

FOREWORD

Dear Parents and Students:

West Catholic High School seeks to form Disciples of Christ through a dynamic, excellence-driven Catholic education. In our constant effort to sustain this mission, our students must learn to appreciate and follow the standards and expectations of their school. It is important that parents and students read and understand the guidelines, policies, and procedures outlined in this handbook. Parents are encouraged to review this material with their children, as we hold our students accountable to the following standards, rules and procedures.

Sincerely,

Jill Annable
President/CEO

Tony Fischer
Principal

Sr. Frances Zajac
Assistant Principal

West Catholic High School

MISSION STATEMENT

To form Disciples of Christ through a dynamic, excellence-driven, Catholic education.

Vision

Inspired by St. John Paul II, West Catholic High School is dedicated to the transformation of students who will live their earthly and eternal lives as humble servants of God.

Profile of a Graduate at Graduation

1. Strives to live as a Disciple of Christ, whose life is renewed at the Eucharist
2. Lives well by integrating body, mind and soul in light of Gospel principles, consistently seeking excellence, making careful distinctions and judgments, and caring for others using his or her unique gifts and challenges
3. Acts rightly and serves generously by example, sets high expectations, practices self-discipline, and continues to develop his or her conscience to live a moral life of virtuous action and service
4. "Opens wide the doors to Christ," by enthusiastically inviting others into a life of faith through actions, words, and compassion, recognizing the inherent dignity of each human person
5. Embodies and celebrates the joy of the Gospel in every aspect of life
6. Exhibits the persistence of lifelong learning, integrating faith and reason that supports and deepens the desire for the true, the good, and the beautiful
7. Boldly lives from the center of the rich experience of being loved by God and builds his or her life on this foundation
8. Tenaciously follows the will of God in every area of life, attaining holiness with strength derived from the knowledge that all are made in the image of God
9. Expresses selfless love for others, striving to emulate the sacrificial love of God for His people

ROOT BELIEFS:

1. Eucharistic Disciples of Christ
2. Educate the whole person, one student at a time
3. Act rightly, serve generously
4. Open wide the doors to Christ

CORE VALUES:

1. Joy
2. Learning
3. Living
4. Commitment
5. Caritas



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2023-2024 West Catholic Daily Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
0 Hour 7:15-7:55	0 Hour 7:15-7:55	0 Hour 7:15-7:55	0 Hour 7:15-7:55	0 Hour 7:15-7:55
Business	Business	Business	Business	Business
1st Hour 8:00-8:50	1st Hour 8:00-8:45	1st Hour 8:00-9:30	2nd Hour 8:00-9:30	1st Hour 8:00-8:50
Passing Time	Passing Time			Passing Time
2nd Hour 8:55-9:40	2nd Hour 8:50-9:30			2nd Hour 8:55-9:40
Passing Time	Passing Time	Break	Break	Passing Time
3rd Hour 9:45-10:30	3rd Hour 9:35-10:15	3rd Hour 9:40-11:05	4th Hour 9:40-11:05	3rd Hour 9:45-10:30
Passing Time	Passing Time			Passing Time
4th Hour 10:35-11:20	Mass 10:20-11:05			4th Hour 10:35-11:20
	Households 11:05-11:20	Passing Time	Passing Time	
Lunch 11:25-11:50	4th Hour 11:25-12:05	Lunch 11:10-11:35	Focus 11:10-11:35	Lunch 11:25-11:50
Households 11:55-12:10	Lunch 12:10-12:35	5th Hour 11:40-1:05	Lunch 11:40-12:05	Focus 11:55-12:20
Passing Time	Passing Time		Passing Time	Passing Time
5th Hour 12:15-1:00	5th Hour 12:40-1:20		Households 12:10-12:35	5th Hour 12:25-1:10
Passing Time	Passing Time		Passing Time	Passing Time
6th Hour 1:05-1:50	6th Hour 1:25-2:05	7th Hour 1:10-2:35	6th Hour 12:40-2:10	6th Hour 1:15-2:00
Passing Time	Passing Time		Staff 2:15-3:15	Passing Time
7th Hour 1:55-2:40	7th Hour 2:10-2:50			7th Hour 2:05-2:50
Pomodoro 2:45-3:10		Pomodoro 2:40-3:10		

TIME SCHEDULES

Focus Time: This is a teacher/faculty directed period to be utilized for academics, school counseling, administrative business or specific organizations. Students will have 25 minutes, twice per week.

Pomodoro: A responsive scheduling technique facilitated by teachers to provide opportunities for students who may need or want additional instruction in a given area. Students may elect to attend or can be required to attend Pomodoro if assigned by a teacher or administrator. In the event of an assignment, Pomodoro takes precedence over all games, practices, detention, clubs or organizational meetings. Failure to attend Pomodoro when assigned will result in school discipline.

AM ACTIVITY		2 HOUR DELAY - MONDAY		2 HOUR DELAY - FRIDAY	
Warning Bell	7:55	1st Hour	10:00 - 10:33	1st Hour	10:00 - 10:30
Activity	8:00 - 8:40	2nd Hour	10:38 - 11:10	2nd Hour	10:35 - 11:05
1st Hour	8:45 - 9:29	3rd Hour	11:15 - 11:47	3rd Hour	11:10 - 11:40
2nd Hour	9:34 - 10:18	4th Hour	11:52 - 12:24	Lunch	11:40 - 12:05
3rd Hour	10:23 - 11:07	Lunch	12:24 - 12:49	Focus	12:10 - 12:30
Lunch	11:07 - 11:32	5th Hour	12:54 - 1:26	4th Hour	12:35 - 1:05
4th Hour	11:37 - 12:21	6th Hour	1:31 - 2:03	5th Hour	1:10 - 1:40
5th Hour	12:26 - 1:10	7th Hour	2:08 - 2:40	6th Hour	1:45 - 2:15
6th Hour	1:15 - 2:00	Pomodoro	2:45 - 3:10	7th Hour	2:20 - 2:50
7th Hour	2:05-2:50				
		2 HOUR DELAY - TUESDAY		EXAMS	
PM ACTIVITY		1st Hour	10:00 - 10:33	1st Day	1st Hour 9:00-10:15
Warning Bell	7:55	2nd Hour	10:38 - 11:11		2nd Hour 10:30-11:45
1st Hour	8:00 - 8:45	3rd Hour	11:16 - 11:49	2nd Day	3rd Hour 9:00-10:15
2nd Hour	8:50 - 9:35	Lunch	11:49 - 12:19		4th Hour 10:30-11:45
3rd Hour	9:40 - 10:24	4th Hour	12:24 - 12:57	3rd Day	5th Hour 9:00-10:15
4th Hour	10:29 - 11:13	5th Hour	1:02 - 1:35		6th Hour 10:30-11:45
Lunch	11:13 - 11:38	6th Hour	1:40 - 2:13	4th Day	7th Hour 9:00-10:15
5th Hour	11:43 - 12:27	7th Hour	2:18 - 2:50		Make-up 10:30
6th Hour	12:32 - 1:16				
7th Hour	1:21 - 2:05	2 HOUR DELAY - WEDNESDAY			
Activity	2:10 - 2:50	1st Hour	10:00 - 10:59		
		3rd Hour	11:04 - 12:03		
1/2 DAY SCHEDULE		Lunch	12:03 - 12:28		
1st hour	8:00 - 8:30	5th Hour	12:33- 1:32		
2nd hour	8:35 - 9:05	7th Hour	1:37 - 2:35		
3rd hour	9:10 - 9:40	Pomodoro	2:40 - 3:10		
4th hour	9:45 - 10:15				
5th hour	10:20 - 10:50	2 HOUR DELAY - THURSDAY			
6th hour	10:55 - 11:25	2nd Hour	10:00 - 11:02		
7th hour	11:30 - 12:00	Lunch	11:02 - 11:27		
		4th Hour	11:32 - 12:32		
		Focus	12:37 - 1:02		
		6th Hour	1:07 - 2:10		
		Staff Time	2:15 - 3:15		

I. CONDUCT

A. STATEMENT OF PHILOSOPHY

The West Catholic community supports the work of parents as the primary educators of their children. Rooted in the conviction that human beings have an inherent dignity and an eternal destiny, a West Catholic education forms the whole person in body, mind, and soul. West Catholic culture fosters the desire to seek wisdom and truth, the fortitude to embrace Church teaching, the inquisitiveness to become lifelong learners, and the enthusiasm to transform the world by living the Gospel.

When a family enrolls their student at West Catholic, it is expected that they are committed to and supportive of the disciplinary philosophy of the school.

All West Catholic students are expected to demonstrate conduct which reflects Catholic values and is consistent with our philosophy and mission. No list can cover every conceivable situation. Because of this, students are expected to adhere to a standard of conduct that respects and upholds the dignity of the human person. At any time throughout a calendar year (including vacations, holidays, weekends, and summer vacation), actions inconsistent with our values may warrant suspension, probation, or possible dismissal from the school community. Consultation with the Canonical Administrator (Superintendent of Catholic Schools for the Diocese of Grand Rapids) will occur for very serious issues.

Title IX Education Act of 1972

West Catholic High School and the Diocese of Grand Rapids acknowledge the requirements of Title IX of the Education Act of 1972 (Public Law 92-318 as amended by Public Law 93-568). While the Catholic Schools of the Diocese of Grand Rapids do not concede that Title IX applies to them as private schools, they still use Title IX as a model for their practices. Accordingly, no school shall discriminate on the basis of sex in employment practices or within the educational programs or activities which they operate. Following the teaching of the Catholic Church does not constitute discrimination. Nonetheless, nothing herein will be interpreted as limiting West Catholic High School and the Diocese of Grand Rapids from exercising applicable religious exemptions found in state and federal statutes, regulations, and common law, or asserting the non-applicability of Title IX. Thus, the school will delegate a person, usually the administrator, to answer questions and disseminate information about the policy, investigate complaints, and take appropriate corrective action akin to a Title IX coordinator. Any faculty, staff member, student, or other person in a working relationship with the school who feels that he or she has been a victim of harassment, should bring the matter to the immediate attention of the delegated person. For purposes of Title IX compliance and clarity for our constituencies, Jill Annable, President/CEO, serves as the Title IX Coordinator.

B. OFF CAMPUS CONDUCT

As long as the student is enrolled at West Catholic, he/she is identified in the community as a WC student. A student's behavior on or off campus, which may be harmful to the West Catholic community reputation, or to the safety and good name of others, is subject to disciplinary action. Criminal offenses and/or conduct away from school may result in suspension and/or 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.

Spectator Behavior - Athletic Contests – School Sponsored Events

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 Diocese of Grand Rapids 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.

C. STUDENT DIGNITY

West Catholic High School expects all students to conduct themselves with dignity and with respect for fellow students, faculty, staff and others. The dignity of the human person, made in the image and likeness of God, and redeemed by Jesus Christ, is the foundation for all disciplinary actions.

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**. West Catholic does not condone or allow harassment of others, whether engaged in by fellow students, faculty, staff or others having business with the Diocese of Grand Rapids.

Sexual harassment includes, but is not limited to:

- Making submission to unwelcome sexual advances, submission to request for sexual favors, or submission to other verbal or physical conduct of a sexual nature, a condition of any person's association with or entitlement to any benefits from a diocesan school.
- Making submission to, or rejection of, such conduct the basis for decisions affecting any person within the school.
- Creating an intimidating, hostile or offensive classroom or school environment, through such extreme or pervasive prohibited conduct.

Bullying and other harassment includes, but is not limited to:

- Other harassment of any nature includes conduct which may reasonably be offensive to others in an educational setting. Such conduct would include hazing, initiation procedures that involve physical or psychological abuse, and bullying.
- Normally, bullying involves one or more students intentionally subjecting another student to repeated degrading actions, words, jokes or social interactions (which may include electronic and/or social media communications, occurring outside of school if they impact the school environment.)
- Bullying involves actions that are deliberate and sustained, and are intended to isolate, hurt or humiliate and can be in the form of physical, oral, written or electronic interactions.

Racial harassment includes, but is not limited to:

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

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. 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 prior to an investigation 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 or discovered during the investigation
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. If there is evidence of retaliation, the student who retaliated will be disciplined under the major offenses code below.
 - b. If no retaliation occurred, the administration, at its sole discretion, will do one of the following:
 - i. Document the reasons for the withdrawal by the complainant and close the investigation.
 - ii. Continue the investigation if the request for withdrawal is clearly unreasonable.
6. Final appeal on all investigator reports can be ultimately addressed by the Superintendent of Catholic Schools for the Diocese of Grand Rapids or designee within 10 days of the investigator's final report.
7. Support counseling may be recommended for the complainant or any other affected students or staff as necessary.

D. 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:

- Retaliation against a student on the basis of a student dignity complaint.
- Possession, use or transfer of alcohol, drugs, or other controlled substances. Random drug testing may be required.
- Refusal to submit to a breathalyzer at the request of administration is considered an admission of guilt and will be treated as an alcohol violation.
- Possession, use, or transfer of tobacco
- Possession, use (vaping), or transfer of e-cigarettes or e-cigarette products
- Using an electronic device to bully, sexually or racially harass, or transmit sexually explicit material.
- Use of a school issued device to commit a crime.
- Arson, the willful, malicious burning or attempting to burn any property associated with any Diocese of Grand Rapids building. This includes being the perpetrator or being an accomplice.
- Burglary, breaking and entering a Diocese of Grand Rapids building.
- Stealing-larceny-robbery, dishonestly 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, or threats to, school authorities or students - interfering with teachers, administrators or students by threatening force, fighting, inciting a fight or violence; or by use of obscene, abusive, or vulgar language.
- Major vandalism, the willful destruction of property belonging to another.
- Fighting or physically violent actions toward others.
- Reckless endangerment involving a vehicle, including surfing on the vehicle while it is moving or leaning out from inside the vehicle while it is moving.
- 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 — West Catholic High School follows the Diocese of Grand Rapids recommendations: 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 Superintendent of Catholic Schools for the Diocese of Grand Rapids 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 West Catholic High School.

Penalties for Major Offenses

Administration, in its sole discretion, will first determine if the student, or the offense of the student, poses a potential risk to the safety or health of the same student or any other member of the West Catholic community, including other students and staff. In such cases, that student will be immediately suspended for a duration determined by the administration. The student and parent(s)/guardian(s) will be required to meet with administration prior to returning to school.

The standard for determining both a violation of a major offense and/or a potential risk is "reasonable suspicion", the administration is not required to demonstrate beyond a reasonable doubt that there is in fact a risk or a violation of a major offense.

All Major Offenses potentially affect National Honor Society membership and/or involvement.

The following are penalties for Major Offenses. For a first offense, administration will collaborate with parents to determine which choice is the best course of action. For subsequent offenses, administration will always require restorative training for the student in addition to collaborating with the parents on another of the consequences. Administration reserves the right to impose a consequence at its sole discretion.

1. Community service hours, either for the school or an organization approved by the school administration.
 - a. First Offense - at least four hours
 - b. Second Offense - at least eight hours in addition to consequence #2.
 - c. Third Offense - at least eight hours, possible expulsion, and placement of behavioral probation.
2. Restorative training for the student. Examples include, but are not limited to, drug or alcohol cessation training, anger management training, or social skills training. For a second substance abuse violation, a rehabilitation program under professional supervision may be required to remain a student in good standing at the school.
 - a. First Offense - completion of assigned training
 - b. Second Offense - completion of assigned training in addition to completing community service hours as noted in #1.

- c. Third Offense - behavioral probation, possible expulsion, and community service hours as noted above in #1.
3. Grade reduction.
 - a. First offense - the student's grade in the quarter in which the offense occurred will be reduced by 2%.
 - b. Second offense - the student's grade in the quarter in which the offense occurred will be reduced by 4%. The student will be required to complete restorative training as outlined in #2 above.
 - c. Third offense - the student's grade in the quarter in which the offense occurred will be reduced by 6%. The student faces possible expulsion and will be placed on behavioral probation.
4. Suspension
 - a. First Offense: minimum of 1 to 3 days suspension. All alcohol and drug offenses are a minimum 2 day suspension. Suspensions of any type may affect National Honor Society membership/involvement.
 - b. Second Offense: minimum of 3 to 5 days suspension. Counseling: a rehabilitation program under professional supervision may be undertaken for a second substance abuse violation.
 - c. Third Offense: Indefinite suspension with possible expulsion.

E. OTHER OFFENSES

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

- 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
- Violating the Electronic Devices Policy (see Page 16)
- Dress code violations
- Inappropriate behavior toward others, including but not limited to:
 - Lying
 - Vulgar/obscene language/gestures
 - Verbal intimidation
 - Inappropriate display of affection
 - Canoodling
 - Demeaning comments or actions
 - Reckless endangerment, including horseplay, throwing objects
- Cheating, plagiarism
- Forgery
- Minor vandalism
- Inappropriate use of automobile
- Bus misbehavior
- Gambling
- Failure to serve detentions
- Bullying
- Filming, recording, taking a picture or transmitting a visual artifact deemed disruptive to the school environment in any format.
- Remaining in a location where controlled substances or alcohol are being used illegally.

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, removal from National Honor Society membership/involvement and suspension.

Disciplinary Consequences

May include one or more of the following:

- Conference between teacher and student
- Conference with student, parent/guardian, teacher, administrator
- School or community service
- Professional counseling
- Required meeting(s) with a mental health professional
- Conflict resolution conference including administration and student(s)
- Substance abuse courses or counseling
- Anger management courses or training
- Sensitivity training
- Other restorative practices as deemed appropriate by administration
- Behavior contract
- Detention
- Disciplinary probation
- Social probation
- Suspension
- Removal from extra-curricular activities
- Expulsion

F. DETENTION, SUSPENSION, PROBATION, EXPULSION

1. **Detention:** Detentions are issued to students by faculty and staff for violations of school and classroom rules.
 - a. Serving detention at the next scheduled detention period takes precedence over all other activities including athletics, drama, clubs, etc. Part-time jobs and transportation problems are not accepted as excuses.
 - b. **Failure to serve a scheduled detention will result in an additional detention.**
 - c. 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 at least two hours of detention.
 - d. **Service-Work Detention:** These detentions will be served after the school day or on a weekend and usually consist of a minimum three hours of manual labor. Students are instructed to report to a specific location such as the school office or maintenance area.
 - e. After a student receives six detentions in a semester, they will immediately be assigned a Service-Work Detention. If he/she receives six more detentions, they will receive another Service-Work Detention. (The six detentions are events, not necessarily hours assigned – for instance if removed from class equals two hours, it is one event.)
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. The major offenses category above details consequences for suspension. Suspended students are not permitted to participate or attend any extracurricular activities, such as athletic events, band or choir performances, etc., during the length of the suspension.
3. **Probation:** A student can be placed on Probation at the discretion of administration. Probation is the most severe penalty short of expulsion. Most serious infractions of the rules and any second suspension will result in automatic probation. Probationary status may include one or more specific conditions to be met in order to remain enrolled. The probationary period may last anywhere from one semester to one year. Violations during or after the probationary period may result in expulsion.
4. **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 is currently on or has been previously placed on probation.
 - 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. Not meeting the conditions of probation.
 - h. Harassment, as described in the handbook under student dignity.

G. PARENT CONCERN PROCESS

When an issue arises in the classroom, at an athletic activity, or at a West Catholic sponsored event that brings about a parental concern, we ask that the following procedure be followed:

Concern/Complaint Procedure

- Step 1.** The parent is asked to make an appointment with the teacher or coach 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 Department Head or Athletic Director within five school days of meeting with the teacher or coach if they wish to appeal the decision.
- Step 3.** If the parent does not agree with the decision of the Department Head or Athletic Director, they may appeal to the Assistant Principal or Principal.
- Step 4.** If the parent does not agree with the Assistant Principal or Principal's decision, they may appeal to the President/CEO.
- Step 5.** If the parent does not agree with the President/CEO's decision, they may appeal to the Canonical Administrator (the Superintendent of Catholic Schools for the Diocese of Grand Rapids). This appeal is to be in writing and done so within five days of meeting with the President/CEO.

H. 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 appeal ought to follow the process noted above for the Parent Concern Process, particularly in that the student ought to take only the step to the next level from which the decision was made.

I. DRESS CODE

Our school uniform helps to create an atmosphere that minimizes competition among students from various socioeconomic backgrounds and in turn maximizes convenience for our families. The uniform promotes self-respect and fosters pride in the West Catholic community. **Any item, whether listed or not, that is deemed inappropriate by faculty or staff will not be permitted. If an item is not specifically listed, that does NOT mean it is allowed.**

Requirements for All Students

All uniform items will be purchased from Flynn O'Hara Uniforms. Shorts may be worn year round at parent's discretion. The oxford dress shirts for boys and dress blouses for girls must be worn on Mass days. Students should not be calling parents to bring them uniform items; they need to be in dress code when the day begins or they receive a detention. **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**. Rolling skirts to make them shorter, or cuffing shorts or pants to make them shorter or alter their appearance is strictly prohibited. Uniform shirts must be worn under all sweaters, vests, and fleece.

Shoes – Tennis or gym shoes are acceptable. **Not permitted:** CROCS, flip-flops, athletic sandals, moccasins, slippers, any military style boot. Leather "dress" sandals (including Birkenstocks) are permitted, but socks must be worn.

Socks – Socks must be worn and must be visible.

Hats – hats, bandanas, sweatbands, sweatshirt hoods, 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 - no chokers, collars, etc. Any other piercings, including tongue, nose, eyebrow, and ear gauges are not permitted. Any visible tattoos (temporary or permanent) 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.

Male Specific Guidelines

Males will be clean shaven and hair is to be neatly groomed. Students needing to shave at school will pay the main office \$1 for a razor and receive a detention. Non-payment will result in a double detention. Not permitted: beards, mustaches, mohawks, ponytails, or other non-traditional hair styles. Hair is to be **cut** above the eyebrows, ears, and shirt collar. **This does not mean pushed to the side or tucked behind the ears.** 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.

Female Specific Guidelines

The female dress blouse is designed to be untucked and the polo shirt may be untucked as well. However, all camis or plain white t-shirts worn under the uniform tops will be tucked in and not hanging out the bottom of the uniform tops. All undergarments must be flesh colored or white under the white uniform tops (e.g.; no hot pink sports bra showing through). May wear solid color tights or panty hose (no lace, fish net, etc.). The bottom of the uniform skirt must be **no shorter than 2" above the top of the knee - in the front and back!**

Dress-down days/Spirit days

On specific, designated days during the school year, students are permitted to "dress-down" by wearing jeans/pants/athletic wear or spirit wear. "Dress down" days may be used to raise funds for various activities or events so there may be a cost involved for the choice to "dress down."

1. **"Dress-down" days:** Jeans/pants/athletic wear that **are ripped, torn, frayed, written-on, excessively baggy, excessively tight, etc., are not permitted.** T-shirts and sweatshirts worn on dress-down days will have no offensive or political messages, or references or innuendos to inappropriate things, such as alcohol. If the student is choosing to wear shorts on the dress-down days, they must be no shorter than 2" above the top of the knee in the front and back.. No tank tops, crop tops, or cut offs will be allowed. **Tops will be modest and not expose cleavage or stomachs.** Dress-down days are NOT dress-up days.
2. **"WC 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, or any West Catholic shirts, or sweatshirts. No other team, school or organization's logo may be worn. No sweaters, vests, or jackets may be worn over spirit day apparel – it must be on top.

Violations of the Dress Code

Students who choose to be in violation of our uniform dress code may receive multiple detentions, in addition to possibly being sent home to change. Repeated violations of our dress code will result in suspension.

J. LOCKERS

Each student will receive an assigned locker. Students will maintain their assigned locker for their entire time at West Catholic, 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). Students must use "painter" tape when posting items in and outside the lockers – transparent tape pulls off the paint.
4. No student shall enter, or seek to enter, the locker of another student.
5. No student shall maintain any lock or device other than a school issued lock. Any other locks may be cut off.

K. HALLWAYS

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 five minutes between classes to visit their lockers and/or the rest rooms. Students are required to have a Minga digital hall pass in order to be in the halls during class time.

L. TRANSPORTATION/PARKING

All students who drive and park on the West Catholic campus will purchase a parking permit. The permit generally coincides with a number on the parking spot for student use. The student must have this permit visible. Each student will park in his/her assigned parking spot during the school year. Students not parked in their correct spot may receive a detention or have their vehicle towed at the owner's expense.

Automobiles – Student Vehicles

Students will obey all regular traffic laws while driving on campus. 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 Diocese of Grand Rapids Transportation Department provides bus transportation to and from West Catholic High School, other diocesan schools and athletic contests. West Catholic students riding on diocesan buses will adhere to the Code of Conduct and the "Bus Rules" as provided by 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.

M. 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. 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 the appropriate permission from administration. Students desiring to bring a guest to any of the three formal dances must submit a Student Guest Pass at least three days prior to the dance. All guests must follow the same behavioral and **dress guidelines** as our students or face the same consequences. Students should be dressed in a manner consistent with an activity in a Catholic school, specifically for females:

- No bare midriff or cut-outs.
- 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.

Males should wear a dress shirt, coat, & tie, with dress slacks and dress shoes to formal dances. Attire may vary for informal dances. All dancing should be face-to-face. 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 go 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.

N. SOCIAL ACTIVISM POLICY

Any organized gathering or activity of students on school grounds during the school day must be previewed and approved by school administration at least 2 weeks before the planned event. School administration reserves the right to limit any activism which is:

- Tied to actions, behaviors, or ideals contrary to the teachings of the Catholic Church,
- Aligned with any political movement,
- Deemed disruptive to the educational process.

Any violation of the above warrants school discipline and will be handled in accordance with the policy outlined in the school handbook.

O. ELECTRONIC DEVICES / HEADPHONES

Personal electronic devices (not school issued iPads) include cell phones, wireless headphones, iPods, iPads, musical devices, etc. Student use of any and all **personal** electronic or battery powered devices are prohibited during the instructional day (except phones which can be used only in the cafeteria during the student's lunch period). If a student is found to be using the device, or even having it out during the school day (including between classes, walking to lunch, using the restroom, and during Household or other meetings), 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. Calculators will be used for their intended manner. If a calculator is being used inappropriately (to play games), the above rules will apply.

- **CELL PHONES - A first and second time offense will result in a two hour detention.** For any subsequent offense in a given year, students will also be put on a behavior plan and may be fined \$20 for each time they violate the cell phone policy.
- **HEADPHONES - EARBUDS** - Headphones, earbuds or any other ear devices **will not** be allowed in common spaces at **any time** during the school day (8:00-3:10 or 8:00-2:50). **This includes between classes, during lunch, in restrooms, etc.** Headphones or earbuds **will not** be allowed in the classroom unless the teacher has specifically allowed it in that room during that class. Any headphones allowed by teachers must be connected only to the school issued iPad. Bluetooth headphones are not permitted.

P. BACKPACK POLICY

All backpacks, bags, purses and/or jackets must be stored in school-issued lockers when not in use for class. Any backpack brought to class must be out of the aisles and must not interfere with entering or exiting the classroom in any way. Backpacks must not be left in any common area (cafeteria, hallways, the MAK, or athletic lobby) at any time, and are **prohibited in the cafeteria**.

Q. PREGNANCY POLICY

Policy: We intend to treat those involved in out-of-wedlock pregnancy with Christian compassion. We do not condone premarital 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.
2. Proper medical contacts and counseling should be facilitated.
3. 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/or 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 requires 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. Unexcused absences will result in serious consequences. **Students entering or exiting the building at any time during school hours must sign in or out 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 (233-5911) 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.
 - International students wishing to arrange a foreseeable absence must also receive written permission from the International Program Coordinator and school administration. Various national requirements must be met and thus additional approval is required.
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. Students with excessive absences may be placed on probation and/or be required to produce a medical diagnosis from a physician in order to earn academic credit for the semester.
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 a 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 14 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 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. In other words, *if a student is ill for any part of the school day, administration considers them ill for all after-school activities.*

Exceptions:

 1. Doctor and/or other appointments that are verified with an approved note from the Doctor/appointment office.
 2. College visits for athletes must be approved one week in advance in order to participate in practice or competition.
 3. All other exceptions must be approved by the administration.
5. **Pomodoro:** A responsive scheduling technique facilitated by teachers to provide opportunities for students who may need or want additional instruction in a given area. Students may elect to attend or can be required to attend Pomodoro if as-signed by a teacher or administrator. In the event of an assignment, Pomodoro takes precedence over all games, practices, detention, clubs or organizational meetings.
 - a. Failure to attend Pomodoro when assigned will result in school discipline and will result in ineligibility for extra-curriculars for one day.
 - b. If a student is locked by a staff member into Pomodoro, that student will be locked by the start of the lunch period on the day of the Pomodoro, or earlier. The student is responsible for informing the parent or others that they will not be able to leave school early that day.
6. **KCTC:** Kent Career Technical Center is available as an academic option for juniors or seniors who wish to pursue a technical program offered by KCTC. Because these programs do not happen on West Catholic's campus, the below attendance policy ensures that KCTC students are responsible for their timely attendance at KCTC each school day.

Attendance will be checked twice each quarter. At that time:

 1. West Catholic will try to reconcile the WC attendance register with that provided by KCTC.
 2. Every unexcused absence from KCTC will result in two hours of detentions for skipping class.
 3. Every unexcused absence will result in a one-day loss of eligibility for athletics or other extracurriculars. This loss of eligibility will be immediate upon checking the attendance register.

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.

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 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 Diocese of Grand Rapids 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 Diocesan Transportation into that district in the AM only, Diocesan buses will run in the PM.

***Please note:** West Catholic has students coming from several different public school districts throughout the greater Grand Rapids area. It is not possible to tie ourselves to any one district. We also understand that while the roads may be passable in the city, that may not be the case in outlying areas. Parents may understandably be hesitant to have their children drive to school in bad weather and **student safety is our first concern**. Please contact the office if you have any questions.

D. WEATHER RELATED SCHOOL CLOSINGS

In the event of a weather related school closing, all students are prohibited from the building. Any decision on extracurricular activities will be made at 12 p.m. or later and will be communicated through various channels. If an Early Dismissal is enacted, participation in any event, practice, rehearsal, etc., permitted during a weather related closure is not mandatory. Parental discretion will be the deciding factor for attendance. In the event of consecutive weather-related school closures, the first day will be considered a day off from studies. Any consecutive weather-related school closure days following the day off, will consist of online or virtual learning days. Students will be responsible for checking Canvas pages for homework assignments and daily lessons.

III. ACADEMICS

A. GRADUATION REQUIREMENTS

In compliance with the requirements set by MNSAA and the Office of Catholic Schools, 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
World Language	2 credits
*Health/Physical Education	1 credit
** Visual/Performing Arts & Computer Science	1 credit
Electives	2 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 school counseling office will counsel registrants regarding this policy.

**Visual/ Performing Arts include credits earned in the Computer Science and Fine Arts Departments.

B. GRADING PROCESS

Grade Minimum	Percent	GPA
A+	96.5 - 100	4
A	92.5 - 96.4	4
A-	89.5 - 92.4	3.7
B+	86.5 - 89.4	3.4
B	82.5 - 86.4	3
B-	79.5 - 82.4	2.7
C+	76.5 - 79.4	2.4
C	72.5 - 76.4	2
C-	69.5 - 72.4	1.7
D+	66.5 - 69.4	1.4
D	62.5 - 66.4	1
D-	59.5 - 62.4	0.7
E	0.0 - 59.4	0

Grading Scale:

1. Grade Explanation:

A grade of "A" indicates 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 meet graduation requirements, the student must repeat the course.

Work Habits: The student demonstrates integrity, comes prepared to work, completes assignments, makes good use of time, works independently and participates in class discussions.

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.

2. **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 (233-5909). 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 two quarter grades 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 point average (GPA).
3. **Incompletes** - A student who receives an incomplete in a class is responsible for working with the teacher to determine what is missing. Generally, an incomplete grade must be made up within ONE week of the end of the marking period. Extensions may be given with the approval of the teacher and the administration. When students are missing grades due to excused absences, the teacher will set a reasonable date by which all make-up work must be completed. If a student does not make up the work by the assigned date, the teacher is to record a zero for all work not completed.
4. **Progress Reports** - Grades are updated weekly through each marking period/academic quarter and may 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 or sent through Naviance. An unofficial transcript is one delivered by request to the student and/or parent. Transcripts that include class rank may be requested through the school counseling office.
2. **Virtual/Online Learning** – In the event of a foreseen cancellation of a school day, West Catholic will enact virtual/online learning days in order to continue to provide students with the instruction needed to allow students to keep up with the pace of learning the diocesan curriculum.

Goal: To provide instruction and to support learning when circumstances prevent students from physically attending the school.

In the event of switching to virtual/online learning, students should refer to Canvas to locate instructional materials and expectations for each class.

3. **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 school counseling office.
4. **Dual Enrollment** - West Catholic offers two forms of dual enrollment: On-site and off-site at local colleges and universities.

West Catholic has entered into an agreement with Aquinas College providing Aquinas College courses on the West Catholic campus, fulfilling both high school and college credits upon successful completion of the courses. Students seeking dual-enrollment will complete an Aquinas College Application for Admission and will be required, as a condition of admission, to agree that student records held by each institution may be shared between and available to each institution. A minimum cumulative GPA of 2.5 is required for Dual Enrollment. Deadlines for withdrawal from the Aquinas College classes will be the same as those posted on the official college calendar for fall and spring semesters. Enrolled students will not be charged additional tuition outside of their West Catholic tuition contract but are responsible for purchase of required textbooks and all other course materials. Dual-enrolled students are held to the student conduct policies of Aquinas College in addition to West Catholic High School student conduct policies. Courses will be taught in accordance with college practices and policies, and according to the department syllabus and student learning outcomes for that course. Courses will meet according to an established schedule consistent with course credit hours. This schedule will be provided to all students on the first day of class. Traditional Aquinas College students may utilize the West Catholic campus offerings if there is additional space. West Catholic will screen potential non-West Catholic students before welcoming them on campus.

A student who wishes to take a college level non-AP course for which the school does not offer an equivalent course is required to seek the approval of both their school counselor and the school principal. Courses will only be approved if they are not offered in our curriculum or an exception is made due to a scheduling conflict. Fees incurred for outside coursework are the responsibility of the student. Under current legislation the Michigan Department of Treasury may pay all or a portion of the tuition for a post-secondary course. Credit received will be post-secondary, unless the course is considered a non-elective essential course. West Catholic tuition will not be discounted.

****Please note: Funds from the Michigan Department of Education can only be used if a student passes the course. Any student who fails a Dual Enrollment course will be responsible for the cost of the class.**

5. **Independent Study** – when a student is enrolled on a regular basis at West Catholic High School:
 - a. 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. Approval from the participating teacher, department head, school counselor, and the principal is required before starting independent study.
 - 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 year, a student must be enrolled in at least five course (2.5) credits in the regular program. Summertime independent studies are also permitted.
 - e. An independent study must be supervised by a WCHS teacher.
 - f. Depending on the type of independent study, families may incur an additional cost.
6. **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 school counseling 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. Seniors who do not receive a diploma upon graduation due to failed required courses, have one year from the date of graduation to recover the needed credit(s). All credits earned outside of West Catholic High School must be pre-approved by both the department head and administration to count towards graduation requirements.
 - 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.
7. **Replacement Credit**
 - a. In order to receive replacement credit, the course must be retaken. 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.
 - b. When a replacement credit is given, the grade of the record will be the replacement grade.
 - c. Exception: Transfer students' academic status will be determined upon enrollment at WCHS.
 - d. A student who takes outside courses without approval or takes particular classes outside WCHS simply for enrichment, may have final grades recorded on the permanent transcript but will not be given WCHS credit, nor will the grade be included in the cumulative GPA.

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. **GPA:** A student's "base or unweighted" grade point average will be determined using a 4 point scale (example: A=4.0; B=3.0). In addition, Honors and AP courses receive a .036 add-on per credit hour in computing GPA.
3. **Awards Distribution:** Students may be recognized for academic achievement through membership in the National Honor Society and/or the annual Awards Convocation.
4. **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 will only be made for very serious reasons (e.g., documented medical need). 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 school counseling office.
 - a. Students will have a three week period to access Class Change Request Forms in each semester for semester-long courses only. After three weeks, no drops will be made with the exception of drops initiated by administration for medical or other serious circumstances.
 - b. For year-long classes, Change Request Forms are available for the first three weeks of the school year. Students must remain in currently assigned classes until they receive written add/drop notification.
 - c. Schedule changes will not be made due to teacher preference.
 - d. Core classes will not be overloaded due to elective or study hall preferences.
4. **Withdrawal from School:** Students who withdraw from school do so through the office of the administration and counseling office. They must do so in person. Before a transcript of records can be released, the student must not have outstanding obligations in classes (iPad with charging brick/cord, textbooks and materials must be returned), and any other place where school materials have been used (such as athletic uniforms). All tuition, fees and negative lunch account balances must be paid in full. An exit form signed by the student, parent, and administrative representative must be completed.

F. HOMEWORK POLICY

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

1. **Homework Deadline:** All work assigned a deadline must be submitted in person or electronically by the assigned date and time. Any work not submitted by the deadline can be subject to the late work policy.
2. **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. Teachers are neither encouraged nor required to assign "extra credit" work to students who may have failed previous assignments.

3. **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 in the method in which their teacher assigns it, i.e.; Canvas post, Turnitin upload, google doc share, or printed copy. 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 2:45 PM. If such delivery is not feasible, the work can be mailed (postmarked 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. Technology issues such as internet, computer, printer malfunctions, etc. are 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 a non pre-arranged absence must arrange a make-up exam with their instructor(s) on the exam make-up day. If the student is absent on that day, they must make up the exam on the following school day.
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**
 - a. The exemption is granted at the professional discretion of each individual teacher.
 - b. The exemption is used for the second semester only of a year-long course, and for either semester of a one semester course.
 - c. The student must have scored a minimum letter grade of "B" in the two quarters preceding the exam.
 - d. Teachers do not round off grades or points.
 - e. If a student wants to earn a higher grade for the semester, he/she must take the final exam.
 - f. Students taking AP courses are required to complete the official AP Exam(s) and may be exempt from taking a final examination.
4. **Cancellation of Exams:** In the event exams have to be canceled on a regularly scheduled exam day, they will be made up the next weekday. The schedule pushes back a day. Example - if exams were scheduled for Wednesday, but are canceled due to weather, these exams would be given on Thursday.

H. ACADEMIC PROBATION

Academic Probation is the course of action taken for students who are performing below expectations due to effort, assignment completion, excessive absence or other personal choice that affects the student's academic progress negatively.

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 mandating attendance at Pomodoro. However, if a student has been assigned to Pomodoro 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.
 - c. All assigned material is complete and submitted on time. If absent when work is assigned or due, the probationary student must meet the WCHS 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 the teacher as necessary.
 - f. The student may not have unexcused 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.
 - h. The student will remain on Academic Probation for a duration determined by the administrator.

Violations during the academic probationary period may result in dismissal. Upon dismissal, 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. 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: leaving a virtual assessment in the middle of the allotted time, copying assignments and submitting as "original;" writing formulas, codes, keywords 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/her work, the student is obligated to discuss the matter with the instructor before submission.
2. A student who allows another student access to his/her 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 who 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 probation. While on probation, any subsequent violations may result in that student being dismissed from school.

J. COMPUTER USE GUIDELINES / ACCEPTABLE USE & ONLINE RESOURCES

1. Computer Use/Acceptable Use Guidelines

All West Catholic students and a parent/guardian are required to sign the *Diocese of Grand Rapids Electronic Information Access and Acceptable Use of School Systems* policy. To view this policy, please visit the Technology section of the West Catholic website at www.grwestcatholic.org

2. Additional 1:1 (iPad) Resources

It is the goal of the Grand Rapids Catholic Secondary Schools to enhance and transform learning with the assistance of iPads within the classroom. We believe that educating our students with technology will better prepare them for higher education, employment, and their personal life. School expectations for device usage as well as Parent Resources are available in the Technology section of the school website.

3. Resources

The following electronic resources are available to enhance education at West Catholic. They are accessible under the “**Online Tools**” tab of either “Students” or “Parents” on the West Catholic website:

- **Infinite Campus** - Provides access to information about grades, attendance, behavior, food service, and more.
- **Canvas** - Learning Management System that contains course curriculum, review materials, classroom collaboration tools, and daily assignments and due dates.
- **Google Apps for Education** - This suite gives users a free platform for document creation, document storage, collaboration, and email.
- **Naviance** - Online platform that allows schools to set goals and priorities for individual students, track their progress, and measure student outcomes to improve college and career readiness. Naviance also manages electronic transcripts and recommendations.
- **RevTrak** - RevTrak is a secure online portal for depositing money into student lunch accounts and for paying school related fees (retreats, advanced placement exams, etc.)
- **WC Falcons App** - The West Catholic Falcons App is designed to engage students, parents and WC fans of all ages. It highlights student activities and achievements, while promoting fun across a wide spectrum of student interests. Internally the app will also be used by the student Household Community to track points for the Falcon Cup and determine leaders within the championship system.
- **iPad Tutorials** - Sometimes we all need a little reminder on how to do certain tasks and sometimes we need some tips on how to troubleshoot a problem. iPad tutorials provides some helpful how-to and troubleshooting tutorials on frequently asked questions and can be found on the website at grwestcatholic.org/students

K. SOCIAL MEDIA POLICY

The official social media information for West Catholic High School is found at:

SCHOOL	ATHLETICS
Twitter: @GRWestCatholic	Twitter: @WCatholicSports
Facebook: @GRWestCatholic	Facebook: @West Catholic Falcons
Instagram: GRWestCatholic	

Any other social media representing our school made at the request of a sport or organization must be approved by administration and regulated by administration. Students or parents must not control school social media accounts. Any and all accounts claiming to represent West Catholic and are not being regulated or approved by administration will be reported and taken down. This is the link to the Diocesan Social Media Policy:

<https://grdiocese.org/wp-content/uploads/2018/10/report-office-of-catholic-schools-policy-manual-with-table-of-contents.pdf>

L. THE “MAK”

The MAK is open from 6:00 a.m. until needed. Students are welcome to study before school and after school (unless the MAK is reserved for another school function). KCTC students and dual enrolled students should be using the MAK while waiting for classes to begin.

IV. PROCEDURES

A. LOCK DOWN PROCEDURE

Should there be a lock down event, please note the building will be secured by local law enforcement agencies and will not be accessible. Notification of the lock down and other crises will be made as soon as safely possible through various communication outlets.

B. COMMUNICATIONS

In the event of an emergency response, West Catholic will post information to its website, local news outlets and social media platforms in a timely fashion.

C. BRINGING A GUEST TO SCHOOL

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

1. The guest is a 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.

D. 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.

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 or semester.
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 receive an "Incomplete" in that class until the situation is rectified.

E. STUDENT IDENTIFICATION CARDS

Students will have their ID card photo taken on orientation day and will receive the ID card at a later date. Students should keep this card with them throughout the school year as it contains a bar code for accessing their lunch account and may be used for events such as ALL A's, dances and athletic events.

F. WORK PERMITS

Work permits may be obtained in the main office.

G. LOST & FOUND

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

H. ANNOUNCEMENTS

Announcements should 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.

I. 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.

J. CLUBS & ORGANIZATIONS

There are many opportunities for students to be involved in activities at West Catholic. Information about currently offered clubs and their meeting times can be found on the West Catholic website: <https://www.grwestcatholic.org/clubs-organizations/>.

Students desiring to start a new club should first seek a staff member who agrees to be an advisor, followed by a written proposal for approval. Clubs and organizations will meet during the designated club and organization time or after school. Clubs and organizations are not allowed to meet during lunch.

K. FIELD TRIP PROCEDURE

Student involvement in curricular and extracurricular field trips provides enrichment to a comprehensive school program. A field trip 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 submit a request to 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 if necessary, permission forms, hotel room information, and possible fundraising expectations.
3. A permission slip will be given to each parent before they decide if their child will participate in the trip.

L. LUNCH POLICY

West Catholic is considered to be a closed-campus for lunch. Students are required to remain in the school building. In warm weather students may be permitted to eat in the courtyard. Lunch visitors are strongly discouraged and may be prohibited from attending lunch with the student body. All group lunches (sports teams, dance courts, clubs, organizations) will be held in the cafetorium on Fridays only. Group lunches must be approved by the Director of Food Services at least one week in advance. Each sport or extracurricular team is allowed at most two such group lunches per academic year. Non adherence to this policy will result in denial of access to the cafetorium. Hot lunch is available daily so having lunch delivered by outside vendors is **prohibited**.

V. 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 counseling office. Parents are encouraged to call if they have any questions or would like an appointment. The school telephone numbers are 616-233-5909 or 616-233-5900.

Record Keeping

Each student has a personal school counseling file. A personal school counseling file 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 FORMATION PLAN

Purpose of Christian Service Formation:

1. Service helps us to encounter Christ in the needy
2. Service trains the heart and will to be generous
3. Service is the way we actively show love for God and others
4. Service can help us discover God's calling in our lives

Required Hours and Division of Required Categories

Grade	Minimum	*T.E.	*C.S.A.
9 th	10 hours	20 hours	40 hours
10 th	20 hours	30 hours	50 hours
11 th	30 hours	40 hours	60 hours
12 th	30 hours	40 hours	75 hours

*T.E. – Transcript Endorsement

*C.S.A. – Christian Service Award – To be eligible for a Service Award, 12th grade student's hours must be submitted by May 6. Service hours for 9th-11th grade students are due by May 20.

Division of Required Hours:

Hours acquired after minimum requirement, for T.E. or C.S.A., can be from any category.

1. **Freshman** Year, total of 10 Hours:
 - i. Family/School: 4 Hours
 - ii. Parish: 3 Hours
 - iii. Works of Mercy: 3 Hours
2. **Sophomore** Year, total of 20 Hours:
 - i. Family/School: 9 Hours
 - ii. Parish: 5 Hours
 - iii. Works of Mercy: 6 Hours
3. **Junior** Year, total of 30 Hours:
 - i. Family/School: 8 Hours
 - ii. Parish: 5 Hours
 - iii. Works of Mercy Organization: 17 Hours
4. **Senior** Year, total of 30 Hours (identical to Junior requirements):
 - i. Family/School: 8 Hours
 - ii. Parish: 5 Hours
 - iii. Works of Mercy Organization: 17 Hours

B. 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.

C. LITURGIES

Eucharistic liturgies are celebrated weekly 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 consist of small group discussions and presentations following a theme and 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.

KAIROS Retreat – On this retreat, students will experience a profound sense of what Christian community is and, through this community experience, the life-changing love of Jesus Christ. This retreat is for our juniors but led by our seniors who went on the retreat their junior year and have applied to become leaders. This retreat is usually held in the spring.

LifeForce Retreat – The LifeForce Retreat is for all grade levels and is put on by our student-led LifeForce Team. Experience a weekend of prayer, funny skits, Eucharistic Adoration, witness talks by other students and many laughs. This retreat is usually held in the spring.

VII. HOUSEHOLD SYSTEM

The Household system at West Catholic is designed to forward our mission to develop Disciples of Christ. Through prayer, presence, and persistent growth, students and staff will come together and build positive relationships throughout the school and serve the community. For more information regarding the Household system, please refer to: <https://www.grwestcatholic.org/households-system>

VIII. ATHLETIC CODE

All students and a parent/guardian must read and then sign the form indicating they have received and reviewed the **Concussion Fact Sheet**. This will be kept in the student's file in the Athletic Office.

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 West Catholic High School.

Student-athletes participating in sports on a West Catholic, Club, or Co-op team 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. 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.

Sports Physicals - The Michigan High School Athletic Association (MHSAA) rules require all student-athletes to have a physical examination prior to practice and/or competition. The physical exam for the 2023-24 school year must be performed **after April 15, 2021 to qualify for the 2023-24 athletic season**. A copy of each physical exam must be on file in the West Catholic Athletic Office before practice begins for any sport, any season. Any licensed physician of your choice can perform the exam.

West Catholic High School 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 meet 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 Standards for Athletic Participation

Participation in extracurricular activities is a privilege afforded to students who are in good standing academically, behaviorally, and regularly attend class. The privilege of extracurricular participation is conditional upon meeting the requirements of school administration.

The criteria to be considered in determining weekly eligibility will include and will not be limited to:

1. Regular attendance
2. Missing assignments (fewer than 3 missing assignments by Friday morning at 8:00 a.m. to be eligible for the upcoming week of eligibility)
 - Students will be notified midweek of standing if in danger zone.
 - Students losing eligibility for the upcoming week will be required to attend Pomodoro to complete the missing assignments during the week of ineligibility.
3. Behavior Referrals
4. Passing grades for all currently enrolled classes
5. Other items deemed relevant by administration

This policy does not replace the Michigan High School Athletic Association's standards. All MHSAA minimum standards for participation will remain in effect. (The MHSAA sets a minimum standard for academic eligibility which many schools adjust upward. The minimum is that a student must have passed at least 20 credit hours - generally 4 classes - in the previous semester and be passing the same number in the current semester, whenever a school does regular academic eligibility checks - at least once in a 10-week period.) **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 or Assistant Principal 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.

Major Offense Violations are any offense deemed "Major" under the disciplinary section of the student handbook. Such "Major" offenses are always also athletic code violations and will result in contest suspension in the percentages noted below.

Other Offenses are those offenses that affect athletic eligibility, but are not deemed “Major Offenses” as noted above in the student handbook. These include, but are not limited to:

1. Repeated school behavior referrals. If a student receives 10 detentions, or the equivalent, in a single semester, that student is automatically in violation of the athletic code.
2. Skipping class
3. Insubordination
4. Threatening or harassing other students, when not deemed a major offense
5. Vandalism.
6. Minor Theft.
7. Actions, in or out of school, which would be deemed misdemeanors under the criminal code.
8. 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 at West Catholic High School.

Category:	Major	Other
First Offense	50%	10%
Second Offense	100%	25%
Third Offense	Permanent	50%
Fourth Offense	Permanent	Permanent

All fractions round up to the higher full game.

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.

At the sole discretion of administration, the length of a contest suspension may be decreased if the student completes community service or restorative training as described above in the “major offenses” section of the disciplinary code of the handbook. Any completion of service or training is in addition to anything completed if the athletic code violation is also a major offense violation. The decrease of contest suspension cannot be more than half of the total percentage of the contests lost.

C. TRANSFER STUDENTS

In addition to school and MHSAA transfer eligibility rules, West Catholic High School 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. International students are subject to specific participation rules by the MHSAA.

D. 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 at West Catholic High School. 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.



Falcon Fight Song

Fight! Fight! Falcons fight! We'll go on to a victory!
On the West Side of the Valley, there's a team we love so well.
They're the ones from on the hilltop,
All together hear us yell!
We're the green and the white, and we're full of fight,
We will challenge every foe,
Weather cloudy or fair, we'll always be there with our cry of
GO WEST GO!
We're the green and the white and we're full of fight
We'll go on to VIC-TO-RY!
Fight! Fight! Falcons Fight! We'll go on to a Victory!

Written by Eric Wendlandt and Sister Marcia

West Catholic Alma Mater

Here's to the school that we love so well,
Precious and dear to us all.
Sing to our Alma Mater,
Ever standing proud and tall.
Here's to West Catholic High School,
And to mem'ries
Old and new.
Forgotten never, remembered ever,
We Love You.
(Instrumental Interlude)
We Love You.

Written by Eric Wendlandt

IX. SCHOOL CONTACT INFORMATION

www.grwestcatholic.org

1801 Bristol Avenue NW
Grand Rapids, MI 49504

Main Office: (616) 233-5900

Attendance: (616) 233-5911

Guidance Office: (616) 233-5909

Athletics: (616) 233-5912

Main Office Fax: (616) 453-4320

Guidance Office Fax: (616) 453-8470

Athletics Fax: (616) 453-0701

CEEB CODE (High school code for ACT/SAT) 231763