the student or parent/guardian, such as alarm clock malfunction, oversleeping, forgot to set the alarm, stayed up late to watch the game, arrived home late from the school play or musical performance, traffic, train-crossings, car wouldn't start, etc., **will not be accepted.** Our students will learn to be responsible, just as they will be required to do at the college level or in the professional workplace, after high school.
 - b. **Unexcused “Absent from Class:”** When a student is absent from a class for a significant amount of the class time (as determined by the administration), the result is a loss of credit for work missed due to the absence including any tests, quizzes, projects, homework, etc. One hour of class time missed due to an unexcused absence results in two hours of detention. Skipping one day of school results in fourteen hours of detention. Skipping class is also a violation of the Athletic Code and will result in a loss of participation specified by the administration. Multiple and/or continuous unexcused absences will result in a Service-work detention and/or suspension, as well as a loss of field trip privileges, working as a teacher aide, etc.
 4. **Extracurricular Participation:** If a student is absent from school for ANY portion of the school day, that student may not participate in an athletic team practice, game, or contest; any play/musical/jazz band performance, practice, or rehearsal; as well as any and all extra-curricular activity not specified above, on the day of the absence. Any exceptions must be approved by the administration. *See Note.
 - a. Doctor and/or other appointments must be verified with an approved note from the Doctor/ appointment office, in order for that student to participate in an extra curricular activity on that day.
 - b. College visits for athletes must be approved one week in advance in order to participate in practice or competition.

***Note:** Student athletes and jazz band members must be aware of the fact that any instances of skipping class will not only result in multiple detentions but will also result in loss of participation in said activities. Specifically in the Athletic Code: skipping class is a Class C violation indicating a 10% loss of one's sport season.

B. SEVERE WEATHER

If a tornado watch or warning occurs during school hours, school shall remain in session. West Catholic has a plan, developed in cooperation with local authorities, to provide the best possible safety for students. Students will not be sent home. However, if a parent is concerned or uncomfortable, they may come to school and pick up their children at any time during a tornado watch or warning. All other students will remain at school.

After-School Activities

No after-school activity will be conducted if a tornado watch or warning is in effect at the site of the scheduled activity. If a tornado watch or warning is in effect at the site of a scheduled weekend or evening activity, up to one hour before the beginning of that activity, then that activity will be canceled. When possible, students will be informed over the loud-speaker before the end of the school day concerning any afternoon and/or evening cancellations.

C. WEATHER RELATED DELAY OF SCHOOL

Since the Grand Rapids Public Schools and many suburban schools have initiated a two-hour delay for school on bad weather days, we have adopted our own policy. We have also adjusted our policy regarding busing at the conclusion of the school day on bad weather days. The complete policy is stated below.

1. **Public school district closes:** No Catholic Secondary Schools Transportation in both the AM and PM into that district.

2. **Public school district has a two-hour delay & West Catholic has no delay:** No CSS Transportation into that district in the AM only, CSS buses will run in the PM.
3. **West Catholic has a two-hour delay:** our school day begins at 10:00 AM; CSS Transportation will begin two hours after the normal bus-route times.

***Please note:** West Catholic has students coming from several different public school districts throughout the greater Grand Rapids area. Therefore, it is not possible to tie ourselves to any one district. We also understand that while the roads may be passable here in the city that may not be the case in some areas outside the city. Thus, some parents may be hesitant to have their children drive to school in bad weather on a particular day when school is open. There is no simple solution to this situation. We advise all families to determine an alternate means of transportation, when needed, whether that is by car or bus. This will avoid a last minute discussion or argument on the morning of a bad-weather day. As always, we will advise our student drivers to plan to leave home early on bad-weather days, in order to avoid the potential problems that hurrying and/or rushing to school can bring.

III. ACADEMICS

A. GRADUATION REQUIREMENTS

In compliance with the requirements set by the North Central Association of Schools and those of the Catholic Secondary School Board, West Catholic High School requires the following credits for graduation. One credit is one full year of successful work in a course or subject.

MINIMUM OF 24 CREDITS

Religion	4 credits
English	4 credits
Mathematics	4 credits
Science	3 credits
Social Studies	3 credits
Foreign Language	1 credit
Health/Phys Ed*	1 credit
Visual, Performing & Applied Arts**	1 credit
Electives	3 credits

*Students may waive one semester of the required Physical Education requirement by successfully completing two athletic programs during the same school year, participating in band for two years, or by successfully completing 90 hours of athletic instruction/practice/competition of a pre-approved non-school program related to physical education/athletics/recreation under the supervision of a teacher/coach/personal trainer in an eighteen week period of time. The Guidance Department will counsel registrants regarding this policy. (Health is required and may be completed in 10th grade.)

**Visual, Performing & Applied Arts may include, but may not be limited to, credits earned in the Technology and Fine Arts Departments, or through successful completion of classes such as Oral Communication, Yearbook and Journalism. Online courses, with the approval of the administration may also be considered for this requirement and may also be used to fulfill a requirement in another discipline.

B. GRADING PROCESS

1. Grading Scale:

Grade Minimum	Percent	GPA
A+	100 - 98.5	4.0
A	98.4 - 94.5	4.0
A-	94.4 - 92.5	3.7
B+	92.4 - 90.5	3.4
B	90.4 - 86.5	3.0
B-	86.4 - 84.5	2.7
C+	84.4 - 82.5	2.4
C	82.4 - 78.5	2.0
C-	78.4 - 76.5	1.7
D+	76.4 - 74.5	1.4
D	74.4 - 71.5	1.0
D-	71.4 - 69.5	0.7
E	69.4 - 0.00	0.0

2. Grade Explanation:

A grade of "A" indicates superior mastery of the subject, as well as maturity of action and response.

A grade of "B" indicates fulfillment of all requirements, as well as a quality of work which is considerably above average.

A grade of "C" indicates achievement of average quality.

A grade of "D" indicates the lowest passing mark; the quality of work shows little achievement beyond the minimum requirement.

A grade of "E" indicates failure to complete the minimum essentials required. To obtain credit in a required course, and thus meet graduation requirements, the student must repeat the course.

Work Habits: The student comes prepared to work, works independently, completes assignments, makes good use of time, participates in class discussions, tries to think and act promptly, effectively, and independently.

Citizenship: The student respects property, rules of school, is thoughtful of others, shows self control, and cooperates with teacher and group.

Work & Citizenship Habits evaluate effort & behavior rather than academic performance.

3. Report cards are compiled four times a year and are posted on Infinite Campus. Parents requesting that a printed report card be mailed home should contact the Registrar. Teachers will post progress report grades on Infinite Campus during the middle of each nine week period.

a. Quarter grades are not posted to the permanent record. They are intended to inform students and parents about student progress. Quarter grades represent 40% of the semester grade.

b. First and second semester grades consist of the grade for both first and second quarter and the grade from a comprehensive final exam which counts for 20%. Only the final semester grade is recorded on the student's permanent transcript and used to calculate the cumulative grade. Second semester grades consist of the total effort for the third and fourth quarter and the student's exam grade as explained in #3. Only the final semester grades are posted on the transcript. The cumulative GPA is then recalculated.

4. Incompletes - A student who receives an incomplete in a class is responsible for working with the teacher to determine what is missing. An incomplete grade must be made up within two (2) weeks of the end of the marking period. Extensions may be given with the approval of the teacher and the Principal. Refer to Late Submission Policy.

5. Progress Reports - Grades are updated weekly through each marking period/academic quarter and maybe be viewed at any time on Infinite Campus. Teachers will post progress report grades on Infinite Campus during the middle of the nine week period. Parents needing a written progress report should contact the Registrar.

C. ACADEMIC CREDIT

1. A transcript is the record of grades and is sent to colleges and institutions when applying for admission. An official transcript is one delivered, by request of the student and/or parent, to a college or institution with the school seal. An unofficial transcript is one delivered by request to the student and/or parent.

2. AP Courses - As stated in the Curriculum Guide, students must take the AP exam for that course. This is a requirement of enrollment in the AP course. Families who may require financial assistance regarding the cost of the AP exam should contact the Business Office.

3. Early College – A student who wishes to take early college courses for which the school does not offer an equivalent course must submit a written request signed by the parent stating the reason for the request and giving a brief description of the classes to be taken. This request must be submitted when a student submits his/her course requests for the following year. The request will be reviewed by a committee consisting of the counselor, chairman of the department in which the desired course falls, and Assistant Principal. The committee will grant or deny the request.

4. Independent Study – when a student is enrolled on a regular basis at West Catholic High School:

a. Independent studies are available to 11th and 12th graders only. Ordinarily, to be considered for an independent study, a student must have at least a 3.3 grade point average in the department under whose management the independent study would take place.

- b. No credit for independent study will be granted without the study having been given prior administrative approval.
 - c. Usually a maximum of one course (.5 credit) per semester is allowed as an independent study for a student.
 - d. To qualify for an independent study during the regular school years, a student must be enrolled in at least five course (2.5) credits in the regular program. Summertime independent studies are also permitted.
 - e. Credit for an independent study will be awarded on a pass/fail basis. No letter or numerical grade for cumulative grade point average will be given.
 - f. An independent study must be supervised by a WCHS teacher.
 - g. Cost for an independent study course (.5 credit) will be assumed by the family. Families will pay the cost of an online course.
5. **Credit Recovery:** Students who fail a course are responsible to meet with their counselor and enroll in approved courses for required credit recovery. Summer school information is available in the Guidance Office. There are additional tuition costs for credit recovery and full payment is required at the time of registration. The credit recovery program only allows the student to remediate failed course content and earn a passing credit. No grade will be issued nor will points be added to the student's cumulative GPA; credit recovery courses are pass/fail credit only.
- a. A course that is repeated at West Catholic because of a failure and receives a passing grade when retaken will appear on the permanent record. The passing grade will replace the original failing grade in determining the GPA. If a course is repeated outside West Catholic, the course and credit will be listed on the transcript; the credit will count toward the total required for graduation, but the grade in the repeated course will not replace the original failure and the grade will not be computed in the cumulative grade point average.
 - b. Course(s) failed in Religion must be repeated through a credit recovery program at WCHS during the summer break. It is the student's responsibility to register/pay for course recovery through the Religion Department in June.
6. **Replacement Credit**
- a. In order to receive replacement credit, the course must be retaken within one year.
 - b. In order to receive replacement by retaking a course, permission must be granted by the administration prior to the beginning of the semester. Generally, such permission will be given if the original grade was C+ or lower or if an educational need is apparent.
 - c. When a replacement credit is given, the grade of the record will be the replacement grade.
 - d. Exception: Transfer students' academic status will be determined upon enrollment at WCHS.
 - e. A student who takes outside courses without approval or takes particular classes outside WCHS simply for enrichment can have final grades recorded on the permanent transcript but will not be given WCHS credit.
7. **Grading Irregularities** – International students with limited English proficiency may be given credit/no credit grades for their first semester at West Catholic High School. Alternative cases of granting credit/no credit are at the discretion of the school administration.

D. ACADEMIC RECOGNITION

1. **Honor Roll:** Students will be on the Honor Roll if they have earned a grade of B- or higher in each course. Honor Roll is based on quarter grades only.
2. **Class Rank:** Rank in class is based on cumulative grade point average beginning with the first semester of the freshmen year. The grade point average is accumulated and the rank is recalculated following each semester.
3. **GPA:** A student's "base or un-weighted" grade point average will be determined using a 4 point scale (example: A=4.0; B=3.0). In addition, each Honors or AP course taken, an add-on of 0.036 per credit hour or 0.018 per half credit hour, will be made to determine the student's weighted grade and class rank.
4. **Awards Distribution:** Students may be recognized for academic achievement through membership in the National Honor Society and/or the annual Awards Assembly.

5. **Criteria for Valedictorian/Salutatorian:** Students will have attained the top two cumulative GPA's of the senior class at the conclusion of eight semesters. The majority of credits must be earned at WCHS and the student must be at full time enrollment each semester of high school

E. CURRICULUM INFORMATION/ENROLLMENT

1. Each student must carry a minimum of six (6) subjects per year. All students must remain in the school building through the 7th period of the day, unless approved by the administration. A student must complete his/her required courses at West Catholic High School. A "required course" is one designated as such in the West Catholic Curriculum Guide and must be successfully completed to receive a West Catholic diploma.
2. Four years of daily attendance in a **Religion class** offered at West Catholic High School is required of all students who attend West Catholic High School.
3. **Schedule changes** are made only through a formal procedure denoting parental, counselor, and administrative permission. Class changes can cause serious disruptions to the order of the school. Teacher hiring and assignment decisions are made on the basis of course selections in the spring. Changes, therefore, will only be made for very serious reasons. If a schedule is not complete, required subjects are not included, or if a class was assigned that wasn't selected by the student, a request should be made to correct the situation. Class Change Request Forms are available in the Guidance Office. Students must remain in currently assigned classes until they receive written add/drop notification.
4. **Dual Enrollment:** Credits earned from outside WCHS to be applied to a WCHS diploma must be limited. In advance, approval is required through parents, Department Head, Counselor and Principal. Any courses needed for graduation must be taken at West Catholic. Courses will only be approved if they are not offered in our curriculum or an exception is made due to a scheduling conflict. Students requesting dual enrollment must be a senior and have earned a 3.0 grade point average with exception of courses completed at KCTC or Lake Michigan Academy. Fees incurred for outside coursework are the responsibility of the student; WCHS tuition will not be discounted unless an exception is made by the Business Office.
5. **Withdrawal from School:** Students who withdraw from school do so through the office of the Assistant Principal and Guidance Department. They must do so in person. Before a transcript of records can be released, the student must not have outstanding obligations in classes (all books and materials turned in), the library, and any other place where school materials have been used. All tuition and fees must be paid in full. An exit form signed by the student, parent, and administrative representative must be completed.

F. HOMEWORK POLICY

Students are expected to have 2 to 3 hours of homework (written and/or reading work) each night and are expected to take textbooks home for this purpose. Any student falling behind in their homework may be assigned to the Academic Learning Center for an unspecified amount of time until their work is caught up.

1. **Late Work:** this policy applies to daily homework assignments. No teacher is required to accept late work. However, if a student is present in class and does not have his or her homework completed, at the discretion of the individual teacher, the following will apply:
 - a. Teachers may assign "Half Credit" (defined by the individual teacher) when homework is completed on the first class day after the assignment was due.
 - b. No credit is given if homework is received after more than one class day.
 - c. At no time are teachers required to assign "extra credit" work to students who may have failed previous assignments.
2. **Late Submission Policy:** This policy applies to essays, papers, projects, etc. which have been assigned a due date of seven class days or longer. The term "due date" is defined as the class period or hour in which a teacher collects the assigned work.
 - a. Students have a one day "window of opportunity" to submit work. A student may still submit the work within 24 hours following the established due date. However, the assignment will be assessed a reduction of two letter grades. Once the grace period has expired, the essay, paper, or project will not be accepted.

- b. Short-term (one or two days) absence, as a rule, is not a valid excuse. The work should be submitted the day before the deadline if the student has an appointment, field trip, early vacation departure, or any planned absence on the due date. In cases involving a short-term illness, the work can be delivered on the due date to the school office by a family member or classmate between 7 AM and 3 PM. If such delivery is not feasible, the work can be mailed (post marked on or before the due date), faxed or e-mailed (on the exact due date). Special provisions may be made for those who have suffered a prolonged and verifiable illness or injury.
- c. Computer, printer, or typewriter malfunction is not a valid excuse.
- d. Parental notes/excuses documenting situations outlined in b & c above will not be accepted.

G. EXAMINATION POLICIES

- 1. Exams will be given at the end of each semester and must be taken to complete the course. Students who have missed exams due to an absence must arrange a make-up exam with their instructor(s).
- 2. **Exam Accommodations:** Students requesting alternative test arrangements must receive approval from course instructor and/or Administration. Extended time and other accommodations will be granted according to the regular academic accommodations procedures.
- 3. **Senior Exam Exemption**
 - 1. The exemption is granted at the professional discretion of each individual teacher.
 - 2. The exemption is used for the second semester only of a year-long course, and for either semester of a one semester course.
 - 3. The student must have scored a minimum letter grade of "B" in the two quarters preceding the exam.
 - 4. Teachers do not round off grades or points.
 - 5. If a student wants to earn a higher grade for the semester, they must take the final exam.
 - 6. Students taking AP courses are required to complete the official AP Exam(s) and may be exempt from taking a final examination from the school provided the above requirements are met.
- 4. **Cancellation of Exams:** In the event exams have to be cancelled on a regularly scheduled exam day, they will be made up the next weekday. Usually a day is scheduled for correcting exams, etc., this then becomes an exam day. The schedule pushes back a day. Example - if exams were scheduled for Wednesday, but are cancelled due to weather, these exams would be given on Thursday.

H. ACADEMIC PROBATION

Every effort will be made to assist students who are struggling academically, and/or are failing or near failing in their studies. This may include having students attend the Academic Learning Center. However, if a student with a demonstrated academic ability has been assigned to the Academic Learning Center more than one time and fails to improve, that student may be placed on Academic Probation at the determination of the administration.

- 1. A student may be placed on Academic Probation at any time, though usually such placement will occur at the completion of a marking period or semester.
- 2. A student may be placed on Academic Probation for excessive absences should it be determined that the absences have negatively affected academic performance.
- 3. A student placed on Academic Probation will be required to sign a Probationary Contract.
- 4. An administrator placing a student on Academic Probation will consider, but is not limited to, the following criteria as it applies to individual situations when writing the Probationary Contract:
 - A. A meeting will be held with the student, parents, and administrator to discuss the Probationary Contract. Other high school staff may also be involved in the initial meeting.
 - B. The student will be required to submit all assigned work to each teacher in each assigned class, including work completed in or out of the classroom.
 - C. All assigned material is complete and submitted on time. If absent when work is assigned or due, the probationary student must meet the CSS Handbook requirements for receiving full credit for assigned work.
 - D. The student may be required to work with a tutor in a specified subject area(s).
 - E. The student will participate in pre-arranged tutoring sessions with teacher as necessary.

- F. The student may not have un-excused absences and may be denied pre-arranged absences during the probationary period.
- G. The student will be evaluated at intervals as determined by the administrator, not to exceed one quarter of the school year.
- H. The student will remain on Academic Probation for a duration determined by the administrator.
- I. The student will not be allowed to advance in any subject that is sequential unless the prior course is successfully completed.

When a student violates a probationary contract, the administrator reserves the right to redefine the terms of the contract and to evaluate the student's future enrollment in the Grand Rapids Catholic Secondary Schools. If a student's enrollment is terminated, the student, after successfully completing a semester and earning credits at a non Grand Rapids Catholic Secondary School, may be considered for re-enrollment.

I. ACADEMIC INTEGRITY

A student's academic dishonesty undermines our mission as a Catholic school and academic misconduct, including any forms of cheating or plagiarism, will not be tolerated. All academic work submitted by students to their instructors is expected to be the student's own work. Violations of this type may affect National Honor Society membership/involvement.

1. Acts of cheating and plagiarism include, but are not limited to the following actions: copying assignments and submitting as "original;" writing formulas, codes, key words on your person or an object for use on a test; using programmed material in watches or calculators when prohibited; giving or receiving answers; taking someone else's assignment and submitting it as your own; submitting material (written or designed by someone else) without citing the source; submitting work created by family, friends, or tutors; or taking credit for group work without doing your fair share. If a case arises when a student is unsure about a question of plagiarism involving his work, the student is obligated to discuss the matter with the instructor before submission.
2. A student who allows another student access to his work is also guilty of academic fraud and will be penalized as well. Unless an instructor has explicitly explained that students may collaborate on a homework assignment, essay, or project, all the work that is turned in must be the student's own work. Any student that is found guilty is violating the academic integrity policy.

For a first violation of the Academic Integrity policy, the student receives a score of zero points (0%, letter grade E) and is assigned to a Service-Work detention. The teacher will call the parent to inform the parent of the incident. A second violation will also result in that student being placed on Academic Probation. While on Academic Probation, any subsequent violations may result in that student being dismissed from school. Expulsion is final.

J. COMPUTER USE GUIDELINES/ACCEPTABLE USE POLICY

The purpose of the computing network, both wired and wireless, is to promote educational excellence by facilitating communication, resource sharing, and information/research capabilities about various topics to the students, staff and community of the Catholic Secondary Schools (consisting of Catholic Central High School and West Catholic High School). All persons using the computing network agree to do so in an appropriate manner. Network use includes local intranet access as well as internet access and is a privilege which may be lost by persons abusing this privilege. All persons agree to:

- The use of computer network must be consistent with and in support of the educational goals and objectives of the school's curriculum and mission statement.
- Respect the privacy of other users; for example, users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or represent themselves as another user.
- Respect the legal protection provided by copyright and license to programs and data.
- Respect the integrity of the computing systems; for example, users shall not intentionally develop programs that harass other users or infiltrate a computer or computer system and/or damage or alter the software components of a computer or computing system.
- Respect the values of the Catholic Church within all transmissions of material on the Internet; this includes but is not limited to, pictures, sounds, videos and text. Objectionable material, including pornography and offensive language as determined by staff members, shall not be viewed or transmitted at any time.

- Respect the rights of others on the computer network including the Internet. You are expected to follow the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - Be polite. Do not get abusive in your messages to others.
 - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language as determined by any staff member.
 - Do not use the Network in such a way that you would disrupt the use of the Network by others
 - Do not reveal personal addresses or phone numbers of self or others.
 - Do not misrepresent yourself.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Message relating to or in support of illegal activities may be reported to the authorities.
- It is understood that the files stored on a school computer and/or a school provided network service are under the supervision of the network administration and may be monitored at any time.
- Monitoring of the computer network may be conducted to ensure system integrity and to ensure that users are utilizing the network responsibly and according to this policy.
- User(s) shall report any known or suspected misuse of the computer system and/or Internet to their classroom teacher and/or other school administrator. User shall not make false complaints against other users.
- The use of chat rooms and social media are only allowed during teacher directed activities. Unauthorized chat room and social media use will not be acceptable.
- Any user violating this acceptable use policy will face disciplinary action. Depending on the nature and the severity of the violation, possible disciplinary actions include:
 - Users may be required to make full financial restitution for any unauthorized expenses or damages incurred.
 - The School reserves the right to ban a user from the computer network including the Internet.
 - Users may face additional disciplinary action consistent with the student handbook. The situation may be referred to the appropriate law authorities.

K. LIBRARY – MEDIA CENTER

The library is available to students for research, reading, or quiet study. Therefore, students are expected to be silent and studious while in the library. The library is available to students for course work or book selection before school, after school and during study hall on certain days of the week as specified by staff.

Students who wish to use the library must first report to their study hall. After prayer and roll call, students may sign out of the study hall and go to the library if permitted by the librarian and the study hall monitor. Students should proceed directly from study hall to the library with no detours to lockers or bathrooms. Students serving as aides wishing to use the library may do so with a pass from their teacher.

IV. PROCEDURES

A. BRINGING A GUEST TO SCHOOL

Students may bring a guest to school under the following conditions:

1. The guest is relative or a friend visiting from out-of-town.
2. The guest is a student interested in attending West Catholic.

To bring an out-of-town guest to school you **MUST** obtain permission from the Assistant Principal. Guests interested in attending West Catholic must schedule their visit through the Admissions Office at West Catholic. The number of requests, and the scheduled activities during the school day, may limit the availability of guests on a given day.

B. TEXTBOOKS

When a student registers at West Catholic High School, textbooks are issued free of charge. The following guidelines are applied to the return of textbooks and library books.

1. All textbooks are issued and recorded by the classroom teacher. Once the student takes possession of the textbook, he or she is then financially responsible for that textbook until it is returned to the teacher at the end of the school year.
2. The student will notify the teacher if the textbook is not in proper condition when issued.
3. The student will be fined for books that are damaged and charged the replacement price for books that are lost.
4. Teachers will check textbooks and assess fines for damaged and lost books one week prior to the scheduled examinations.
5. A student who fails to pay the fine for the damaged textbook or the replacement cost of a lost textbook will not be permitted to take the examination.

C. STUDENT IDENTIFICATION CARDS

Students will have their ID card photo taken on Orientation day and will receive the I.D. card at a later date. Students should keep this card with them throughout the school year, as it is used for events such as ALL A's, and as well as dances and games.

D. WORK PERMITS

Work permits may be obtained in the Main Office.

E. LOST & FOUND

The Main Office staff will maintain an area within the office for any items dropped off by students and staff.

F. ANNOUNCEMENTS

Announcements may be viewed daily on the www.grwestcatholic.org website. Announcements of high priority, such as emergencies and cancellations, will be made after morning prayer and/or before dismissal.

G. MEDICATION POLICY

Parents of students who are required to take medication during the school day are to notify the main office. Students are required to store their medication in the main office and then come to the office to take it as needed.

H. CLUBS & ORGANIZATIONS

There are many opportunities for students to be involved in activities at West Catholic. The following is a list of most clubs and organizations established at our school.

Student Government	Rotary Club	Rugby Club
Debate Team	Science Olympiad	Quiz Bowl
Students For Life	Chess Club	Math Challenge
Grand Rapids Crew	Liturgical Musicians	Peer Ministry
French Club	Robotics	Spanish Club
Student Ambassadors	Jazz Band	Mock Trial
Athletics	CIA (Catholics In Action)	

I. OVERNIGHT FIELD TRIP PROCEDURE

Student involvement in curricular and extracurricular field trips provides enrichment to a comprehensive school program. Some field trips may involve students staying overnight. To communicate supervision guidelines and student behavioral expectations, the following directives will be met.

1. The staff member proposing the trip will meet with the Principal to seek approval before the trip can be considered a school sponsored event.
2. If/when approved, trip leaders are given specific guidelines by the administration which will be adhered to, concerning: transportation, chaperone expectations, a parent meeting, permission forms, hotel room information, and possible fundraising expectations.
3. A written copy of these guidelines will be given to each parent before they decide if their child will participate in the trip.

V. GUIDANCE & COUNSELING

Counseling and the communication of information to parents and students are vital aspects of a good high school. West Catholic has counseling staff who meet with individual students, groups of students, and parents to develop an educational plan for each student. Personal counseling is critical to many students as they mature during their high school career and is available to every student. In addition to the general goal of giving students individual attention, counselors are also responsible for maintenance of student records, registering and scheduling all students, providing standardized test information to students and parents, promoting college and career planning, and interpreting school policies and rules. Students wishing to see their counselor should sign up on the appointment sheet in the Guidance office. Parents are encouraged to call if they have any questions or would like an appointment. The school telephone numbers are 233-5909 or 233-5900.

Record Keeping

Each student has a portfolio file. A portfolio includes an academic achievement record of standardized test results, four-year plan, and career/occupation interest information, which are used to plan postsecondary options for the students. To ensure that the student is working toward success, the school reports on periodic progress, through mid-term reports, quarter grades, and semester finals.

VI. CAMPUS MINISTRY

A. CHRISTIAN SERVICE

Mission: As Catholic Christian educators, we believe that Christian Service is an inherent part of being a student at West Catholic High School. We believe that the basic purpose of the Catholic high school should be to stress the transference of learning into action as a Gospel imperative. We believe Catholic secondary education should introduce students to the meaning of Catholic Social Teaching. That awareness should lead students to a responsibility for social action both within and outside the school. Our Christian Service program provides the students the opportunity for alms-giving, or to give of their time and talent.

Activities

H.T.N. (Help the Needy) - All the religion classes work together to raise funds throughout the school year. Thousands of dollars annually are donated to various organizations and individuals as needs arise within and outside of the West Catholic community.

Students answer the call for a wide variety of talents. They look for opportunities that use their particular talents and for time commitments that fit their schedule. They hear of a need and step in to help.

Students from West Catholic and Catholic Central partner and travel on relief mission trips.

Students who successfully complete the Service Program suggested hours will receive a yearly endorsement on their transcripts. Every grade level has a minimum number of documented hours expected:

9th Grade = 20 hours

10th Grade = 30 hours

11th Grade = 40 hours

12th Grade = 40 hours

These hours reflect a combination of service to home/school and service to church/community. No more than 10 hours of service to home/school will be counted towards the transcript endorsement per year.

B. PEER MINISTRY PROGRAM

Mission: The mission of the Peer Ministry Program is the formation and development of the emotional, social, and spiritual well-being of individual students through an emphasis on community. The program seeks to help students realize their potential in making a positive contribution to their community and ultimately to society as a whole. Through students helping students, the program seeks to instill active, living, and conscious faith in all its participants, bringing them to a greater awareness of Christ present in the members of their immediate community. Furthermore, the program seeks to foster the building of healthy Christian relationships throughout the students' lives.

Goal: To aid students in developing positive relating skills with self, others, and God.

Objective: The Program will attempt to provide a place with an atmosphere of acceptance and trust. Trained ministers will encourage growth and health for students with specific concerns and needs. Ongoing training for Peer Ministers will be established so that goals and objectives can be met now and for years to come.

C. LITURGIES

Eucharistic liturgies are celebrated monthly and on Holy Days. For the all-school liturgies students take an active role in planning and ministry roles.

D. RETREAT PROGRAM

Senior G.I.F.T. (Growing In Faith Together) Days – Prior to the start of the school year, seniors gather on the shores of Lake Michigan at Camp Blodgett for a 2 day experience known as G.I.F.T. Days. The days comprised of small group discussions and presentations following a theme are planned and facilitated by students, staff and parent volunteers. The event culminates with a Eucharistic celebration on the beach.

Freshmen, Sophomore and Junior retreats take place during the school day and are planned by the faculty class advisors. Specific information regarding each retreat will be communicated well in advance.

VII. ATHLETIC CODE

A. INTRODUCTION

The athletic program, as a vital part of the total education program, supports the school mission by making positive contributions to the development of the participants, spectators, school, and community. Every student will have an equal opportunity to participate in the privilege of high school athletics and to be part of the proud heritage of athletics at the Grand Rapids Catholic Secondary Schools.

Student-athletes participating in sports on Grand Rapids Catholic Secondary Schools teams have a responsibility to remain drug/alcohol free, and comply with team rules, school policies, and community laws. Participation in athletics is a privilege granted to those who work hard and follow the rules. It is not a right simply because a student is enrolled. Our athletes' conduct is closely observed on and off the competitive fields, therefore it is imperative that they act responsibly to reflect positively on themselves, their family, and their school. Academic eligibility standards require each athlete to receive passing grades in at least four courses for the prior and current semester. Grades are checked regularly during the school year and poor performance will impact athletic eligibility.

Grand Rapids Catholic Secondary Schools Athletic Code

Because of the life-long moral, social and physical development opportunities provided to me by athletics, I recognize it is a privilege to participate in athletics.

To achieve personal and team objectives I realize on-time attendance at all practices and meetings is important. I will make every effort to be in attendance, and understand my participation in athletics will be curtailed by absence or tardiness.

Because of my personal goals, and pride in representing my family, school and team, my conduct in and out of school will follow established rules (e.g., School Handbook, Athletic Code, Team Rules) at all times.

Because athletics is only a part of the total school experience I will work hard in academics throughout the year to achieve my goals and the athletic eligibility requirements. My teammates are counting on me. To enjoy the full benefit of athletics I will practice good sportsmanship with teammates and opponents before, during and after all athletic events.

To maintain my health and to be mentally ready for competition I will keep myself clean and well-groomed.

Operating the extensive athletic program for my participation requires the financial support of many people. I am responsible for the care and cleaning of all school equipment and uniforms issued to me and will return all items in good condition at the scheduled time. Issued equipment/uniforms will not be worn as personal clothing unless approved by the Athletic Director.

Minimum Academic Standards for Extra-curricular Activities

All students enrolled at West Catholic High School must maintain a minimum grade point average to participate in all extra-curricular activities. **For ninth grade participation, the minimum is a 1.5 GPA. For all other students, the minimum is a 2.0 GPA.** The GPA used for eligibility is based on the quarter average as determined by the counseling department. After the second and fourth quarters, the semester average may be used to determine eligibility if it is higher than the quarter average. Students who fail to meet the minimum GPA may appeal to participate. The appeal forms are available in the main office and athletic office. Appeals will be held quarterly. This policy does not replace the Michigan High School Athletic Association's standards. All MHSAA minimum standards for participation will remain in effect.

* Since appeals will be tailored to address individual situations, granted appeals may be applied differently. The review committee may, for example, wish to grant an appeal based on the condition of demonstrated weekly improvement or based on the next interim report. Therefore, students with conditions will need to meet those conditions before they become eligible.

Note: Participation in Athletics is a privilege and not a right. Random grade checks will be made each marking period. When a student athlete is failing one or more classes at any given time, due to lack of effort and/or discipline & behavior problems, he or she may become immediately ineligible by the determination of the administration.

B. ADMINISTERING THE ATHLETIC CODE

Recognizing there will be occurrences where an athlete makes a poor choice and violates the code, an investigation, adjudication and appeal process is described below. It is intended to ensure fair and equitable treatment of all involved.

Due Process: Students will not be disciplined on hearsay evidence. Persons making the charges against the student athlete(s) must identify themselves to school officials and provide a written statement if requested. Upon receipt of such complaint, the Athletic Director will contact the student and parents/guardian to discuss the situation. If the preponderance of evidence points to a violation, disciplinary action will be taken.

1. All disciplinary action will include end-of-season conference and state-level contests and will roll-over to the following season if necessary to complete the full action.
2. If the violation is drug or alcohol related, the disciplinary action may be reduced upon the successful completion of an approved substance abuse program.
3. Disciplinary action under the Athletic Code is independent of action taken by other authorities. A student athlete suspended from school is not allowed to participate in school activities. Friday school suspensions carry over to weekend events.

Violation Categories

Category "A" violations are acts that are illegal or seriously disrupt the accomplishment of the school and/or athletic mission. They may occur in school, at school events, away from school, or in or out of a sport season.

Category "A" Violations include, but are not limited to, the following:

1. Possession, use, or transfer of controlled substances or any item represented to be a controlled substance.
2. Possession, use, or transfer of alcoholic beverages. (Malt beverages labeled as non-alcoholic may contain alcohol. The possession or consumption of malt beverages regardless of their alcoholic content is not appropriate conduct and will subject the student athlete to disciplinary measures.)
3. Possession, use, or transfer of weapons.
4. Major theft.
5. Arson.
6. Malicious destruction of property.
7. Striking or threatening school personnel.
8. Actions, in or out of school, which would be deemed felonies under the criminal code.

Category "B" and "C" violations relate to conduct unbecoming a Grand Rapids Catholic Secondary School student athlete. They may occur in school, at school events, away from school, or in or out of a sport season.

Category "B" Violations include, but are not limited to, the following:

1. Possession or use of tobacco in any form.
2. Repeated school behavior referrals.
3. Vandalism.
4. Minor Theft.
5. Actions, in or out of school, which would be deemed misdemeanors under the criminal code.

Category “C” Violations include, but are not limited to, the following:

1. Skipping class.
2. Fighting in or out of school.
3. Insubordination.
4. Threatening or harassing other students.
5. School suspension.
6. **Student-Athletes remaining at a location where controlled substances or alcohol are being used illegally are in violation of this code.**

Disciplinary Action for Violations: After confirmation of the violation, the student athlete shall lose athletic privileges for the seasonal contests authorized by the MHSAA for that sport and/or any West Catholic sponsored club (or next scheduled sport for that student) according to the chart below. Violations carry over from year to year, covering the entire period of enrollment in Catholic Secondary Schools.

Category:	“A”	“B”	“C”
First Offense	50%	25%	10%
Second Offense	100%	50%	25%
Third Offense	Permanent	100%	50%

Example: Basketball is authorized 20 contests per season. A second category C offense results in a suspension from 5 games. All fractions round up to the higher full game. If the full period of suspension is not served in the current season the remaining percentage will be served in the student’s next sport season. Another example: A 50% suspension near the end of football season may result in suspension for 1 football game (10%) and 8 basketball games (40%). Community service work may be included in disciplinary action. Unless directed otherwise, all suspended athletes will attend all practice sessions and contests; however, they may not wear game uniforms or participate in any game or scrimmage. Failure to meet these requirements may increase the length of the suspension.

C. APPEAL PROCESS

If after being notified of a decision regarding a violation a student believes the process described above was not administered properly, or that all facts were not revealed, an appeal may be made. The Complaint Resolution Process is discussed earlier in this handbook. Any loss of privilege of participation will continue during the appeal process.

D. TRANSFER STUDENTS

In addition to school and MHSAA transfer eligibility rules, the Grand Rapids Catholic Secondary Schools will enforce upon a transfer student any period of ineligibility to which that student would have been subject as a result of a school or athletic code violation at the student’s most recently attended school. This policy applies even if the student transfers under one or more of the allowable waivers for immediate eligibility.

E. DRUGS, MEDICATIONS, AND FOOD SUPPLEMENTS

Student athletes are exposed to many individual and/or marketing programs promoting the use of food supplements to increase athletic performance. These food supplements are not necessary for a student to compete on Grand Rapids Catholic Secondary School teams. The following statement from the National Federation of High Schools Sports Medicine Advisory Committee establishes our school policy on this matter:

“School personnel and coaches should not dispense any drug, medication, or food supplement except with extreme caution and in accordance with policies developed in consultation with parents, health-care professionals, and senior school administrative personnel. Use of any drug, medication or food supplement in a way not prescribed by the manufacturer should not be authorized or encouraged by school personnel or coaches. Even natural substances in unnatural amounts may have short-term or long-term negative health effects. In order to minimize health and safety risks to student athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply, recommend or permit the use of any drug, medication or food supplement solely for performance-enhancing purposes.”

A well-balanced diet and a disciplined exercise program will provide any high school athlete the physical ability to compete at the high school level. Parents are encouraged to review this Athletic Code periodically with their children. Coaches will refer to the Athletic Code in discussions with our student-athletes during the sports-season and throughout the year.