

Austin Catholic High School

An Augustinian College Prep School

2023-2024 Student & Parent Handbook



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August 20, 2023

Dear Parents and Students:

Welcome to the Austin Catholic Crusader Family! Through the hard work and efforts over the summer we are blessed to not only return for year 13 but also continue to build programs, strengthen our academic offerings, and graduate amazing young adults.

Austin's comprehensive college preparatory academics focus on experiential learning and critical thinking. We are committed to educating students today, with the knowledge and faith that will influence the world of tomorrow. To do so we continue to build our technology integration and use of our 1:1 device program while instilling digital citizenship. An Austin education emphasizes the ability of our students to work together as a community, to grow in friendship, and above all to recognize that final goal to which we are all called: perfect and lasting happiness with God.

Academic learning and faith formation are community efforts – we all help one another grow in our relationship with the Lord. Families are active participants in their child's education and the school. Mass and Faith are regular part of our day for all students, and Christian outreach projects are a part of who we are. As the student body grows, so too do the extra-curricular activities available. Every student has a voice and has leadership potential at Austin. Nonetheless, for every great community to be successful, there must be policies and rules to promote safety and security of all members. So that our goals may be properly achieved, we need the cooperation of all. Fair and consistent discipline allows us to be about our task of education. **We are providing you with this *Handbook* at the beginning of the school year because we believe its contents are very important in setting the tone for the total education of our students.**

Austin Catholic has standards and rules for religious formation, academic achievement, extracurricular participation and appropriate behavior. From the day you are accepted until the day you graduate, all students are bound to observe these rules. All parents are expected to support the rules which are contained in this book, in other places, or announced to the student body and the parents. The Administration reserves the right to make and enforce whatever rules it believes necessary for the good of the school. The Administration of Austin Catholic High School reserves the right to: a) change the requirements for admission or graduation; b) change the arrangement, scheduling, credit or content of courses; c) change tuition and/or fees charged; d) change regulations affecting students; e) to refuse to admit or readmit any student and, f) to dismiss any student at any time, should it be deemed to be in the best interest of the student or school.

Registration at Austin Catholic constitutes a voluntary contract recognized by law between parents and the school. Parents and students assume responsibility for all obligations – religious, academic and financial, resulting from this contract. Students and parents are expected to be familiar with this handbook. Parents and students should understand that tuition accounts must be paid on time, that fund- raising obligations must be fulfilled, that detentions must be served when given, that school days take priority over vacation time, and that cooperation with the religious and academic mission of the school is essential.

In order that we may be assured you have read through the policies and rules contained in this *Handbook*, we require that the student and one parent/guardian sign the compliance agreement. By doing so, you and your child are bound by the policies outlined in this handbook and will enjoy the privilege and protection of them as well.

I hope that you will share in my excitement, optimism, and confidence as we begin the new academic year.

Yours in Christ,
Janel M. Coppens
Head of School



Notice of Non-Discriminatory Policy as to Students

Austin Catholic High School admits students of any gender, race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of physical disability, gender, race, color, national and ethnic origin or any other federally protected status in administration of its educational policies, admissions policies, financial aid program, athletic and other school administered programs.

ABOUT AUSTIN CATHOLIC

AUSTIN CATHOLIC'S VISION

Austin empowers students spiritually, morally, intellectually, and physically for college, career, and life in the Augustinian tradition resulting in minds to lead, hands to serve, and hearts to love.

MISSION STATEMENT

Guided by the Augustinian core values of truth, unity, and love and embedded in a vibrant faith community, Austin Catholic High school is open to young men and women of diverse backgrounds in the tri-county area. Qualified, dynamic and supportive staff unite with students and families to create a safe and supportive environment that embraces individuality and celebrates community. Comprehensive, rigorous curriculum maximizes each students' potential to inspire thinkers and visionaries for college and career. To foster the development of the whole person, we provide extensive programs for all levels in academics, arts, athletics, and activities to inspire self-worth, and motivate leadership. Looking beyond ourselves, Austin provides spiritual programs that promote a lifelong commitment to loving and grateful service to each other, to society, and to God.

EDUCATIONAL PHILOSOPHY

We believe that human beings were made by God to share life ultimately with God and with one another in God. Created for God, we were made in God's image and likeness.

We have an intellect capable of moving from sense data to the deepest levels of abstraction. We are driven in our pursuit of truth to see and know gradually the vision and experience of ultimate truth – God Himself. Students and teachers are united in the common task of knowing, understanding, and appreciating truth. A liberal arts curriculum is believed to be the best vehicle for assisting students to pursue the kind of truth described above.

As demanding as a liberal arts curriculum may be, it helps free students to know truth and it entices them to come to love it. It leads to the union of truth and love--love being the second dynamic principle of Augustinian education (the first being truth). The thrill of knowing truth draws students into the admired inner circle of God's love and life. That inner circle is also directly accessed through the Augustinian school family community in which all the activities of the school take place. By working diligently at the cultivation of interpersonal relationships, students learn more clearly about the ultimate love to which they are called--love of God.

The school community embraces all its members: administrators, teachers, staff, students, and parents. All are drawn into the multiple tasks of helping one another learn and grow. Education at Austin Catholic is a community effort.

Austin Catholic High School teachers do not see themselves as imparting knowledge and wisdom to students. Rather, with profound respect for their students, the teachers structure lessons and provide example so that students can relate newly offered learnings to their inner dictates of truth. Thus, they are gently led to embrace new insights enthusiastically.

Learning takes place in many extracurricular activities of the school: in social settings, on the athletic fields, during religious and liturgical services, and through social service to others in need. These various learning situations foster interpersonal relationships, community building, a sense of teamwork, a commitment to others, and a realization of the responsibilities of citizenship.

The core values of Augustinian education are: Truth, Unity, and Love.

GOALS OF AN AUSTIN EDUCATION

Austin Catholic will form Christian men and women who:

- ✓ Realize that union with God is the ultimate reason for being and the ultimate goal for all love.
- ✓ Know the life and teachings of Jesus Christ as reflected by beliefs of the Catholic Church.
- ✓ Live and share the Augustinian core values of Truth, Unity, and Love.
- ✓ Experience a vibrant Catholic Faith Community.
- ✓ Organize a Catholic/Christian value system for further development in adult life.
- ✓ Participate in Christian service and embrace its value.

Austin Catholic will develop physically and emotionally young adults who:

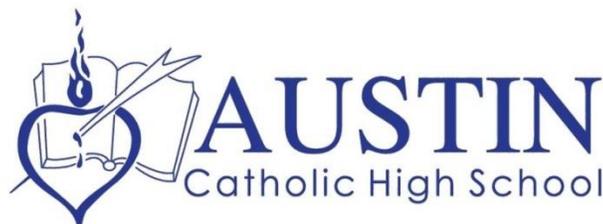
- ✓ Understand and practice healthy life choices.
- ✓ Utilize resources to become responsible decision makers and effective problem solvers.
- ✓ Form supportive and positive relationships.
- ✓ Participate in activities that strengthen their minds, hearts, and bodies.
- ✓ Strive to achieve a healthy balance in their lives.

Austin Catholic will empower well-rounded intellectual graduates who:

- ✓ Are prepared for their post-secondary education and/or career.
- ✓ Will perform well at the college/university level through a liberal arts education.
- ✓ Can think clearly, critically and creatively.
- ✓ Have the ability to move from sense data to abstraction.
- ✓ Communicate clearly and effectively in the spoken and written word.
- ✓ Appreciate literature in all forms and to read with a critical and analytical eye.
- ✓ Appreciate the visual and performing arts.
- ✓ Utilize technology for research, communication, production, and appropriate entertainment.
- ✓ Have a passion and skill for lifelong learning.
- ✓ Are prepared through comprehensive study of math, science and technology to meet the demands of the 21st Century and beyond.

Austin Catholic will develop mature young men and women who:

- ✓ Use their God-given talents for loving and grateful service to each other, to society, and to God.
- ✓ Welcome, appreciate and respect other cultures and faiths.
- ✓ Employ collaborative leadership to make a difference in an ever changing world.



HISTORY OF AUSTIN CATHOLIC

Austin Catholic Academy was a dream for many Catholic lay leaders in Macomb County since the 1990's. The Archdiocese of Detroit encouraged these people to establish, build, and operate a new Catholic high school to satisfy a clear need in the expanding Catholic parishes in north Macomb County. Eventually the Archdiocese purchased land for the school on 23 Mile Road between North Avenue and Card Road.

Beginning in 2002 Cardinal Maida and Bishop Quinn of the Archdiocese made contact with the Augustinians of the U.S. Midwest Province and continually solicited them to sponsor and operate the new school. Both Cardinal Maida and Bishop Quinn sought out the Augustinians for two clear reasons:

- 1) The Augustinians had founded and operated Austin Catholic High School on Detroit's east side until demographic changes in the city forced the closure of nearly all of the Catholic high schools in Detroit.
- 2) The Augustinians have an excellent reputation world-wide in the field of education, especially at the high school, college, and university levels.

In 2005 the Augustinians took on the work of getting the new school organized, built, and operating. They named Father David L. Brecht, O.S.A. to the task of working with the committee of laymen authorized by the Archdiocese to begin the school. Father Brecht came to Austin after working many years in Augustinian Schools at all levels as both teacher and administrator. Most prominently Father Brecht was Headmaster at Cascia Hall (Tulsa), Principal of St. Rita (Chicago), and Assistant Dean at Villanova University (Philadelphia). Father Brecht grew up in Grosse Pointe Farms and was a 1956 graduate of Austin Catholic High School.

Father Brecht, along with school President Mr. Leonard Brillati, devoted significant time to the architectural design and worked with various committees to promote and campaign for its construction. Through the planning and capital stages, it was determined that Austin Catholic Academy would be a co-ed school that housed a projected 500 students. Furthermore, recalling the old Austin Catholic High School on Warren Avenue in Detroit, the Augustinians named the school Austin Catholic Academy.

Through the hard work and dedication of the early capital campaign and organizational committees, Austin Catholic Academy marked their continued commitment to the project with a Ground Breaking Ceremony in 2008 on the property gifted by the Archdiocese.

At that time a clear program and curriculum was also chartered. Embracing a comprehensive Liberal Arts curriculum, Austin students would take four years of Religion, English, Mathematics, Science, and Social Studies, and several electives in Applied and Fine Arts. Two years of Foreign Language rounds off the experience. The formation of students in their faith life was paramount to the planners of Austin Catholic Academy. Growth of faith, community, and learning would be a family task. In keeping with the loyalty of the Augustinians to the Church and the community, the Austin school family would embrace mass, daily prayer and reflection, and extended service to the greater community.

In 2011 Austin Catholic Academy opened its doors to its first class of students. The school, electing to be fiscally responsible in times of economic downturn and banking crisis, chose to rent an unused building from the New Haven School District located a few miles from the original planned site.

Austin Catholic Academy saw many changes during its sophomore year. The first student clubs and sports teams were formed and competed. In the spring, Austin was the first private school to receive approval to form an athletic co-op with a public school for student athletic teams, allowing Austin students to participate in a full array of varsity athletics. The Board of Directors also approved a 1:1 iPad initiative for all students and staff and the financial support of a blended library. Nonetheless, 2013 also brought the Austin community together in times of grief as they suffered the loss of founding President Leonard Brillati and the ill health of Father Brecht, who stepped down as Headmaster.

After a thorough search, the Board of Directors appointed Mrs. Janel M. Coppens as Austin's first Principal. Austin suffered the loss of Father Brecht in the fall of 2014 but remains steadfast in his vision for a vigorous education and faith formation. The 2014-2015 academic year brought additional changes to the school. Austin earned AdvancED Accreditation status and earned accolades in Forensics and newly emerging athletics teams. That spring, Austin celebrated the inaugural graduation ceremonies with the Class of 2015. In addition, the Board of Directors announced plans to revisit the building project on the 23-Mile Road property. The name was changed from Austin Catholic Academy to Austin Catholic High School beginning with the 2015 school year.

In the spring of 2016, Austin Catholic purchased Chesterfield Elementary from L'Anse Creuse Public Schools. Austin Catholic moved to its permanent home beginning with the 2016 school year. Currently in entering their 12th year, ACHS continues to grow and expand.

Austin Catholic continues to pave the way for Catholic secondary education in Macomb County as it welcomes another talented class to its hallways. With the enthusiastic and highly qualified teachers, comprehensive and cutting-edge instruction, and deep Catholic formation, Austin Catholic High School is truly a new opportunity... built from long-standing traditions.

This historical summary may include gaps in data and information. For additional information on Austin Catholic High School and its history, please contact the school office at 586-200-0143 or Austin@austincatholichighschool.org.

WHO ARE THE AUGUSTINIANS?

St. Augustine of Hippo (354–430 A.D.) established religious life in Roman North Africa. He himself lived as a religious after his conversion in 387 A.D. and during his years as a Priest and Bishop. He wrote *Augustine's Rule*, a guide for religious men, also followed by religious women. St. Augustine was responsible directly and indirectly for the founding of many monasteries in North Africa, but all of these foundations were wiped out in the Vandal invasion of the fifth century and in the Arab invasion of the seventh century. What remained was the legacy of his writings on religious life.

St. Dominic founded the Dominicans around 1215 A.D. and St. Francis founded the Franciscans immediately afterwards. These new Orders were called Mendicant Orders (from the Latin verb MENDICARE meaning "to beg"). The Mendicants took up collections for their work: they "begged" to get money to support themselves so they could be free to teach, hear confessions, preach, etc. The new Orders were immediately and immensely successful. As the universities and schools were springing up in the towns, the new religious had to be freed up for studies, scholarship, and above all, teaching. This was also a time of renewal and revitalization in the Church. So, in 1244 A.D. Pope Innocent IV established another Mendicant Order. He called it the Order of Hermits of St. Augustine. He gathered together already existing independent monasteries and small Religious Orders in central Italy. Some of them already followed the Rule of St. Augustine. Innocent IV gave the new Order the Rule of St. Augustine and made it follow the Mendicant structure of the Dominicans and Franciscans. Like the Dominicans and Franciscans, the Augustinians quickly spread all over Europe and eventually numbered 40,000 religious.

Augustinians came to the United States in 1796, establishing a parish and a high school in Philadelphia. George Washington was one of the donors for the construction of St. Augustine's Church in downtown Philadelphia.

Today the Order is officially called the Order of St. Augustine. ("Hermits" was dropped after the Second Vatican Council.) In the United States and Canada, there are four Provinces: Canada, East Coast U.S.A., Midwest U.S.A., and West Coast U.S.A. All together, these four Provinces staff many parishes, retreat houses, nine high schools, Merrimack College in Massachusetts and Villanova University in Pennsylvania. These four Provinces are also active in foreign missionary work. The Canadian Province helps finance Augustinian Missionaries in Kenya and Nigeria. The American Provinces have their own missionary work in Japan, Peru, and South Africa.

AUGUSTINIAN SCHOOLS IN THE UNITED STATES/CANADA

Higher Education

Merrimack College - North Andover, Massachusetts
Villanova University - Villanova, Pennsylvania

Secondary Education*

Austin Catholic High School--Chesterfield, Michigan
Cascia Hall Preparatory School--Tulsa, Oklahoma
Malvern Preparatory School--Malvern, Pennsylvania
Providence Catholic High School--New Lenox, Illinois
St. Augustine High School--San Diego, California
St. Augustine Preparatory School--Richland, New Jersey
St. Rita High School--Chicago, Illinois
St. Thomas of Villanova Catholic--King City, Ontario, Canada
Villanova Preparatory School--Ojai, California
Austin Preparatory School – Reading, Massachusetts

**The Augustinian Secondary Schools in the United States and Canada form the Augustinian Secondary Education Association (ASEA).*

AUSTIN CATHOLIC 2023-24 BOARD OF DIRECTORS

Msgr. John Kasza, St. Therese of Lisieux Parish, Chairman

Gladys Bosel
Retired Educator
Bill Harrington, '63,
President, Genesus Marketing & Communication
Andrew Hubbs,
Lawyer
Judy Kucway,
C.E.O./C.F.O., Motor City Stamping
Stan Lisica,
Chief Innovation Officer, City of Berkley
Meg Sullivan Lope',
Co-owner, William Sullivan & Son Funeral Home
Maria McPhail, '16
Accountant
Rev. Roman Pasieczny,
St. Lawrence Parish

Very Rev. Anthony Pizzo, O.S.A.
Prior Provincial Midwest Augustinians
Anthony Righi, CFP
Founder, Artisan Capital Management
Jerry Skowronski,
Alumni Parent, Certified Home Inspector
Salvatore Simone,
President, Simone Companies
Rev. Christopher Talbot,
St. Francis/Maximilian Kolbe Parish
John Tersigni,
V.P. for Mission Integration, Ascension Health Systems
Rev. Ron Victor,
St. Isidore Parish
Lori Wenzel
CPA & Alumni Parent

ADVISORY & HONORARY MEMBERS

Bob Berschback, '68, Jostens
Paul Brillati, President, King Development
Most Rev. Robert Fisher, Regional Bishop of Detroit
Msgr. Michael Hrydziuszko, St. Andrews Parish

Rev. Mr. John Sfire, CEO Sfire Holdings
Rev. Thomas Sutherland, retired pastor
Frank Turk, retired educator
Rev. Rich Young, O.S.A., Midwest Augustinian Mission and Values

SCHOOL ADMINISTRATION

Mrs. Janel M. Coppens
Head of School

Mrs. Cynthia Corey
Director Advancement & Alumni Relations

Mrs. Lynn Krause & Mrs. Kellee Linsley
Administrative Assistants

TBD
Director of Admissions & Enrollment

Mr. James Baker
Assistant Principal / Athletic Director

Mrs Jessica Ericson
Marketing Associate

Mr. Ron Glodich
Athletic Coordinator

Mrs Sherrie DuVall
Development Assistant / Lunch Program Director

Ms. Carolyn Balzano
Guidance Counselor

Mrs. Jenna Kokenos
Bookkeeper

Mr. Brett Coppens
Director of Building & Operations

FACULTY

Ms. Mary Brown	Science, Reading, Geography
Ms. Rosa DeMaria.....	Mathematics
Ms. Andrea Gabbard	Mathematics
Mr. Ron Glodich	Science
Mr. Stephen Hansknecht	Mathematics/Science/STEAM
Ms. Laura Hayden	Chemistry, STEAM Coordinator
Ms. Katie Howell.....	Band
Mr. Shawn Hodgins	Religion
Mrs. Susan Kosinski	English
Mr. Dan Langolf.....	Social Studies, Digital Media & Educ. Tech
Ms. Sara LaPrise	Paraprofessional / Mathematics
Ms. Melanie LeDuc.....	English/Yearbook
Ms. Claudia Lopez.....	Spanish / Paraprofessional
Mr. Dan Rigney.....	Social Studies
Mrs. Lisa Schulz	Health, Religion, Social Science
Mr. Frank Slanczka	Art
Ms. Kris Sredich-George	English

Please refer to appendix A for staff contact directory. Most (not all) staff emails are first initial and full last name @ austincatholichighschool.org

GENERAL SCHOOL INFORMATION

CONTACT INFORMATION

Austin Catholic High School
25925 23 Mile Road
Chesterfield, MI 48051

Main Office 586-200-0143
Fax Number: 586-408-6034
Email.....austin@austincatholichighschool.org

Website: <https://austincatholichighschool.org>
You can also follow us on **Facebook, Instagram** and **Twitter**

HOURS OF OPERATION

Austin Catholic opens each day at 6:30 am and closes at 4:30 pm. Note: Office Hours are 6:45am-3:30pm

Summer hours vary. Appointments are necessary during summer months.

All students must be picked up before 4:30pm when the building closes. Students staying for extracurricular activities must be picked up in a timely manner.

2023-2024 BELL SCHEDULES

Monday/Wednesday		Tuesday/Thursday		Friday Accelerated Day	
Period	Time	Time	Period	Time	Period
Block A (1) (Announcements)	7:20- 8:50 (90 min)	7:20-8:50 (90 min)	Block E (1) (Announcements)	7:20-7:55 (35 min)	Block A (1)
				5	
				8:00-8:35 (35 min)	Block E (2)
	5	5		5	
Flex Time	8:55-9:30 (35 min)	8:55-9:30 (35 min)	Flex Time	8:40-9:15 (35 min)	Block B (3)
				5	
				9:20-9:55 (35 min)	Block F (4)
	5	5		5	
Block B (2)	9:35--11:00 (85 min)	9:35--11:00 (85 min)	Block F (2)	10:00-10:50 (50 min)	MASS
				3	
				10:53-11:15 (22 min)	House (Announcements)
	5	5		5	
Lunch Period	11:05-11:25 (20min)	11:05-11:25 (20min)	Lunch Period	11:20-11:45 (25 min)	Lunch Period
	5	5		5	
Block C (3)	11:30-12:55 (85min)	11:30-12:55 (85 min)	Block G (3)	11:50-12:25 (35 min)	Block C (5)
				5	
				12:30 -1:05 (35 min)	Block G (6)
	5	5		5	
Block D (4)	1:00-2:25 (85min)	1:00-2:25 (85 min)	Block H (4)	1:10-1:45 (35 min)	Block D (7)
				5	
				1:50-2:25 (35 min)	Block H (8)

2023-2024 SPECIAL BELL SCHEDULES

There are times when special events call for modified or special schedules.
Please check FACTS SIS and the school calendar for details.

Friday Schedule w/ Pep Rally or Speaker AND Mass	
Time	Period
7:20-7:53 (33min)	Block A (1)
5	
7:58-8:31 (33min)	Block E (2)
5	
8:36-9:09 (33min)	Block B (3)
5	
9:14-9:47 (33min)	Block F (4)
5	
9:52-10:25 (33min)	Block C (5)
5	
10:30-11:20 (50 min)	MASS
5	
11:25-11:55 (30 min)	Lunch
5	
12:00 -12:33 (33 min)	Block G (6)
5	
12:38-1:11 (33 min)	Block H (7)
5	
1:16-1:49 (33 min)	Block D (8)
5	
1:50-2:45	Special

Friday Schedule w/ Pep Rally or Speaker NO Mass	
Time	Period
7:20-7:30 (10min)	Prayer Service
7:35-8:10 (35min)	Block A (1)
5	
8:15-8:50 (35min)	Block E (2)
5	
8:55-9:30 (35min)	Block B (3)
5	
9:35-10:10 (35min)	Block F (4)
5	
10:15-10:50 (35min)	Block C (5)
5	
10:55 -11:30 (35 min)	Block G (6)
5	
11:35-12:00 (25 min)	Lunch
5	
12:05-12:25 (20 min)	House
5	
12:30-1:05 (35 min)	Block H (7)
5	
1:10-1:45 (35 min)	Block D (8)
5	
1:50-2:45	Special <i>(May cut house if need more time here depending on special event)</i>

MODIFIED BLOCK Monday/Wednesday Tuesday/Thursday	
Period	Time
Block A or E	7:20- 8:40 (80 min)
5	
Block B or F	8:45-10:05 (80 min)
5	
Special	10:10 --11:10 (60 min)
5	
Lunch Period	11:15-11:55 (40 min)
5	
Block C or G	12:00-1:20 (80 min)
5	
Block D or H	1:25-2:45 (80 min)

BAD WEATHER/SCHOOL CLOSING

All parents are aware that freezing temperatures may be dangerous to students who must wait in the cold. It is up to the individual parent to determine whether or not their student's health is at risk when the cold is intense. School will be held at Austin Catholic when extremely cold temperature is the only hazard to traveling. When there is snow on the ground, or it is snowing, or there is a threat of snow, please listen to the radio for announcements from Austin Catholic. We will also use an electronic notification service to alert all families when there is a schedule change. To receive information as to whether or not school is open you may do one of the following:

- Wait for the automated phone message from Austin that will inform you of closing information.
- Check the ACHS Website. Be sure to click your browser's "refresh" button so that you are viewing the most current information.
- Watch the TV news stations--Austin reports to the school-closing network, which is listed on all major networks.

IDENTIFICATION CARDS

All students will be issued one ID card at the beginning of the school year. The ID must be worn at all times (or be in student's possession) during the school day. Anyone who needs a replacement ID for any reason must order one for \$10 from the main office. Any ID found to be defaced or damaged in any way must be replaced at the expense of the student.

LOCKERS

All students will be assigned two lockers for convenient storage of their educational and personal belongings and one combination lock. The use of purses/backpacks/school bags is prohibited during school hours. They may be stored in the locker. The only exception is the use of laptop computer storage bags. No other bag/pack may be used to carry books to class. Students should not give out their locker combination for other student's use or manipulate their locker latch so that a combination is not needed to open his/her locker. Austin Catholic is NOT responsible for any items that are lost or stolen.

There will be a cleanup fee added to each student's account for not cleaning his/her locker out at the end of each school year. The cleanup fee will be \$25.

LOST AND FOUND

If a student finds a book, wallet, electronic device, or any other item, which has apparently been lost by a fellow student or faculty/staff member, they should turn the item in to the Main Office IMMEDIATELY. Possession of lost items, which are not turned in, is treated as theft.

LUNCH PROGRAM

At the time of printing, the Administrative Team is still reviewing the policy. Students are to bring a lunch daily or purchase from the provided vendor. Multiple microwaves are available in the lunchroom. Students are expected to maintain the cleanliness and open the microwave doors. All lunches must be eaten in the Lunchroom. Weather permitting; lunches may also be eaten in the courtyard/common area. Parents and families are invited to share in our community luncheons following Friday masses.

Currently revising policy. Stay tuned.

TELEPHONE CALLS / MESSAGES / DELIVERIES

A telephone is available at the main reception desk for student use in emergency cases. If a student is ill, he/she should report to the Main Office and a phone call will be made to their parent/guardian so that the student can be picked up. Students must ask for permission to use the school phone. Parents/guardians calling the school to contact their child should keep messages to a minimum. Disruption of class time is discouraged; students will not be called out of class for telephone messages. In the case of an emergency, a message will be delivered. Parents should not phone or text message a student's cell phone, as cell phones are to be turned off during school hours.

NO FOOD DELIVERIES ALLOWED. Food cannot be delivered to students during the school day by food delivery establishments, including but not limited to Uber Eats, Door Dash or GrubHub. Please remember that only parents and immediate family members in the computer system can deliver food to students during the school day. This is to better ensure the security of the school as well as to minimize disruptions to the school day. Food delivered to students by outside delivery companies will be confiscated. If a student opens an outside door to allow an outside food delivery, they will face disciplinary consequences as that creates a security risk.

Deliveries for students of flowers, balloons, etc. will be accepted at school however will not be delivered to student until dismissal.

CELLULAR PHONE REGULATIONS

While we at Austin Catholic understand the need for cell phones in today's society, students must keep all cell phones in their lockers during the school day. Students may use their cell phones before and after school in the common areas of the school. When school begins, cell phones must be turned off and locked in lockers. **Any student who is found carrying or using his/her cell phone during the school day will have his/her phone confiscated and given to an Administrator. A \$5.00 fee will be charged to the student prior to return of his/her phone. If the phone is confiscated a second time, a parent must come in and pick up the phone after school. After the third infraction, the student must turn phone into the main office daily.** Repeated violations will result in further disciplinary action by administration. Students bring cell phones to school at their own risk. Austin Catholic is NOT responsible for any cell phone that is lost or stolen.

OTHER ELECTRONIC DEVICES (see acceptable use policy)

Headphones & earbuds are only permitted per faculty and staff for classroom use. Students should not be wearing or listening to devices that impairs their ability to hear instruction, announcements and/or emergency messages. Students continually misusing headphones/earbuds will be asked to surrender devices and may face disciplinary action.

No laser lights, radios, electronic games, radio transmitters or other sound emitting devices may be used in school. These devices will be confiscated and returned only to the parents or guardians. Students will receive an infraction slip for having/using said device. The school takes no responsibility for the loss of any such device.

Furthermore, any form of video or voice recording on cell phones or other media equipment at any time of the day while inside of the school is strictly prohibited. This includes photographs. Any student found having any form of recorded material on their media equipment will automatically receive an infraction slip and, depending on the severity or nature of the material, may appear before the Discipline Committee.

WORK PERMITS

Work permits may be obtained from the Main Office. A letter from the employer stating what hours will be worked and the occupation a student is applying for are needed for a work permit to be completed. There will be no early job dismissals for students.

STUDENT DRIVERS / USE OF MOTOR VEHICLES

The use of motor vehicles on campus is a privilege that can be denied. Only those sophomores, juniors, and seniors that secure a parking permit may park on campus. Students must park only in the designated student areas and display their permit in the front window. Parking permit registration requires a description of the car and license plate number. The permits are available for a nominal fee of \$5. Vehicles without the proper parking permit displayed will be subject to being towed off campus.

The use of motor vehicles on campus is a privilege that can be denied. While driving on campus, students are expected to be cautious and drive only on established, paved roads at a **limited speed of 10 mph**. Reckless and irresponsible driving will result in the loss of the privilege to drive on campus.

TRANSPORTATION

Students being transported in Austin Catholic vehicles for club, sports, retreats or other school sponsored activities must display proper conduct and respect for drivers. Any student reported for poor conduct on school vehicles will be subject to removal. Food, beverages, smoking, tobacco, radios, pets, unbecoming language, excessive noise or misbehavior, etc. are not permitted. Boisterousness, clowning, heckling, any abuse of window, equipment, driver, fellow riders or outsiders, etc. will not be tolerated. Riders are to be ready and prompt in both boarding and leaving of vehicles. **Failure to abide by these regulations can jeopardize the safety of lives, serenity of drivers, or reputation of school. Therefore, both parents and students must clearly understand that bad conduct (as listed above) will not be tolerated and may result in immediate and permanent removal from the vehicle, the use of school transportation, and/or possibly from school.**

ADDRESSING CONCERNS

ACHS Board of Directors, Executive Committee Approval 4/30/17

We are committed to preparing our students to be capable and ready for the challenges of college and beyond. We encourage and ask that students advocate for themselves whenever possible. The following is our policy in regard to addressing student and/or parent concerns of the “non-serious” nature. In the case of serious and sensitive issues involving the safety of our students, parents are always encouraged to contact the administration immediately and they will be responded to with all diligence, prudence and confidence.

- **All student classroom concerns/issues (i.e. grades, assignments, conduct, assistance, treatment, etc.) must first be addressed by the student with the teacher directly.** While this might be challenging for some students, Austin teachers are committed to being patient and understanding.
- If the student is not satisfied at the student-teacher level, the student may discuss the matter with his/her counselor. The counselor can be an independent, objective observer of the situation and a student advocate.
- If the student does not reach a satisfactory resolution at this level, he/she can address the issue with the assistant principal/principal. Steps one and two are required before principal or assistant principal involvement.
- If after all three of these steps have been taken and still no resolution is reached, the student may get his/her parents involved.
- In the event that the teacher directly contacts the parent, communication may continue; however, it is our recommendation that the student is involved in the discussions. We also recommend that whenever possible telephone and/or face-to-face communication is used despite the ease of email.
- The administration will not engage with parents unless the students or parents have met with the teacher and counselor first. Meetings must be scheduled and not unannounced. Parent involvement must be face-to-face with the administration, not through electronic communication such as email.

Again, in the case of serious and sensitive issues involving the safety of our students, parents are always encouraged to contact the administration immediately. Austin Administration will respond with all diligence, prudence and confidence as stipulated by our employee handbook, the Augustinian Education Association, Archdiocesan safe-environments, and state & federal law.

ATTENDANCE

GENERAL ATTENDANCE POLICIES

Absence from school greatly affects the learning process. If an absence is necessary, the parent/guardian must call the main office by 8:00 am to report the absence. A phone call must be made to the Main Office each day the student is absent and documentation for extended or special circumstances must be received immediately upon the student’s return.

ACHS does not give parents the right to change the school calendar. All students are expected to be in attendance at school every day school is held. The term “attendance” means presence at school at every assigned period on time. Both the parents and the students are expected to know and follow all attendance policies. Because of the school’s responsibility, both moral and legal, during the time when classes are in progress, the following regulations will be in effect:

ABSENCES

- School begins at 7:20 AM. Those arriving after must report to the main office for an admit slip, then report to class.
- Students must attend a course at least 90% of the class sessions per semester to receive credit.
- A student will not be excused from any class or activity without the explicit permission of an Administrator. Assemblies or special programs/activities during the school day are considered part of the school day, and students are expected to be present for the entire time set aside for these programs. Attendance at Faith Formation, Mass, Retreats, and other school events is calculated in attendance.
- A student must be in attendance a minimum of one-half day in order to be eligible to participate in an extracurricular activity, including practice of any kind that same day.
- Absences will be treated the same in that there will be no distinction made in regard to excused absences. Missing a class is considered an absence, whether excused not. It is the responsibility of the student to obtain missed work and submit it in a timely manner. Excused absences are those that have been confirmed with a note or phone call to the office from a doctor or agency of record.
- A student may have the same amount of class periods missed to make up any work missed during their absence. (Ex. If a student misses three class periods for an illness, they have three class periods to make up the work.)
- Students missing **more than 15 minutes of class** will be considered absent for that class.
- Exceptions to this attendance policy can be granted by the Administration.

EXTENDED ABSENCES

Students seeking to be excused from school for an extended period of time must complete the “Absent Work Request” form and submit one week before beginning the absence (i.e. surgery, family vacation, sickness, etc.). All assignments must be turned in on the day of the student’s return to class in order to receive credit. This form will be available in the main office. See Appendix B

Excessive absence due to illness will be handled on an individual basis by the Administration and Counseling Department after consultation with student’s parents and teachers.

EARLY DISMISSAL

Every attempt should be made to make all appointments outside of school time. If a student must arrive late or leave early, these things are required:

- For late arrival, a phone call from a parent stating what time the student will arrive is needed.
- For early dismissal, a note from a parent stating what time the student is to leave must be received by the main office before the start of the day.
- Students will have no more than 24 hours to produce proof of an excused absence or tardy.
- Whether a student is arriving late or leaving early, they must always sign in/out at the main office.

Parents picking up students for an early dismissal must arrive and inform the office with time to spare and recognize the disruption early dismissals have on classroom instruction. Students of driving age may only sign themselves out with a phone call or note from parent received that day by 9:00 am.

TARDINESS

Tardiness is extremely disruptive of the learning process and will not be tolerated. Students will be considered tardy if they are not in their assigned class/area/chapel seat when the bell rings or the service has started. **Each student is given three (3) free tardies per class each semester. After the third tardy, a detention will be issued.** A letter or email notification of the detention will be sent home. **Each additional tardy will result in an additional detention.** After the fifth tardy the student will be placed on disciplinary probation and develop a behavior contract with the Assistant Principal. Parents may not give students permission to be late for school or excuse them from the obligation to be on time and in class. Notes from a parent is still considered a tardy.

Students who are late for a class because another teacher or staff member legitimately detained them will be marked as an “excused tardy”. To be admitted to class, the student must secure an “Admit Slip”, signed by the respective teacher/staff member, to the student’s next classroom teacher. Excused Tardies do not count towards detention. Students who are tardy to class while moving from one class to another during the day should not prolong the lateness by going to the Office.

Students missing **more than 15 minutes of class** will be considered absent for that class AND NOT Tardy.

TRUANCY

A student is considered truant from class and/or school if he/she is missing without permission from a parent/guardian, teacher, or other person of authority. A detention will result for every class/period a student is truant from up to three periods, after which it becomes an all-day truancy. An all-day truancy is considered to be any absence from school of three or more classes/periods without the proper approval. Is it listed as an unexcused absence.

No make-up work is allowed for classes missed due to truancy.

In extreme cases of truancy a student will be referred to the Discipline Committee. Under State Law, Austin Catholic must report extreme cases of truancy to the Macomb County Truancy Officer.

ACADEMICS

ACADEMIC PROGRAM

Austin Catholic is best described as a college preparatory high school that focuses on a comprehensive liberal arts curriculum. Students are required to take courses in English, Math, Science, Social Studies, and Theology. Also, each student is required to take a certain number of courses in World Languages and the Arts. All courses offered at Austin have an academic purpose designed to prepare a student for collegiate study.

ACADEMIC REQUIREMENTS

The traditional Austin program is college preparatory and seeks to educate the whole person; therefore, the requirements go beyond the scope of state and national guidelines. Within the scope of this goal, there are different courses, whose successful completion prepares the student for entrance into college and/or personal growth. All Austin students are expected to meet their potential and achieve academic success. Parents/students concerned about academic performance should contact a faculty member for support and assistance.

- A student must be enrolled in a **minimum of six courses each semester** that will include English, Mathematics, Science, Social Studies, and Theology.
- No more than one study hall may be taken during a semester. Exceptions to this policy are managed through the Counseling Office and/or Assistant Principal for Academic Affairs. Some special programs such as dual-enrollment require attendance off campus.
- To be considered a sophomore, students must have earned (6) credits; fourteen (14) for junior status; and twenty-one (21) for senior status.
- Students receiving failing grades in a course required for graduation will need to either repeat the course the following year or attend summer school. (NOTE: Austin does not offer summer school classes.)
- Academic honesty is expected of all Austin students. (*See section on Intellectual Integrity & Academic Honesty*)
- All students must take a final exam if one is required. All final exams should be taken at the scheduled times. Parents should not schedule vacations during the days of exams. Please check the school calendar for exam dates. Students who miss an exam without permission/excusals may receive an 'F' grade for that exam.
- The Principal is authorized to substitute appropriate Advanced Placement Courses, Dual Enrollment, Study Hall, or Online Courses when necessary and available. Students must have approval from the department chair and Principal to enroll in these courses.
- Students have the option of doubling up in a core class for that particular year. Students choosing to do so will substitute their additional core class for their elective.
- Grades are computed on a 4.0 scale with AP and honors classes weighted as shown by the grading scale on page 16. A student's GPA reflects only grades earned at Austin.

PROGRESS REPORTS & ACCESS TO GRADES

Austin uses a web-based program to keep students and parents/guardians informed of student academic performance, classroom information, attendance, and graduation progress. Every student and his/her parent have their own username and password. Please refer to your registration materials or contact the main office for your access information.

All grades are available remotely. Teachers are required to post/update grades not later than ten (10) days while school is in session. Parents/guardians and students are strongly encouraged to monitor academic progress *throughout the course of each semester* and contact any teachers when there are concerns regarding a student's performance.

The school year is comprised of four quarters. Quarters are divided into approximately 9- or 10-week periods. Semesters are comprised of two quarters and a semester exam. Semester grades are the only grades that are reported on the permanent record. Semester grades are calculated as 40% first quarter, 40% second quarter and 20% final exam.

Report card grades are not mailed home.

GRADUATION REQUIREMENTS & COURSE OF STUDIES

Subject Area	Description
English 4.5 Credits	<ul style="list-style-type: none"> Mandatory subject for all four years. Includes mandatory semester of Public Speaking
Mathematics 4.0 Credits	<ul style="list-style-type: none"> Mandatory subject for all four years. Must include Algebra I, Geometry, Algebra II/Trigonometry, and one other. Equivalent dual enrollment experience as approved by Principal satisfies requirement.
Theology 4.0 Credits	<ul style="list-style-type: none"> Mandatory subject for all four years or one credit for each year of attendance.
Science 3.0 Credits**	<ul style="list-style-type: none"> Mandatory subject for three years. Must include Biology and Chemistry or Physics. Equivalent dual enrollment experience as approved by Principal satisfies requirement.
Social Studies 4.0 Credits	<ul style="list-style-type: none"> Mandatory subject for four years. Must include year of US studies and year of World Studies, Economics, and U.S. Government. Must include Global Issues (junior year) Equivalent dual enrollment experience as approved by Principal satisfies requirement
Foreign Language 2.0 Credits**	<ul style="list-style-type: none"> Must be the same language, consecutive years. Computer Programming, Additional Fine Arts, and some Vocational Programs will satisfy the 2nd year requirement. Students whose 1st language is not English will be granted foreign language credit only if competency requirements can be met.
Health & Physical Education 1.0 Credit	<ul style="list-style-type: none"> One-half PE credit in freshmen or sophomore year.** One-half credit of health in freshmen or sophomore year. <p>**Waiver available for those participating in most JV or Varsity sport for two years.</p>
Visual, Performing, and Applied Arts 2.0 Credits	<ul style="list-style-type: none"> Must include .5 credits of computer/technology course Should include courses that display understanding of a variety of "Arts" and include at minimum one visual, one performing, and one applied. Equivalent dual enrollment experience as approved by Principal satisfies
Electives 2.0 credits	<ul style="list-style-type: none"> Various courses. Elective credits are waived for dual-enrollment courses Includes required 9th & 11th grade seminar courses.
Total: 26.5 Credits	<p>Christian Service = 100 Hours</p> <ul style="list-style-type: none"> Mandatory total minimum of 100 hours for all four years. Students should reach a minimum of 20 hours each year to maintain grade status. Students must also complete a Social Justice/Service Project and reflection paper to meet the requirement.* <p>On-Line Learning Experience (.5 credit) Being a technology-rich school is not enough for today's graduates. At Austin, we understand the challenges of today's college student and see the value in preparing each student for virtual learning. Every Austin student will enroll in one on-line/digital course (one semester/. 5 credits) as set forth by the MDE and our strong commitment to our graduates.</p>

- All students will satisfy the Social Justice/Service component
- Most colleges recommend 4 years of science; students are encouraged to take additional science courses.
- Most colleges recommend 3 years of the same language; students are encouraged to take additional years.

GRADING SCALE

Letter Grade	Percentage	GPA Points	Honors Weighted GPA	AP Weighted GPA
A	100-94%	4.00	4.50	5.00
A-	93-90%	3.75	4.25	4.75
B+	89-87%	3.50	4.00	4.50
B	86-84%	3.00	3.50	4.00
B-	83-80%	2.75	3.25	3.75
C+	79-77%	2.50	3.00	3.50
C	76-74%	2.00	2.50	3.00
C-	73-70%	1.75	2.25	2.75
D+	69-67%	1.50	2.00	2.50
D	66-64%	1.00	1.25	1.50
D-	63-60%	0.75	0.00	0.00
F	59-0%	0.00	0.00	0.00

(Board of Directors Approved 6/2015)

Note: Prior to Spring 2015, the ACHS grading scale was a 7-point scale. Grades recorded on official transcripts prior to 2015 will not change; however, transcripts will notate the change in scale for reviewing colleges and scholarships.

TRANSCRIPTS & ACCESS TO RECORDS

In compliance with the Family Educational Rights and Privacy Act, parents, students, or involved staff have the right to inspect and review a student's educational records. Requests for inspection are made to the office, with at least 48 hours' notice. Subsequent to the review, parents or students may make a written request for an amendment, when they consider facts in the records to be inaccurate or misleading. Written consent for disclosure of personally identifiable information, contained in the educational records, must be submitted by the parent or student. A complaint to the U.S. Department of Education may be filed if those involved feel the school has failed to comply with the requirements as stated.

- A student or his/her parent or guardian may request a copy of his/her transcript through **parchment.com**. A link is available on the Austin Catholic website.
- Only unofficial transcripts will be issued to an individual student or to his/her parent or guardian. Unofficial transcripts will be available at the end of each school year. Official transcripts will be issued only to other schools, institutions, or organizations.
- Transcripts will be updated within four weeks of semester's end.
- All financial obligations to the school must be met before transcripts will be sent.

GRADUATION & HONORS

- All seniors must have taken at least one of the standardized achievement tests (ACT/SAT) and have the results sent to the school before the end of the first semester of their senior year.
- Seniors are encouraged to apply to a min. of six colleges/universities.
- The student must achieve an average of a "C" for 4 years of high school in order to obtain the school's recommendation for college. A student must successfully complete 26.5 credits during high school.

A diploma will be issued to a student only after:

- all academic and Christian service requirements have been met
- all financial obligations to the school have been satisfied
- all school equipment issued to the student has been returned (e.g. textbooks, library materials, sport uniforms.)

Graduation with Honors

Our Austin Catholic weighted GPA is used in determining honors. Students who meet the following academic criteria for course work taken at Austin are graduated with honors:

- Summa Cum Laude: GPA 3.90 – 4.00+, no grade below a "C", has taken the most rigorous course of study possible
- Magna Cum Laude: GPA 3.50 – 3.89, no grade below a "C"
- Cum Laude: GPA 3.00 – 3.49, no grade below a "C"

Valedictorian and Salutatorian Policy

Austin Catholic will utilize an application process to select Valedictorian and Salutatorian awards. Interested candidates are eligible under the following criteria:

- Our weighted GPA that is Honors eligible
- Enrollment at ACHS for at least six (6) semesters
- Have taken the most rigorous (AP, Honors) courses possible (Summa Cum Laude)
- Completed Service Hours & Caritas Project
- Exemplify core values and leadership

Other Senior Awards/Distinctions

Rev. David Brecht Christian Witness Award (plaque)
Leonard Brillati Ambassador Award (plaque)
St. Augustine Service Honors (white cord)
National Honor Society (stole)
Misc. Awards by department or club/activity

Crusader Spirit Award (Student Activities /School Spirit)
1st Honors in each academic department (medal)
Male and Female Athlete of the Year
Mike Miller Scholar Athlete of the Year

ACADEMIC PROBATION

When the following conditions occur, a student will be placed upon academic probation:

- Student's cumulative GPA falls below a 2.25
- Student fails any core subject (English, Math, Science, Social Studies, Theology)
- Student engages in plagiarism/academic dishonesty

Academic Probation consists of the following:

- Student is placed on academic probation and parents are contacted to discuss a plan for improving the student's academic performance.
- Student is required to: a) attend tutoring sessions with teacher(s) and/or peer groups; or b) stay after school for X amount of time/days each week; or c) lose free-lunch time and use time for make-up/tutoring.
- Student is given one semester to rectify the deficiency.
- Student may be placed on social probation (limit extra-curricular activities and attendance) if Administration deems necessary to the student's academic success.
- Students who fail to meet the minimum requirements for two consecutive semesters will not be allowed to return to Austin Catholic the following year.

The purpose of the Academic Probation policy is to encourage the discipline and study skills necessary to achieve academic success at Austin. Parents/students concerned about academic performance may contact a faculty member, Assistant Principal of Academic Affairs, and/or guidance counselor for support and assistance.

SCHEDULING / SCHEDULE CHANGES

Registration for courses for the following year occurs during the third quarter. The student, along with his/her parent/guardians, prepares the next year's schedule by reading the information in the curriculum guide and reviewing graduation requirements and course requirements for admission to the college of his/her choice. Students must have a minimum of six courses scheduled during the four-block day. **No more than two blocks may be study halls.**

Course Request Process:

1. Read the Course Guide and share it with parents/guardians
2. Check courses and graduation requirements
3. Complete the course selection process via FACTS and/or paper form by specific deadline
4. Obtain faculty approval for special courses (honors, AP, online, dual-enrollment, etc.)

Timeline:

- February/March: Students review Course Guide and graduation requirements with Counselor
- Early April: Students complete course selection sheet and return by deadline
- July: Schedules completed in FACTS SIS for students/families to view

Schedule Changes:

- Student schedules will not be changed for reasons other than academic growth/success and must follow the appropriate process. All schedule changes must be approved by both the parents and counselor. Many add/drop requests will be discussed with the students' previous year teacher.
- After the 2nd week of School: a \$20 course change request fee will be charged after the first week of each semester.

ACADEMIC INTEGRITY POLICY

The ACHS Academic Integrity Policy articulates our expectations of students and the importance of honesty and integrity in our academic community. Academic integrity lies at the heart of our core values. As each student pursues the search for knowledge and “truth”, he/she must understand that the health of our community rests on the trust and respect of each member. The faculty and administration will also work to set academic requirements to establish optimal conditions for honorable academic work and avoid creating situations that tempt violation of these policies. Cheating, plagiarism, and fabrication are serious ethical issues that are dishonest and unbecoming of an Austin student. Offenses are handled on a case-by-case basis, treating each infraction as an experience from which to learn and grow. An important part of a student’s education is also the right to make decisions and the responsibility to accept the consequence of these decisions. We hope that our students will make wise decisions and use their learning experiences to grow and find “truth” in all that they do. Infractions of academic integrity include, but are not limited to:

CHEATING is defined as representing someone else’s work as one’s own. This includes the following:

- Copying homework, tests and/or quiz answers, lab assignments, essays, computer information, and/or creative projects from another person.
- Allowing another student to copy your work.
- Using unapproved notes or “cheat sheets” during tests, quizzes, or exams.
- Asking for, giving, and receiving information from other students about quizzes or tests at school or away from school.
- Submitting work in your name that has been prepared by another student.

If a student knowingly gives his/her work to another student to copy, both will be viewed as violating the Austin policy. If a student copies the work of another from other sources and submits these words and/or ideas as his/her own, he/she will be viewed as violating the Austin policy. Students will be expected to follow the general regulations regarding plagiarism as defined herein.

PLAGIARISM is one form of academic dishonesty which many students often are unsure of. Merriam Webster’s Collegiate Dictionary Tenth Edition defines to plagiarize as: “to steal and pass off (the ideas or words of another) as one’s own; use (a created production) without crediting the source; commit literary theft; present as new and original an idea or product derived from an existing source.” When a student submits work that includes research, the sources of the information must be acknowledged through complete, accurate footnote references, verbatim quotations when necessary, and a bibliographical listing. To avoid plagiarism, a student should be sure to footnote or parenthetically cite whenever he/she:

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

FABRICATION is the invention of information or giving of false information to deceive the educational process. Examples include:

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

SCHOOL WIDE EXPECTATIONS & CONSEQUENCES FOR ACADEMIC INTEGRITY

EXPECTATIONS:

- Teachers will make classroom policies known on syllabi and during course orientations.
- Teachers will be specific as to whether work is to be cooperative/collaborative or individual. All work is to be done individually unless otherwise specified by instructor. He/she will also be specific on written assignments. The Austin policy is “unless otherwise stated in the directions, all work should be in the student’s own words.”
- Students are expected to practice intellectual honesty and complete their own work.
- Whenever students are asked to “copy definitions or text directly from textbooks” they must indicate the page number from which the information was obtained.

CONSEQUENCES:

Any infraction of the above policies of cheating, plagiarism, and fabrication will result in a grade of “0” on any test, quiz, paper, worksheet, homework or project regardless of offense. The teacher will inform the administration, fill out an incident report, and contact the parent/guardian as soon as possible.

- **1st offense:** Teacher calls parent; student receives a zero on the assignment; incident report filled out and Assistant Principal of Academic Affairs notified.
- **2nd & 3rd offense** (in same academic year): Teacher calls parent; student receives a zero on the assignment; incident report filled out and Assistant Principal of Academic Affairs notified; counselor or A.P. will contact parent and make recommendations to address the incidents through detention or in-school suspension; student is placed on academic probation.
- **4th offense** (in same academic year): Teacher calls parent; student receives a zero on the assignment; incident report filled out and Assistant Principal of Academic Affairs notified; counselor or A.P. will contact parent and make recommendations to address the incident(s) through detention or in-school suspension; student is placed on academic probation with possible expulsion from Austin. The student will face the Discipline Committee.
- **Cheating on a semester final exam** will be referred directly to the Assistant Principal of Academic Affairs. Depending on the seriousness of the offense this could result in forfeiture of credit for the semester.

ADVANCED PLACEMENT (AP) COURSES

These rigorous courses are designed for hardworking students who excel at and enjoy that specific course or content area. The Advanced Placement (AP) program plays an integral role in the curriculum of Austin Catholic. As a college preparatory school, Austin offers AP courses as its highest and most challenging academic experiences. These are truly college-level courses, and, as a result, many colleges and universities offer placement or credit based on students’ scores on the AP Exams. Criteria for assigning college placement or credit vary from course to course and from college to college.

Advanced Placement (AP) Courses are available for students who are capable of sustaining the demands these courses impose. Students must meet the prerequisites for each AP course and receive permission from the department chairperson in order to take the course. ACHS reserves the right to add or discontinue AP Courses. All students enrolled in AP Courses are expected to work toward excellence and are required to take the corresponding AP exam at the end of the school year. Students who do not take the exam or who do not act appropriately during the exam by taking it seriously and working diligently will risk their semester course grade being lowered by one grade or receive no credit for the course at the discretion of the Principal. There is an additional course fee for taking each AP course. This fee will cover the cost of the examination. Some AP courses require summer reading and/or course work. Students agree to complete these assignments, if applicable, before returning to school.

The College Board provides an index of these policies on their website. However, whether or not a student earns college credit for an AP course, the true value of the AP experience lies in the college-level skills and content the student learns. More information about the AP program is available at <http://apcentral.collegeboard.com>. Austin Catholic recognizes the advanced nature of these courses with a weighted GPA calculation. The exam schedule is set by the College Board and cannot be altered. Students must check the schedule before enrolling in the class. Students will NOT be exempt from the exam due to conflicts, either personal or academic.

Austin Catholic students also have access to all AP courses offered on Michigan Virtual High School

GUIDANCE & ACADEMIC SERVICES

Guidance and academic services are overseen by the School Counselor and Assistant Principal of Academic Affairs. The guidance department provides personal, academic and college/vocational counseling. Since the overwhelming majority of students matriculate to college, a strong emphasis is placed on college counseling. The guidance and counseling department strives to assist students in becoming self-directed and goal oriented, in solving personal problems, and in making wise choices in their present lives, as well as thoughtful decisions concerning their future plans.

Guidance Counseling

- Individual counseling and assistance with personal and academic needs.
- Continued review of student’s academic progress and coordination of support services for students at all levels.
- Coordination of drug and alcohol awareness programs, bullying prevention programs, and digital ethics programming.
- Resources for students with documented learning disabilities and coordination of services.
- Coordinated resources and programming for Survey courses and staff.
- Coordination of career internship programs.

College Counseling

- Pre-college counseling including individual and small group meetings and whole grade presentations.
- SAT preparation courses and registration assistance.
- Coordination of school-wide testing and ACT/SAT/PSAT/AP testing as set forth by College Board guidelines.
- Individual appointments with college counselors for juniors and seniors.
- Coordination of college and financial aid information nights and career exploration days and events.
- Coordination of all college representative visits and off-campus visits.
- Assistance with college, scholarship and financial aid searches and applications.
- Assistance with interviewing skills and resume development
- Detailed letters of recommendation for seniors in college application process.

SEMINAR COURSES *Revised Summer 2022 NEW PROGRAMMING!*

With the fall of 2022 students in grades 9 and 11 will enroll in a full year Seminar Course that is part of the academic program at Austin. This is a change from our previous programming that required students to attend a ¼ credit course Seminar Course every year. The new programming has two Seminars, 9th and 11th grade, that combines the skills and expands the programming to be held during a normal block time. Another change supports the strength of content/curriculum and moving from a nongraded (pass / fail) course to a fully graded academic course. Each New Seminar Course focuses on specific social and academic skills necessary for the grade level/age of students. Students will engage in activities, lessons, projects, and readings that appropriately fit their needs and support the “whole child” education approach of Augustinian Education. Focusing on skills that are sometimes passed by in core academic classes, the Seminar Course seeks to fill gaps in skills, competencies, and knowledge that supports not only academic progress but also the social/emotional progress of all students. The diagnostic feedback given by teachers, counselors, and peers can help students anticipate pitfalls that could occur as they progress through high school, when they begin college, enter the workforce or in general just work more independently. Clear and consistent feedback and teamwork are hallmarks of the Seminar courses.

Freshman Success Skills Course length: This course provides academic and social emotional support for the success of first year high school students. Supporting students to perform successfully across the curriculum and handle social/emotional topics is key to the development of the whole student. Character education and academic support topics include: study skills, time management, critical thinking activities, note taking, introduction to high stakes testing, exploration of post-secondary education and career options, social skills, stress and anxiety workshops, etc.

College & Career Readiness Course length: This seminar is focused on providing the academic and social support to get students “ready” for college and beyond. During the Junior Seminar, students will hone the skills necessary for success academically, socially, spiritually, and culturally as they continue researching and planning for post-secondary. Intense focus will be on post-secondary education and career exploration, high-stakes test preparation, and the various competences for successful post high school endeavors. Students will prepare a personal portfolio of a resume, personal statement, and applications for colleges. Students will also take college tours, research possible careers, shadow careers, attend seminars and speakers on topics of stress, anxiety, depression, et

CRUSADER FLEX TIME

“Stretching the possibilities to learn, explore, advise, and lead”

What is Flex Time?

Flex Time is 35 minutes of time built in where students can self-regulate and prioritize their learning and advancement. It is a program that offers additional instructional time for interventions or enriched learning such as tutoring or advanced lab time; time for counseling and mentoring programs; spirituality and faith; and leadership opportunities for students such as clubs and groups.

Why a Flex Time at ACHS?

Flex Time comes in response to various needs in our school day. 1) protecting of lunch period for staff and students who need that time to socialize and decompress; 2) fixing the attendance issue with seminar and mass first thing in the day; 3) finding time for supports and activities during the day instead of at lunch or after school when students are also in activities; 4) guiding students toward self-regulation and time management in a structured way.

When will Flex Time be Held?

Every day, except Fridays from 8:55am—9:30am in between 1st and 2nd Block.

How does this change the ACHS schedule?

1st Block (A & E) now begins at 7:20am instead of Seminar and Mass. With the overall changes our day will also end earlier at 2:25pm instead of 2:45pm. (Note: building hours will not change)

What types of services are available during Flex Time?

The list of services and options is broad and designed to meet the various needs of our student body.

- **Prayer & Faith** – each grade will be assigned twice weekly mandatory chapel time that will be student led prayer, meditation, and faith development experiences. Students may attend additional days or on alternate days due to other scheduled activities but must attend at minimum twice a week.
- **Writing Lab** – ability to submit papers to be edited and reviewed by peers and/or staff
- **Academic Study Hall** – additional time to complete homework or complete missing tests or assignments.
- **Individual and Small group Tutoring** – time structured in the day for students to meet with individual tutors, or in small group tutoring sessions led by NHS and/or staff.
- **Opportunities to meet with teachers (office hours)** – many students cannot meet with teachers after school or before, therefore this time allows for students to catch teachers during their “office hours” to ask questions or get additional support.
- **Counseling Services** – Guest speakers and small group mini sessions on peer relationships, stress, anxiety, or other social emotional topics will be held by the counseling dept.
- **College Counseling/Advisory** – come meet with college representatives during their visits, or attend a session on scholarships, college applications, or career exploration.
- **Clubs and Activities** – all clubs and activities [Student Government, NHS, RAK, Theatre Club, Newspaper, Book Club, etc.] will have a set day to meet.

Are students required to participate in Flex Time?

Yes, ALL students will be both assigned to some flex-time activities and also allowed freedom to select offerings based on their individual needs. Attendance will be taken, so everyone must attend Flex-Time offerings every day. The only requirement during flex time will be twice weekly attendance at Chapel. Students may also be required to attend tutoring for class grades lower than a C by specific teachers or counselor.

What if a student has not been assigned to a specific Flex Time activity?

The library and commons will always be open for students for study hall. Eventually options such as intramural sports, open weight room, and more clubs will be added to the program. We encourage students to become involved in a club or activity to take advantage of this time to broaden leadership or interest in outside activities.

What rules apply to the new Flex Time Program?

- Students are not allowed to roam around the building and must be in a specific location as assigned or selected.
- Students may not leave campus
- Flex-time is not for socializing, or using e-devices to waste time.

Sample Flex Time Schedules:

Mon – Chapel
Tue – Student Government meeting
Wed – Chapel
Thur – 1st and 3rd Book Club; 2nd & 4th study hall time

Mon – Chapel
Tue – Student Government meeting
Wed – (supposed to attend Chapel for Prayer but will sub Thur) NHS Meeting
Thur – Chapel

Mon – Tutoring in math or work on senior project and college applications // attend Chapel 2nd & 4th week
Tue – Student Government meeting
Wed – Chapel
Thur – 1st and 3rd attend chapel; 2nd & 4th newspaper club

Mon – study hall/ tutoring/meet with teachers
Tue – Chapel
Wed – Chapel
Thur – Chapel (meet with tue/thur teachers if need to / study hall or tutoring)

THE HOUSE SYSTEM

The House System groups students into “houses” that allows Austin Catholic High School to accomplish a number of goals that can be elusive for many schools.

There are numerous benefits schools have traditionally seen in using the house system. It is designed to encourage and increase competition between students and to create a supportive environment. The houses provide not only an increased feeling of identity and belonging; it also provides students with a sense of tradition and abundant leadership opportunities with seniors/juniors mentoring the younger students. With the establishment of the houses, constant encouragement for students to do their best will be prevalent, as well as positive attitudes toward one another.

Austin Catholic has five houses, each named after an Augustinian Saint and representing all parts of who we are at Austin...a family! St. Alypius, St. Monica, St. Possidius, St. Rita, St. Thomas

SCHOOL-WIDE LITERACY EXPECTATIONS

Literacy development is the foundation of all academic learning at Austin Catholic. We believe that literacy is vital to each student’s education and fosters an appreciation for lifelong learning. It is our objective to create a stimulating learning environment within which all students can learn to read widely, think critically, and communicate effectively. We believe in a balanced approach to teaching literacy in all curriculum areas and stress active reading and analytical writing in all courses.

Although direct reading and writing instruction is primarily taught through the English Department, other academic departments reinforce the development of reading and writing skills. We require all instructional staff to utilize research-based literacy instruction and provide on-going literacy coaching and support. Austin instructors work collaboratively to improve our literacy plan and student performance through routine data analysis and observations.

By requiring students to read and analyze charts, graphs, primary source articles, historical documents, scientific research, religion texts, etc. each department promotes effective reading strategies. In addition, each department regularly requires students to write for a variety of purposes including quick writes, journals, short and extended responses, and formal papers and research papers. Austin Catholic students further develop strong literacy skills through the direct development of speaking and listening skills. Across the curriculum, students communicate ideas through group/team work, presentations, digital collaborations, active discussions, and required public speaking practice. The curriculum at Austin Catholic emphasizes reading and writing across the curriculum and the mastering of the necessary literacy skills for 21st century success.

Literacy—it’s more than just reading and writing. It is about how we communicate effectively in an ever-changing society.

SUMMER READING REQUIREMENT

An important part of the Austin Catholic college preparatory program is the summer reading program. Research shows students who read consistently have higher SAT and ACT scores and are better writers in college. With the strong desire to improve reading fluency, prepare for college, and strengthen academic performance, reading must be a high priority throughout the curriculum. To help our students strengthen these skills and develop life-long reading habits, students will be required to read throughout the idle months of summer.

Austin’s Summer Reading Program is designed to foster reading habits while introducing students to material they will encounter throughout the school year. Faculty members select the required materials with the following objectives in mind:

- Encourage independent reading while developing life-long habits of reading for knowledge and enjoyment.
- Engage students in the joy of reading while promoting growth through increased interaction with texts, vocabulary, and themes.
- Introduce students to material and/or themes that will be explored in the upcoming school year.
- Expose students to thoughts, ideas, and life experiences beyond their own. Each selection is a catalyst for self-discovery.

Each selection ranges in difficulty, topic, and themes. Some selections are “fun reading” or YA (young adult) literature because, after all, reading should be enjoyable. There will be an assessment for each assigned reading, and reading material may surface in courses throughout the first semester through discussion, written assignments, tests, and/or projects.

All Austin students are required to read the assigned material. We also encourage students to consider reading even more and urge students to read as many works (especially of classic literature) as possible. The goal of summer reading, like our educational goal at Austin, is to cultivate independent thinkers and learners. With all good literature, these skills

become fluent the more you practice.

THE ALL-SCHOOL READ

All Austin students, faculty and staff will read the same selection over the summer. All summer reading is to be completely finished by the first week of school. The text will springboard discussions, outreach, and projects throughout the year across the curriculum. Students will have the opportunity to discuss the most prominent themes during both student and mixed group sessions. The all-school read will be assessed and students are expected to have completed the discussion questions by the first week of school. Moreover, students are encouraged to springboard their own discernment of faith and use the book as inspiration for their own Christian service projects.

All texts can be purchased from local bookstores, downloaded via iTunes, or obtained through the local library. See the Course Catalog and Summer Reading Brochure for more information.

ONLINE/VIRTUAL LEARNING REQUIREMENT

Being a technology-rich school is not enough for today's graduates. At Austin, we understand the challenges of today's college student and see the value in preparing each student for virtual learning. Every Austin student will enroll in one online/digital course (one semester/.5 credits) as set forth by the MDE and our strong commitment to our graduates.

Online courses are no additional charge to students or families; however in the event a student fails his/her online course, the family must refund the enrollment charge (\$299-\$499) to Austin Catholic. An online course contract will be discussed and signed prior to enrollment each semester.

Please visit Michigan Virtual High School for more information: <http://www.mivhs.org/>

**For further information on Austin Catholic High School's
Academic Policies, Procedures and Course Offerings
please refer to the Course Catalog published annually and posted on the website.**

TEXTBOOKS

Students have the option to buy new, buy used or rent textbooks. Please see full policy in Appendix C.

CHRISTIAN FORMATION

PHILOSOPHY

The focus of the pastoral program of Austin Catholic is to build a strong, healthy Christian community based upon the ideals of the Gospel and of the Order of St. Augustine: TRUTH, UNITY AND LOVE. The program is intended to help each individual recognize his/her own unique gifts and talents and to develop these talents to their fullest potential. The students, along with the faculty and staff, constitute a faith community, which seeks to grow in love of God and neighbor through the process of education, participation and cooperation as they spend time together in the Austin environment.

The Campus Ministry Office provides many opportunities for each student to enrich and develop his/her spiritual life. Throughout the course of the year there will be Mass, celebrations of the Sacrament of Reconciliation, formal prayer opportunities, opportunities for individual prayer, and retreat programs. All religious programs, as well as four years of formal classroom instruction in Religion, are designed to cultivate a solid foundation in the Christian life.

Spiritual direction, pastoral counseling and the Sacrament of Reconciliation are always available from a variety of local priests.

In case of emergency, hospitalization or death of a close family member, students and/or parents should contact the Campus Ministry Office as soon as possible. The office serves as an outreach of pastoral care to parents, staff and alumni.

Apart from the religious program and academic instruction in religion at school, each student is expected to be practicing his/her faith with the family in their respective churches on the days normally set aside for this community worship. Wherever possible, each student is encouraged to become involved in church programs and activities.

It is the expectation and hope of Austin Catholic High School that each student present himself/herself as a Christian person at all times and proudly uphold the high standards of excellence that characterize Austin.

CHRISTIAN SERVICE

The goals of Austin Catholic include developing mature young men and women who will use their God-given talents for loving and grateful service to each other, to society, and to God. The Christian Service program serves the community by bringing Christ to the community and seeks to instill a life-long commitment to service in our students. Our objective is to teach students about social justice and the effects of injustices in our world. The most effective teachers of these lessons will be the people our students serve, those people who understand what injustice means.

Each year, the board of directors, alumni, faculty and staff, families, and students of ACHS contribute hundreds of hours of service to different populations, representing who we truly are as a faith community. We seek to grow in love of God and neighbor through the process of education, participation, and cooperation by working within the school and community, and with the poor and vulnerable. Students are encouraged to diversify their service to have a meaningful and worthwhile experience of the world around them, while contributing to the common good.

The Austin Catholic Christian Service Program is a year-long program with the goal of fostering service, justice, and spiritual growth. Through both in-school and graduated experiences, each student will broaden their understanding of, and commitment to, social justice, culminating in the "Social Justice Caritas Project".

Currently revising policy. Stay tuned.

REQUIREMENTS

Each student **must complete 100 hours of Christian Service before April 15th of his/her senior year.** Students transferring into ACHS as sophomores are required to complete 75 hours of service; transferring juniors are required 50 hours of service by May 1st of senior year.

Freshman Year--"Personal Faith Development"

The freshman year Christian Service experience is focused on the "personal faith development" of each student. Students will be asked to reflect on their role within families, faith community, school, and greater community. The Office of Campus Ministry will work closely with students to find their unique gift and calling to serve through exposure to a variety of opportunities and experiences. Students in their **freshman year must complete a total of 25 hours of service.** Freshmen will work in direct service to all groups (home, school, parish, community) paying particular attention to school and parish to help freshmen take stock in what they are a part of and truly invest themselves in the community in which they spend most of their time. By spring exam week, all freshmen will write a reflection paper on their "personal faith development" and their experiences during the year.

Sophomore Year--“Service with Friends”

The sophomore year Christian Service experience is focused on serving with friends. Building on Luke 10:1 “He sent them out two by two,” each student will collaborate with his/her peers to serve others. Beginning each year with the sophomore retreat, students will focus on how the scripture calls us toward social justice and serving those less fortunate. Going beyond the parish and school, sophomore teams will work in direct service to the community: volunteering at hospitals, recreation centers, homeless shelters, nursing homes, MCREST, Gleaners, tutoring at-risk youth, etc. All **sophomore students are required to complete 25 hours of service in their local community** to certified non-profit agencies. By spring exam week, all sophomores will write a reflection paper on their “personal faith development” and their experience “serving with friends” during the year.

Junior Year--“Salt and Light: Devotion to Those in Need”

The junior year Christian Service experience challenges students to leave their comfort zones and enter into relationships with people who are sick, alone, homeless, from broken homes, or otherwise marginalized by society. The hope is that students will develop relationships with not only supervisors, but also those who the students most directly serve. It is during the junior year students will begin to reflect on injustices and their own call to build a more just world. All juniors will complete 25 hours at non-profit locations of their choice, ideally somewhere that serves a cause students are called to support.

Additionally, students will spend 10 or more hours during their junior year focusing on their senior Social Justice Caritas Project. The Social Justice Caritas Project asks students to take a critical look at the world around them. The project asks students to narrow a world issue as it relates directly to their local community. Students will develop a plan and write a proposal laying out how they will complete their last 25 hours focusing on a particular disadvantaged or marginalized group, or social justice issue. All plans for their senior Caritas Project must be approved by the Director of Campus Ministry by August 30th of senior year. Project below for detailed info.

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**Currently revising policy.
Stay tuned.**

Senior Year--“Salt and Light: Devotion to Those in Need”

The senior year Christian Service experience challenges students to leave their comfort zones and enter into relationships with people who are sick, alone, homeless, from broken homes, or otherwise marginalized by society. The hope is that students will develop relationships with not only supervisors, but also those who the students most directly serve. It is during the senior year students will begin to reflect on injustices and their own call to build a more just world. All seniors will complete 25 hours at non-profit locations of their choice, ideally somewhere that serves a cause students are called to support. The senior year curriculum takes a broad look at the world through a variety of lenses. Austin Catholic strives to create socially and ethically responsible leaders who welcome and use their God-given talents to make a difference in an ever changing world. Our goal is to help each student’s unique gift and calling to serve through a tailored project of his/her choice that addresses a global issue that is also an issue of social justice in their local community. All plans for their senior Caritas Project must be approved by the Director of Campus Ministry by August 30th of senior year.

The Social Justice Caritas Project asks students to take a critical look at the world around them. The project asks students at the end of his/her junior year to narrow a world issue as it relates directly to their local community. Students will develop a plan and write a proposal laying out how they will complete their last 25 hours focusing on a particular disadvantaged or marginalized group, or social justice issue. All plans for their senior Caritas Project must be approved by the Director of Campus Ministry by August 30th of senior year.

During the senior year students will complete the remaining 25 hours by:

- A. Picking a challenging setting that involves 25 hours of direct contact with those the students are serving.
- B. Designing their own initiative that directly aids or helps a particular group or person(s) and logging verified 25 hours completing the project.

Service Opportunities & General Guidelines:

Opportunities for service are communicated regularly by the Campus Ministry Office via daily announcements, the Crusader News, electronic bulletins, school calendar, and the Campus Ministry Bulletin Board. Students may also arrange opportunities themselves. Austin Catholic Administration recognizes that many hours may need to be completed outside school hours and during the summer months. Students are encouraged to plan accordingly and use the idle months of summer to complete part of their service work.

Logging in Service Hours

All service hours must be from the current school year. Forms to document service hours are provided by the Campus Ministry Office. Students have access to the record of their service hours through FACTS. Underclassmen students have **until the Monday before spring exams** to turn in service hours. Seniors must have service hours completed and turned in **by April 15th**. Service hours accumulated in previous years, but not recorded, will not be accepted. Summer hours count toward the next/incoming school year and not the prior year. Parents cannot sign off on service forms. All hours must be from official non-profit or charity organizations. Austin does not accept, nor encourage, students to do volunteer work at private residences or businesses.

Seniors failing to complete their Social Justice Caritas Project will not receive his/her diploma until requirements are fulfilled.

SCHOOL POLICY ON SEXUALITY

A Theological Statement

Austin Catholic is a Catholic school and, as such, wholly supports the teachings, beliefs, and views of the Catholic Church in the formation and administration of the school's policies and procedures. In recent years our American Catholic Church Community, through its Bishops, has addressed certain issues dealing with the moral and ethical life of the human person. The dignity of and respect for human life, because of its sacredness, have been the focus and the stimulus for much of this teaching, both on the national and local level.

As a Catholic institution involved in the guidance and formation of young men and women for the future of our society and our faith, Austin realizes its mission is also to strive constantly to promote that same dignity and respect for human life as one of its highest priorities. In dealing with the ethical and moral issues, which directly or indirectly affect us, our school takes as its model Jesus, the Teacher. The school, therefore, commits itself to following Jesus' moral teachings and to imitating Jesus in love, compassion, understanding, and forgiveness. These traits of Jesus underlie the following policies, which we have adopted.

Human Sexuality

Because of its awareness of the sacredness of human life, the Catholic Church understands and fully supports the conjugal expression of human sexuality as a gift from God. Because of the very nature of both human sexuality and of marriage itself, the physical expression of sexuality is a right to be shared only in the conjugal love of married persons. It is only in the context of marriage that sex can be expressed in a healthy, holy, and wholesome way. Therefore, any form of premarital sex or cohabitation outside of marriage is contrary both to the proper use of this gift of human sexuality and to the sacredness and dignity of life itself. Note: the Augustinian Secondary Education Association is in approval stages for a school policy on same sex attraction and LGBTQ students. Austin Catholic has always taught and will follow the US Conference of Catholic Bishops and the Catechism of the Catholic Church in our response and ministry to students identifying as LGBTQ.

Pregnancy & Abortion

In consideration of the good of the student involved in a pregnancy, Austin will seek to provide an environment in which the student can experience support, understanding, and compassion. To facilitate this environment the principal, spiritual advisor or counselor will meet with the student and the parent(s) or guardian. A pregnant Austin student may remain in school as long as she and her parents or guardian feel it is in her best interest to do so. If the decision is for the girl to temporarily continue her education apart from the school and she is about to graduate, she may receive her diploma at graduation, provided that necessary requirements are met. During the pregnancy, counseling will be required for the girl and also for the father of the child, should he be an Austin student. In the case of a young Austin man who has brought about the pregnancy of a young lady outside the school, the same support, understanding and counseling will be provided. The counseling will be provided in an atmosphere of respect and trust for the student, so that participation is honest and confidential. The school will always seek to provide Christ-like love and nurturing support for a pregnant student and to promote respect for the absolute dignity and sacredness of human life. In this school environment, the student should feel strongly supported in bringing the child to term. Austin Catholic does not support abortion in any form. ***As St. Augustine comments, asking someone to leave a community because of a serious offense does not have as its main purpose to penalize one person, but rather to express love and concern for the other members, lest they be drawn by bad example to do likewise. [Rule, Ch. 4, Nos. 9-10]***

DAILY LITURGY

Austin Catholic provides daily liturgical opportunities for students and staff that support the mission and vision of the school. While Austin admits students from all religious traditions, religion classes are mandatory for all students. All liturgical opportunities support and supplement the Theology Curriculum in a way that provides for a well-rounded experience. Religious practice and observance are encouraged in the following ways:

- Classroom prayer and lesson connection
- End of the day prayer
- Weekly Community Mass celebrated with pastors from local parishes and priests visiting the area.
- Adoration, Rosary, Confession, Stations of the Cross, and various other special liturgies and observances

The chapel is open daily from 7:00 am to 3:00 pm for adoration and private prayer.

RETREAT PROGRAM

Austin Catholic offers class-level retreats. The 9th grade retreat is based on unity (*unitas*). The 10th grade retreat is based on truth (*veritas*). The 11th-grade retreat is based on love (*caritas*). Freshmen are required to attend the Unitas retreat which focuses on bonding interaction with fellow 9th-grade students and seniors. Sophomores and Juniors are required to attend two one-day retreats that are designed to guide and encourage students on their spiritual journey. Students will reflect and evaluate their experiences while incorporating social justice issues that face our world today. **All senior students must attend the “senior retreat.”** This retreat is a graduation requirement. The student can only be excused with the permission of the Principal, provided arrangements for the makeup of the retreat are settled.

There are two retreats mandated by the Archdiocese of Detroit: Called to Serve for 9th grade students, and Called to Protect for 10th grade students. Certificates of completion are issued to students and a copy of the certificate is placed in their permanent file.

STUDENT CONDUCT & DISCIPLINE

PHILOSOPHY

In order to create an environment of Christian living where young men and women can be free to achieve their potential academically, spiritually, socially and athletically, it is essential to maintain a disciplinary system which stresses the responsibility each student has towards self and others. Austin students are expected to manifest self-discipline and self-direction. One of the very important values we emphasize at Austin is the place of discipline in our lives. Attending Austin Catholic requires a commitment, not only to our academic standards, but also to our values as affirmed by our rules. All students are obligated to obey all rules from the day they are accepted as students until they graduate. The basic premise is that no student will prevent a teacher from teaching or another student from learning. Maturity, character and Christian values are encouraged and developed by accepting the consequences of inappropriate behavior.

Austin Catholic High School, in an effort to help young men and women better understand themselves and their world, offers these guidelines and governing behavioral expectations. The following guidelines are intended to assist individuals to become self-disciplined and should not be viewed as a curtailment of individual freedoms. Students will be held to all policies and procedures both at school and at any school-related function. Any violations of these policies and procedures will be dealt with accordingly. Any student whose actions damage the reputation of the school (as determined by the administration) will be subject to disciplinary measures that may include, but are not limited to, detention, probation, suspension, or expulsion.

Respect for Property

This school building and property upon which it is built are the property of Austin Catholic. The jackets, books, and equipment that you own are your property. As you demand respect of your property, so do the other students, administrators, faculty, and staff members of Austin Catholic. This includes keeping hallways, classrooms, lockers, and all other common areas of the school clean and presentable at all times.

Any student or group of students who tampers with lockers or locks, or who destroys or damages school or student owned property will be subject to suspension and/or expulsion and will be required to make financial restitution. Any student or group of students who steals school or student-owned property, or found to be in possession of stolen property (and/or refuses to cooperate in investigation of theft) will be immediately suspended and subject to expulsion.

Respect for Faculty & Staff

Students will hold their teachers in the highest regard. NO rude or discourteous conduct toward a teacher will be tolerated at ANY time. The teachers should always be addressed by their proper titles: Father, Mr., Mrs., Sir, or Coach. Defiant disobedience is never tolerated. Any attempt to intimidate or assault a staff member will result in immediate expulsion. Students should adhere to staff directives; failure to obey will result in infractions. If a student fails to comply with a teacher's directive or warning, they will receive a detention or further disciplinary action(s).

Respect for Schoolmates

Students will at all times be courteous to each other and will not endanger the physical or mental well-being of others by fighting or other kinds of harassment. Any student who is neglectful of the rights of others, as to engage in malicious harassment or physical assault, will be dealt with severely by the Principal or other staff member. Excessive noise or running in the hallways, name calling or general rough housing will not be tolerated. Concern and consideration must be shown on the part of all students toward one another.

SEARCH POLICY

The Administrators of Austin Catholic High School reserve the right to search school property or the cars, lockers, coats, backpacks, book bags, desks and personal belongings of any student at the school or at a school-sponsored event in order to properly supervise the welfare of students. Students who do not cooperate with the search will face appropriate action, up to and including possible police involvement.

RESTRICTED AREAS

Students are not permitted in the Main Office, Faculty Workroom or other meeting rooms without a faculty/staff member present. Students are allowed in classrooms only in the presence of a teacher. With the larger building and multiple hallways, we ask that students refrain from “roaming” the hallways before school, at lunch, and after school. Students are not to be outside without the permission of an adult.

BREAK/LUNCH BEHAVIOR

Students, after completion of eating, are expected to make certain their table is neat and clean by discarding trash in the containers provided and are responsible for pushing in their chair. Food/drink is to be consumed in the Lunch areas and other designated spaces. **NO** food or drink of any kind is to be consumed in the hallways or classrooms unless a meeting or special function has been approved. All lunchtime activities are to take place in the lunchroom, the commons, the courtyard, or other approved areas.

During Passing Breaks, students are to use the restrooms and switch out their materials for classes. Students should not expect teachers to allow bathroom breaks upon entering the classroom.

GYM/Weight Room BEHAVIOR

Students are expected to make certain that they leave the gymnasium, weight room, and outside common areas clean and tidy. **No one is to enter the gym or weight room unless an adult (faculty, staff, or parent) are in attendance.** No food or beverages are allowed in the gym and weight room at any time. All equipment that is taken to the gymnasium and/or outside must be returned in a timely and orderly manner or students may receive loss of privilege. Trash receptacles are placed in both areas and should be used for all non-recyclables.

PRESCRIPTION MEDICATION

Students are not allowed to carry prescription medications with them, nor have medications in their lockers during the school day. All prescribed medications must be turned in to the Main Office and be kept under lock during the school day. Students requiring prescription medication during school hours must submit medicines, doctor’s notes, and required forms with parent signatures to the Main Office. Austin Catholic personnel are not responsible for the timely administration of said medications; this responsibility is entirely up to the student involved. Austin Catholic follows all administration of medication guidelines as set forth by the Michigan Department of Education in reference to storage, administration, record keeping, etc.

Prescription inhalers, EpiPens, and emergency medications such as Glucagon may be carried and monitored by the student if necessary. If your child is prescribed an Inhaler/EpiPen for allergies, this information must be filled out on the Emergency Medical Authorization form that is kept on file in the school offices. Each parent must also update this information on a yearly basis or if medical conditions change.

SCHOOL POLICY ON HARASSMENT (SEXUAL OR OTHER)

Austin Catholic will not tolerate sexual abuse, sexual harassment or other harassment of any kind, either among students, teachers, staff, administrators, or between any of these, or over social media. Such actions will be considered a **major violation of policy** and will be dealt with accordingly. Students who engage in sexual abuse, sexual or other harassment on school premises, at a school-sponsored activity, through the internet/social media or other means, will be subject to appropriate disciplinary action, including suspension or expulsion.

Any student who believes he or she has been subjected to abuse or harassing behavior by another student or employee of the school is encouraged to do the following:

- Disclose the harassment to some adult you feel comfortable with.
- Whenever practical, make clear statements to an adult & the harasser, either in writing or verbally, that the harasser’s actions are offensive and unwelcome.

- Look for and record the names of witnesses and detail incidents or other evidence.
- The student alleging the abuse or harassment, or the person of confidence to whom it has been revealed, needs to report this, verbally or in writing, to the Principal.
- Upon receiving the allegation, the Principal will promptly, thoroughly, and as confidentially as possible, investigate the charges and take appropriate action.

SCHOOL POLICY ON BULLYING/CYBERBULLYING

As required by the Department of Education, Austin Catholic High School will abide by the Federal School Bullying Prevention Act. Austin utilizes two systems for reporting anonymously: Austin's Concerned Crusader and also Ok2Say.

- **Harassment, intimidation and bullying** means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. "Harassment, intimidation and bullying" include, but are not limited to, a gesture or a written, verbal, or physical act.
- **At school** means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.
- **Cyberbullying** means to insult or harass or to demean any student or group of students and/or faculty on social media, internet, email, chat sites, etc.

Administration will issue a bullying report on the student's first incident. If a second bullying report is made during the same calendar year, administration will then call for a conference with the parents or guardian of the student involved. The disciplinary action will be based on individual circumstances. Counseling may be required with other possibilities of suspension and/or disciplinary probation. If the problem continues, the student may be called before the Discipline Committee for review, which could result in expulsion.

TOBACCO & VAPE/E-Cigarette FREE CAMPUS

No student, staff, faculty, parent and/or visitor may smoke or vape (or use a nicotine product) on campus. The campus also includes the areas adjacent to the school and sites of school-related activities. Students may not possess smoking or nicotine material of any kind on campus. Use/possession of any type of tobacco/nicotine, including chewing tobacco, will not be allowed anywhere in the school buildings or on campus. Smoking/vape materials will be confiscated and/or destroyed in the presence of the student, unless needed for evidence.

POLICY ON ALCOHOL & DRUGS

An education from Austin is a privilege. Austin students carry a responsibility to themselves, their fellow students, their parents, the greater Macomb community, and Austin Catholic High School to set the highest possible examples of conduct, which includes avoiding the use or possession of alcohol and other illegal drugs. The sanctions set forth in this policy apply to all students enrolled at Austin or expecting to enroll at Austin.

Austin Catholic has a zero tolerance policy with reference to alcohol, drugs, and drug paraphernalia. Austin Catholic High School recognizes the student use of alcohol and other drugs is illegal and has a damaging effect on the normal development, well-being and performance of students. We believe that the use of alcohol and drugs cannot be condoned as responsible or mature and that there are consequences for one's use. Thus, we are committed to a comprehensive program that disciplines and offers assistance as necessary. Austin administrators, coaches, faculty/staff and/or sponsors shall be responsible for reporting a violation or suspicion that a violation of the Drug Policy has occurred, when an observation of possession or use of alcohol, performance-enhancing drugs or other illegal drugs by a student has been reported.

The consumption, possession, distribution and/or sale of alcohol and/or other drugs is illegal and shall result in disciplinary action which may include suspension or expulsion.

- "Alcohol" means any alcoholic beverage or "low-point beer" as defined under Michigan law.
- "Illegal drugs" means any substance which an individual may not sell, possess, use, distribute or purchase under either Federal or Michigan law. This includes the possession, selling or abuse of all prescription drugs obtained without authorization, all prescribed and over-the-counter substances being used for an abusive or performance-enhancing purpose, all substances used to make, manufacture, or produce such drugs, and paraphernalia to use such drugs.
- "Performance-enhancing" drugs include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term "performance-enhancing" does not include reasonable dietary or nutritional supplements such as vitamins, minerals and proteins that can be obtained lawfully over the counter.
- "Reasonable suspicion" means a belief based on specific personal observations by a coach, teacher, parent or other faculty member concerning the appearance, speech or behavior of a student and reasonable inferences drawn from those observations in the light

of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion or "showing evidence of".

- "In the possession of" includes participation in the use of, or being in the presence of drugs in automobiles, in the school building, or elsewhere on campus.
- "Extracurricular Activity" means any school-sponsored sport or activity, including, but not limited to, all sporting events, academic bowl, drama, pep band, school parties and mixers, and all other school-sponsored clubs, events, or societies.

These behaviors are forbidden at all times during the school day, on school premises, or during school-sponsored activities, whether on campus or off campus. Students engaging in such behavior outside of school hours or sponsored events are still subject to the same actions when/if violation or suspicion of violation is reported. Austin administrators will review each case as reported. See also Social Media policy in regards to disciplinary actions when said behavior is presented via social media.

Austin Catholic reserves the right to search the locker, coat, vehicle, and personal belongings of a student at school or at a school-sponsored event when a reasonable suspicion exists. Students who refuse to cooperate may be expelled or face other disciplinary action.

Self-Referral Program

In keeping with our philosophy, Austin Catholic encourages students who are involved with alcohol and/or drugs to seek help from teachers, counselors, staff or other adults. The adult contacted will refer the student to the Counseling Department where the counselors are available to assist the student. All self-referrals will be treated confidentially. A self-referral is defined as an individual reporting use of alcohol, tobacco, performance-enhancing drugs, or illegal drugs to a coach, teacher or administrator prior to being observed or confronted by a coach, faculty member, or administrator. A student who self-refers will not risk a three (3)-day suspension disciplinary action unless the violation is observed prior to self-referral, or unless the public nature of such violation becomes an embarrassment to the school. However, the student who self-refers will be considered to have committed his or her first offense under the Drug Policy.

Possession, Influence and/or Witnessed Use

Any student of Austin Catholic found to be under the influence of, in possession of, or having used alcohol, performance-enhancing drugs, or other illegal drugs either by observation or by reasonable suspicion, will be considered to have violated the Austin Catholic Policy on Alcohol and Drugs. The following actions may occur:

- Immediate suspension for a minimum of three (3) days and notification of parents. The student must have a drug-screening test within 24 hours of leaving school. The student must bring evidence of having taken the drug-screening test to be readmitted to school. *In the event of reasonable suspicion, a student will be requested to submit to an alcohol and/or drug test.*
- Principal will hold a meeting with parents; Discipline Committee will meet if necessary.
- The incident will be reported to the local police.
- The student will be required to undergo a drug and alcohol assessment and if deemed necessary, enroll in an Early Intervention Program at a **school-approved** agency, as soon as possible, at the parents' expense.
- The parents and the student (only if over the age of 18), will be required to sign a release of information form so that the results of the screening and completion of the program can be communicated to Austin Catholic.
- The student will be placed on probation and allowed to continue studies at Austin Catholic as long as the student follows the stipulations of the probation.
- If the parents refuse to agree to the screening, assessment and/or the Early Intervention program, possible expulsion hearings will be implemented.
- A second violation of this policy will result in expulsion.

Sale and/or Distribution of

Students who distribute, transport, share or sell alcohol and/or drugs at school or a school-sponsored event will be subject to the following disciplinary action:

- Immediate suspension and notification of parents.
- The parents will be notified that a Disciplinary Committee meeting is being set.
- The incident will be reported to the local police.
- Recommendation will be made for expulsion to the Discipline Committee.

CONDUCT AT EXTRACURRICULAR ACTIVITIES

At school events, both home and away, students of Austin Catholic High School are expected to act as representatives of their own families and their school. All policies as set forth in the Austin Catholic Student Handbook apply to extra-curricular and student activity participation including, but not limited to, drug, alcohol, and tobacco policy; harassment policy; bullying policy; respect for property, staff and peers, etc. Any student, therefore, participating in any action of vandalism or misconduct, whether it be serious or minor in nature, will be referred to the Principal's Office for review.

As stated previously, students will be held to all policies and procedures both at school and at any school-related function. Any violations of

these policies and procedures will be dealt with accordingly. Any student whose actions damage the reputation of the school (as determined by the administration) will be subject to disciplinary measures that may include, but are not limited to, detention, probation, suspension, or expulsion.

DISCIPLINARY PROCEDURES

If a student is unable or refuses to practice the self-discipline required to meet the established school regulations, suitable disciplinary actions will be taken in an attempt to correct the unacceptable attitude or behavior. Depending on the seriousness of the behavior problem, one or more of the actions listed below will be taken by school officials (teachers, administrators, counselor, or other staff).

Because of the school's reliance upon parents and guardians as a source of discipline, and its desire to work with the parents in promoting the best possible behavior for each student, the principal will make reasonable attempt to contact the parent/guardian for each detention issued to a student at school. Emails or phone calls home will be used as much as possible by the school to reinforce communication between the school and the parents. Parents and guardians are encouraged to contact the school for clarification

The teacher is always the first step of intervention for minor classroom infractions. Teachers will issue reasonable punishments that mirror the infraction by the student. A student who complies with his teacher will seldom need intervention by an Administrator. Students will be referred to an Administrator for serious infractions and/or for non-compliance with teachers. Corporal punishment of any kind is an entirely unacceptable form of discipline at Austin.

Once a student is referred, one or more of the following interventions may take place:

Conference

The student has a conversation with a teacher or an administrator regarding inappropriate behavior. The conference is documented in the student information system as having taken place in relation to infraction/behavior.

Infraction Slips

Minor infractions that result in conferences, verbal warnings, and/or detentions will be logged in the student information system as an incident and parents can access this information online.

Detentions

Detention is an acceptable disciplinary means for student violations of school rules and regulations. This detention may be in the form of manual labor or spending time studying in a classroom. The detention period is both a time of discipline and reflection on the need for the existence and observance of school regulations.

Teachers may assign and monitor their own detentions or refer them to the Principal when violations are of a more serious nature. **Teachers that assign their own detentions will also set their own times for the detentions to be served. These detentions though cannot interfere with the student's next scheduled class periods.** Failure to show up ON TIME for a detention will result in the addition of another detention. If a student fails to attend his/her make-up detentions, the student will be placed on Disciplinary Probation.

Detentions assigned by the Administration will be served during lunch, after school, during FlexTime or at the discretion of the Administrator.

Detentions for excessive tardiness will be served on Fridays from 2:30-3:00pm. Failure to show up for required tardy detention will result in an in-school suspension.

If a student receives four (4) school detentions during one semester he/she will be placed on Disciplinary Probation for a duration decided by the Discipline Committee.

Removal from Class

A student may be dismissed from class when he or she disrupts the learning process. A student removed from class must report immediately to the Main Office and stay for the remainder of the class period only. The student will then resume his/her normal class schedule. An infraction slip will be completed indicating the reasons for class removal and the incident will be logged in the student information system. The teacher will contact the student's parents/guardian notifying them of the action taken. Additional consequences following the class removal will be at the discretion of the Administrator/Teacher.

Loss of Privilege

Loss of privilege may include the loss of driving privilege, loss of attending school events, etc. Loss of privilege will be used at the discretion of the Administrator or Discipline Committee.

School Suspension

This is the most serious form of punishment that allows a student to remain part of the student body. This procedure is used for very serious violations of school rules, or for chronic violation of minor infractions. This consequence can only be administered by an Administrator and/or the recommendation of the Discipline Committee. The suspension may be served in school or out of school at the discretion of the Administration. Normally, a student will be suspended at the time of the offense and when proper communication has been made with the parent(s). The student and parent(s) will be notified in writing of the course of action and the reason for the suspension.

Before the student can be readmitted to school after a multi-day suspension, there will be a meeting with the student, parent(s)/guardian(s), and an Administrator. This meeting will take place at least one full day after the suspension. It is at the Administration's discretion if the suspended student's action merit referral to the Discipline Committee. Students suspended from school are automatically placed on disciplinary probation.

In-School suspension removes a student from the classroom setting and places him/her in a supervised area for the school day. Whenever possible, the student's academic work will be forwarded from the classroom teacher so that the student has the opportunity to stay on track during the time of his/her suspension. The student must eat in a supervised area. In-school suspensions are utilized for behaviors that are non-threatening yet create disturbances in the classroom or school.

Students on out-of-school suspension may see an impact on his/her grade. Students are expected to complete missed work while out on suspension. It is the responsibility of the student to request missed work. Students will earn a zero for certain work that cannot be made up such as labs, participation as determined by the individual teacher's classroom policy on missing/absent work. Tests or other large assignments due during this time will be completed immediately upon the students return to school.

Disciplinary Probation

This is one step away from suspension or expulsion. It should be viewed by the student and his/her parents/guardian as a time when the student must display an attitude and behavior proving that he/she wants to remain at Austin. The student will be readmitted to school following a meeting of the student, parent(s)/guardian(s), and an Administrator and the signing of a Disciplinary Probation Agreement by the student and parent(s)/guardian(s) that will list consequences and expectations for the student to fulfill. The student will be placed on Disciplinary Probation for a duration decided by the Administration. Upon fulfilling the Disciplinary Probation agreement the parent(s)/guardian(s) will be mailed an End of Probation letter. There will be a record kept in the student's disciplinary file.

Disciplinary Probation, if fulfilled, will not be a permanent part of the student's record and will not accompany any transfer or college applications. If a student violates the Disciplinary Probation, then a Discipline Committee will be called to determine the future of the student at Austin. Any serious offense after probation is over will result in an appearance before the Discipline Committee.

Discipline Committee

Austin Catholic has the right to form a Discipline Committee for any offense and to examine the discipline history of the student. The Discipline Committee will be made up of the Counselor, a Faculty Representative, the Campus Minister, and the Assistant Principal. The Discipline Committee will recommend to the Principal the Committee's decision as to whether the student should remain in attendance at Austin, and if so, what intervention measures must be followed in order to remain at Austin.

The following *shall be called* before the Discipline Committee:

- A student, who despite repeated warnings or suspensions, and whose discipline record has been consistently poor, has no apparent desire for improvement, and has made no effort to improve
- A student who commits some major offense
- A student who is guilty of violation of the alcohol and drug policy
- A student who possesses, brings or uses weapons to school
- A student who shows malicious violence to others or property
- A student who breaks his probation agreement
- A student who is suspended twice within the year.

Criminal Offense & Police Involvement

If any student commits a criminal offense in school or on school property, the school is required to contact and notify police authorities. Any student charged with, or indicted for, a criminal offense, will be automatically suspended, pending legal clarification.

In regards to school discipline and disciplinary procedures, school officials have the option to notify the police authorities based on the severity of the offense. In cases of major violations or criminal activities, police will be notified and charges may be pressed for infractions that are criminal and/or break the law. If the authorities are notified, a reasonable attempt will be made to contact parent(s)/guardian(s). Any action taken by authorities will be in addition to action by the school. School officials will cooperate with authorities during any investigation.

Expulsion & Dismissal

The school authorities reserve the right to dismiss any student who, by their misconduct on or off school property, or by repeated failures to perform required tasks, or negatively impacts the school environment. Expulsion will be a permanent dismissal from Austin.

Due Process

The decision of the Discipline Committee is final in all cases except for the recommendation of expulsion. In the event a student receives notice that he or she has been recommended for expulsion, such student or a parent/guardian of such student may, within three (3) days following receipt of such notice, request a hearing with the Discipline Committee. The hearing to seek reconsideration of the expulsion recommendation will be held at the earliest possible time. After the hearing, the decision of the Discipline Committee will be final.

Discipline Levels (see appendix D)

The Administration reserves the right to make decisions based on each situation on a case-by-case basis; however we do follow guidelines and levels in guiding our decisions. Wherever possible the Administration will make judgements based on the needs of the individual student AND the needs and safety of all Austin students and staff.

DRESS CODE & APPEARANCE

PHILOSOPHY

Austin Catholic expects our young men and women to be dressed for academic success. We believe that the appearance of students reflects their preparation for learning, their focus on study, and their desire to prepare themselves for adult life by following a standard of dress and appearance which reflects their commitment to their education. The dress code is meant to teach discipline, to enhance self-esteem, to breakdown social economic barriers, and to prepare students for professional careers. The young men and women of Austin Catholic must realize that they represent the values and education of our school in public.

The Administration reserves the right to determine the appropriateness of a student's appearance based on the standards of dress listed below. If students are not properly attired, parents will be required to bring acceptable uniform clothing to the school. The Administration is the final arbiter in all matters of interpreting and enforcing dress code. The Administration may modify the dress code at any time.

DISCIPLINE

Students not in compliance with dress code policies will first receive a verbal reminder or warning at the discretion of the teacher or administrator. This warning should be sufficient to correct the infraction. Verbal reminders are most appropriate for skirt length, hair length, clothing fit, buttons, shirt being tucked in, etc. **If a student needs repeated reminders in the same day or other dress correction is needed, the student will be required to wear formal dress for a determined amount of time. Stronger discipline will result if a student continues to show a lack of self-discipline and disregard for school policies; including loss of casual dress and spirit wear days, detentions, in-school suspension, or exclusion from school events until situation is rectified. Parents may be called to bring appropriate attire for their student when the situation warrants.**

The registration of a student at Austin Catholic is an expressed agreement on both student and parent to comply with the regulations of the school dress code policies each and every day in attendance. Please contact the Principal's office for dress code clarification when in doubt.

WHERE TO PURCHASE:

Austin families have the option to purchase uniform items from School Blues Uniform Store and Lands' End. Formal dress items must be purchased through School Blues. Other regular dress items may be purchased from either source.

Please click on the Lands' End link on the Austin website to proceed in shopping our customized site or enter Austin Catholic in the search field. **Use the school code: 900158874.**

School Blues Uniform Store is used because of the durability of product and customer service. School Blues is located at 49968 Van Dyke Avenue, Shelby Township. Please call to set up an appointment for sizing if necessary (586-739-8875).

School ties and scarves are to be purchased from the Austin school store – *The Crusader Corner*

WEATHER

The Administration reserves the right to adjust the dress code for inclement weather both warm and cold. Notification of changes will be transmitted to parents and students through the daily announcement system, school calendar, newsletter, and/or website and Facebook pages.

Standards of Dress:

Throughout the school year students will be expected to adhere to specific standards of dress and appearance. Just like in traditional work places and society, specific styles and standards of dress apply to different activities, schedules, and weather. Austin students, in learning to conduct themselves as future leaders in our society, must recognize the appropriateness of their dress and learn to make proper choices in dress and appearance.

- **Formal Dress:** During formal dress students will be required to be in full “uniform” as indicated below. These days will also be announced in a timely manner and will correspond to special events, presence of visitors, special Masses, or other days the Administration deems appropriate.
- **Regular Dress:** The standard dress for students at Austin used for the majority of the school year. When in doubt, this is the standard of dress students should wear.
- **Relaxed Dress:** A more relaxed, casual dress that is used primarily for warm weather, alternative schedule days, or retreats. Relaxed dress days will always be announced and scheduled as necessary. Students will begin each year in relaxed dress to allow for late admissions to acquire the appropriate regular dress attire.
- **Spirit Dress:** Students will be allowed to dress in Austin spirit wear and jeans for a small fee. All fees collected are donated to charity. The purpose of spirit dress is to allow students to express their school spirit and to raise money for charity.

Students may always dress in a standard of dress higher than the daily dress code.

All Students -- Personal Appearance

Belts	If your pants have belt loops, a belt should be worn. Belts are to be worn inside the belt loops of the pants. The belt must be solid colored cloth or leather. Metal studs or decorations on the belt are not acceptable.
Hats	Hats are not to be worn or carried around on campus during the school day and are prohibited from being worn in the school building at all times.
Decorations	Body “art”, tattoos, facial or body piercings that are visible are not allowed at school, school functions, and activities. Piercings on face, tongue, eyebrows, nose or earrings that alter the shape of the ear or ear lobe are not acceptable of Austin students. Excessive jewelry and decorations are distracting to the learning process and are not acceptable.
Clothing Fit	Oversized (baggy) and undersized (tight) shirts, sweaters, slacks, blazers; are not acceptable because they detract from the neat and professional appearance of Austin students.
Outerwear	Outerwear (winter coats, jackets) are not to be worn in classrooms or school building during instructional time or during school day.

All Students – Spirit Dress

Designated “Spirit Days” are intended to show and promote school or class spirit. **These days are not a right, they are a privilege.** Students electing to donate the \$1.00 or \$2.00 to charity funds may be out of uniform understanding that the following guidelines will be met:

- Any school issued clothing that has “Austin”, “Crusaders” or an official school logo printed on it is acceptable.
- Class designated spirit shirts, Austin team sweatpants, hoodies, or warm-up suits are acceptable.
- Clothing must be worn normally; not tied on, not showing other clothing underneath, or modified.
- Jeans and corduroys may be worn if they are clean, not torn, tattered, or have holes or rips. They also cannot be tight fitting (skinny jeans); or be of a radical color.
- Athletic shoes and appropriate shoes may be worn with socks.
- NO Hats or visors are allowed.

Students not donating to charity funds to participate in “spirit dress” are to dress in relaxed dress. Donating to the charity fund does not excuse a student from having appropriate appearance and dress.

ACHS Dress Code: YOUNG LADIES

Item	Formal Dress	Regular Dress	Relaxed Dress	Spirit Dress
Shoes	Dress Shoes in Dark color (navy, black)	Dress Shoes in Dark color (navy, black)	Dress Shoes in Dark color (navy, black) or brown	Athletic
Socks	Navy Knee Socks or navy tights	Dress Black, Grey, Navy (ankle, crew, knee-high, or tights) With a skirt: knee highs or tights Seniors: socks of your choice	Dress Black, Grey, Navy (ankle, crew, knee-high, or tights) With a skirt: knee highs or tights Seniors: socks of your choice	choice
Skirt	Austin Plaid Skirt	Austin Plaid Skirt or grey pleated skirt	your choice	
Pants	None Allowed	Dress Grey or Navy (No black pants)	Dress Grey, Navy, Khaki, Black	Jeans or Corduroys (no skinny or ripped jeans or leggings)
Belts	None needed	Black or Brown (if there are belt loops)	Black or Brown	Black or Brown
Shirt*	White Collared Dress Shirt (short or long sleeved)	White, or pastel Collared Dress Shirt (solid color: blue, pink, yellow, green, etc.) <i>Shirt must be worn with a blazer, grey or navy sweater vest, a grey or navy sweater, or the Austin scarf or tie.</i>	Polo Shirt: White, Blue, or Grey Austin	Austin T-Shirt, sweatshirt or team uniform
Tie	Austin Tie Optional	Austin Tie Optional	NONE	NONE
Blazer	Austin Blazer REQUIRED	Optional	NO	NO
Fleece	NO	NO	Navy ¼ zip w/Austin Logo permitted	optional
Sweater	No	Grey or Navy w/ Austin Logo . Can be worn if you are not wearing a tie. <i>Sweater can be a vest, v neck, crew neck or cardigan</i>		
Sweatshirts	NO	NO	NO	yes

* All Shirts (dress and polos) must be tucked in at all times

ACHS Dress Code: YOUNG MEN

Item	Formal Dress	Regular Dress	Relaxed Dress	Spirit Dress
Shoes	Dress Black	Dress Black	Dress Black or Brown	Athletic
Socks	Solid Dark Color-black, navy grey (no white socks)	Solid Dark Color-black, navy grey (no white socks)	Dress Black, Grey, Navy or Khaki	White
Pants	Dress Grey	Dress Grey or Navy (No black pants)	Dress Grey, Navy, or Khaki	Jeans or Corduroys (no skinny jeans)
Belts	Black	Black	Black or Brown	Black or Brown
Shirt*	White Collared Dress Shirt (short or long sleeved)	White, Light Blue or Yellow Collared Dress Shirt (short or long sleeved, solid or pinstripe)	White, Blue, or Grey Austin Polo	Austin T-Shirt or Austin Approved
Tie	Austin Tie Only	Austin Tie Only Seniors: Tie of Choice <i>If you choose not to wear a tie, you must wear either: Austin blazer, sweater vest, or sweater (vest and sweater must have Austin Logo)</i>	NONE	NONE
Blazer	Austin Blazer REQUIRED	Can be worn if not wearing a tie	NO	NO
Fleece	NO	NO	Navy ¼ zip w/Austin Logo permitted	optional
Sweater	No	Grey or Navy w/ Austin Logo . Can be worn if you are not wearing a tie. <i>Sweater can be a vest, v neck, crew neck or cardigan</i>		
Sweatshirts	NO	NO	NO	

* All Shirts (dress and polos) must be tucked in at all times

YOUNG MEN

Young Men – Formal Dress

The following guidelines are to be observed on formal dress days: Grey dress slacks, grey or black socks, black shoes, white collared shirt, Austin AC tie, and the **official Austin Catholic monogrammed blazer**.

Young Men – Regular Dress

Slacks	Grey or navy wrinkle free dress slacks that are sized to fit (no sagging, no cargo pants or tight fits) and hemmed to correct length. No denim or corduroy material. A solid color belt must be worn. If pants are not purchased from Lands' End or School Blues, please be aware that material and cut must be of "dress slack" style and not be worn "wrinkly".
Shirt	White, light blue, light yellow, green or pink; solid or pinstripe; woven or oxford cloth dress shirt. Lands' End Chamois may also be selected. The shirt may be long, or short sleeved. Shirts must be tucked in pants at all times. T-shirts worn under shirts must be solid white with no printing.
Tie	Austin Catholic tie (new or old versions). Tie must be worn properly at all times with top button of shirt buttoned and tie not loosened. Seniors may wear ties of their choice as long as they are suitable and not distracting.
Sweaters	Choice of crew neck sweater, V-neck sweater or sweater vest in navy or grey; or ¼ zip Fleece. All sweaters/covers must have the Austin Logo. Proper size and fit are required. Tie may or may not be worn with sweater, sweater vest or ¼ zip fleece. Students electing to not wear sweater, vest, fleece or blazer must wear school tie. The Austin logo must be present.
Socks	Socks must be worn at all times. All socks must cover the ankles and be a solid dark color. No white athletic or outlandish colors or prints.
Shoes	Hard-soled traditional leather dress shoes in black. Shoes must be worn properly.

Young Men – Relaxed Dress

This standard of dress will consist of an Austin Catholic issued white, blue or grey polo shirt, solid wrinkle-free khaki colored pants, a belt, and dress shoes and socks. Undershirts should be plain and the color should be white. Austin Catholic Fleece zip-jackets or ¼ zip fleece are allowed when room temperatures merit wearing.

Young Men - Hair and adornments

Young men should be clean-shaven and without facial hair. Sideburns should not be below the bottom of the ear and not more than one inch wide.

Hair should be neatly combed, and not busy or unkempt. Young men should have reasonably style in hair that is above the eyebrows, showing the forehead, and above the top of the ears, and not extend below the top of the collar in its natural state. No ponytails and/or "man buns" are allowed.

Earrings/studs are unacceptable on young men of Austin Catholic and are not allowed during the school day or at school sponsored activities. Other jewelry or adornments should be limited to a watch and one chain/necklace. No gloves are to be worn in the classroom or during school day.

YOUNG LADIES

Young Women - Formal Dress

The following guidelines are to be observed on formal dress days. Austin plaid skirt with navy knee socks or navy tights, white collared shirt, and **official Austin Catholic monogrammed blazer**.

Young Women - Regular Dress

- Skirt Austin plaid skirt or solid grey pleated skirt purchased from School Blues. Skirt is not allowed to be rolled or slouched.
- Slacks Grey, or navy wrinkle free dress slacks that are sized to fit (no sagging, no leggings or tight fits) and hemmed to correct length. No denim or corduroy material. A solid color belt must be worn. If pants are not purchased from Lands' End or School Blues, please be aware that the material and cut must be of "dress slack" style and not be worn "wrinkly".
- Shirt White, light blue, light, yellow, green; woven or oxford cloth dress shirt. May be long, $\frac{3}{4}$ length, or short sleeved. No cap sleeve. Only top button may be unbuttoned and shirt must be long enough to prevent revealing the mid-section. Shirts must be tucked in with both pants and skirts. T-shirts or under shirts worn under shirts must be solid in white.
- Sweaters Choice of grey or navy crew neck sweater, V-neck cardigan (button up), sweater vest, or navy $\frac{1}{4}$ zip fleece. Proper size and fit are required. No sweatshirts or fleece jackets allowed. Austin logo must be embroidered. Students not wishing to wear sweaters or blazer must wear school tie or scarf.
- Socks Socks (ankle, crew, knee-high, or tights) must be worn at all times. All socks must cover the ankles. All knee socks and wool tights must be solid navy, or grey only. Socks worn with slacks must be a solid dark color. No athletic or outlandish colors or prints. Seniors may elect to wear any appropriate color or designed knee sock of their choice.
- Shoes Shoes must be low-heeled, dress shoes in cloth or leather. Dark colors (navy, black, deep grey) only. Shoes must be worn properly. No open toed sandals, moccasins, slides, or mule style shoes.

Young Women - Relaxed Dress

This dress code will consist of an Austin Catholic issued white or blue polo shirt, solid wrinkle-free khaki pants, a belt, and dress shoes and socks. Undershirts should be plain and the color should be white. Austin Catholic Fleece zip-jackets or $\frac{1}{4}$ zip fleece are allowed when room temperatures merit wearing.

Young Women - Make-Up, Jewelry, Hair

Young women may use make-up sparingly, keeping in mind that its use is to accentuate that which nature has intended, not to change it. Excessive eye liner, eye shadow, lip gloss are examples of inappropriate make-up. Nail polish should be subdued in color and maintained in appearance.

Jewelry may be worn in moderation. Young women are allowed one pair of modest earrings to be worn. Hair must be only **natural colors** with no more than 2 distinct colors. Girls may not wear excessive barrettes, beads, or clips in their hair.

No gloves are to be worn in the classroom or during school day.

STUDENT ACTIVITIES & ATHLETICS

PROGRAM PHILOSOPHY & GUIDELINES

A high school education is far from complete without some form of participation in extracurricular sport or activity. It is only through interaction with others that the Austin Catholic High School student, or any person, can truly grow and mature. It is only through involvement in activities and attendance at various dances, events, games, service outings, etc. that any real dedication and spirit for the school will grow. Students, faculty, and parents are encouraged to discuss any matter that will help build the extracurricular activities at Austin Catholic High School. The office of Student Activities, Student Government, and Athletic Department work together to provide meaningful experiences and opportunities to the men and women of Austin Catholic.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

All students are encouraged to devote a part of his/her time to extracurricular activities. However, students should understand that success in academics must be his/her paramount consideration. For this reason, an eligibility code has been instituted to guard against students spending too much time in these projects to the detriment of his/her scholastic progress.

- A student must be passing six (6) classes per week to remain eligible. Failing two or more classes and/or falling below a 2.25 GPA will result in a student being placed on the list.
- Student also receives a warning if he/she holds a "D" for two consecutive weeks in the same course. The student has one week to raise the grades.
- A student also becomes ineligible for extracurricular activities if his/her conduct is less than becoming of an Austin student.
- Grade checks will be monitored by the Assistant Principal of Academic Affairs and Athletic Director and will take place at the conclusion of the school day each Thursday. Eligibility runs from Monday thru Sunday of the following week.
- A student who fails to meet the weekly requirements will be suspended from interscholastic contests until the next grade check that meets academic requirements of eligibility. The student will be allowed to practice during the suspension period. A student becoming academically ineligible by the weekly grade check must remain ineligible for one full calendar week before possibly becoming eligible again.
- With approval from the Principal and Athletic Director, a coach/advisor may invoke a more stringent standard than school policy if it is deemed helpful in the case of an individual student. In all such cases, parent(s)/guardian(s) and the students will be informed of the nature and purpose of the increased standard. No coach/advisor can offer a lesser standard than the school policy.

Ineligibility is binding and remains in effect until Administration approves the reversal. Where disputes concerning eligibility arise, the Discipline Committee reserves the right to make final decisions.

CLUBS & ORGANIZATIONS

Student Clubs and Organizations are approved by Administration based on student interest. Clubs have included:

Archery Club
Book Club
R.A.K. Club
Student Government
National Honor Society
Environmental/Green Schools Club
Gaming Club
SAVI Team

Student Government

The Austin Catholic High School Student Government consists of representatives from the freshman, sophomore, junior and senior classes. Elected offices of President, Vice President, Secretary and Treasurer are held each fall with candidates from the sophomore, junior and senior classes. The Student Government meets every other week with committee meetings held in between. The Student Government's duties are to work together to coordinate our core values of Veritas, Unitas, and Caritas through all school-wide events while promoting and building a strong sense of community in all that we do at Austin.

ATHLETICS

In all matters the athletic program shall be guided by its desire to offer superior opportunities for Austin Catholic student-athletes to develop their talents, to compete in sportsman-like manner, and to grow in their dedication to teamwork, honest effort, and ideals of Austin Catholic. Currently Austin Catholic offers 11 varsity sports and 1 JV program. Austin Catholic fully complies with the rules of the Michigan High School Athletic Association (MHSAA) and the Catholic High School League (CHSL) including adherence to eligibility and recruitment rules. Transfer students must refer to the MHSAA transfer eligibility guidelines. Please see Athletic Director for more information.

Physical

To participate in athletics at Austin Catholic High School, a MHSAA physical form must be completed by a physician, and signed by both the physician and the parents/guardians. These forms may be obtained from the main office or Athletic Director. The physical form must be on file in the main office prior to the start of the athletic season. Physicals obtained after April 15 are good through the next school year (14 month period of April 15 – June 30).

Attendance Guidelines

- A student who is missing from school in the morning and/or afternoon because of a physical illness may not participate in the practice or contest of any athletic activity that same day. If a student is too sick to attend school, the school will not allow the student to endanger his/her health by allowing him/her to participate in a strenuous physical or mental activity.
- A student who is missing from school in the morning and/or afternoon of a specific day because of an excused absence may return to active participation with the permission of the Athletic Director and/or Principal.
- A student who is missing from school in the morning and/or afternoon of a specific day for visitation to a doctor, may return to active participation in the activity provided he/she has a written permission from the doctor to return to that activity.

Athletic Eligibility—(same as extra-curricular eligibility)

Student-athletes will have mandatory grade checks throughout the season. Grade checks will be monitored by the Assistant Principal of Academic Affairs and take place on Thursday of each school week. Eligibility runs from Monday thru Sunday of the following week.

To be considered fully eligible at the beginning of a semester, a student must have passed and received credit toward graduation in at least six (6) classes during the previous semester and have a C- average for the previous semester.

Transfer students must contact the Director of Athletics to determine the MHSAA regulations for athletic transfer eligibility. Austin follows all MHSAA and CHSL policies on transfer eligibility.

Sportsmanship

Practicing good sportsmanship is a responsibility for everyone that is associated with an athletic event. Examples of unacceptable sportsmanship include, but are not limited to, the following:

- Use of profanity
- Antagonizing players and coaches
- Yelling at officials
- Name calling
- Throwing things on the playing surface

Violation of these guidelines may result in the following consequences:

- Immediate removal from the contest or activity
- Upon investigation by school administration, a suspension from participating or attending activities based upon the severity of the infraction

Transportation

Athletes are expected to ride to and from an event with their team when traveling out of town. Students may travel home from an out of town event with either parent only if the coach agrees and is notified. Frequently games that are played in town allow the student to meet at the location of the event. In town travel is at the discretion of the coach, frequently provided by parents. The coach will inform students of all transportation plans.

Tryouts

Coaches are given the objective to create a competitive team that is well instructed and cohesive. Therefore, the coaches must, in some circumstances, reduce the number of participants on their team. If a reduction is warranted, tryouts will be held prior to the start of the season and may occur in the preceding school year. If a student is currently involved in an Austin sport, the coach holding the tryout will work with the athlete's current coach to determine when the athlete can try out.

The Role of Parents in Interscholastic Athletics

- Make sure your child knows that, win or lose, you appreciate his/her efforts.
- Teach your child to enjoy the thrill of competition.
- Teach your child the importance of working hard to improve skills and attitudes.
- Try your best to be completely honest about your child's athletic ability, competitive attitude, sportsmanship and actual skill level.
- Do not compare the skill, courage, or attitude of your child with other members of the team.
- Do not compete with the coach. A child receiving mixed messages from two different authority figures can place the child in a difficult situation. Support the coach's policies and decisions.
- Temper your reaction and investigate before overreacting to any comments about the coach from players or others.
- Be a role model for your child when it comes to practicing good sportsmanship.

Communicating with the Coach

Communication you should expect from your child's coach:

- Expectations the coach has for your child as well as all players on the squad
- Locations and times of all practices and contests. This includes a timely starting and ending of practice
- Team requirements (fees, special equipment, off-season conditioning)
- Procedures should your child be injured

Communication coaches expect from parents:

- Notification of any schedule conflicts well in advance.
- Concerns expressed directly to the coach

Appropriate concerns to discuss with coaches:

- The treatment of your child physically and mentally
- Concerns about your child's behavior

Issues not appropriate to discuss with coaches:

- Playing time
- Team strategy
- Play calling
- Other student-athletes

Appropriate Procedure for Discussing Concerns

If a parent has a problem, question or concern with an athletic program or policy, the following procedure is to be used:

1. A mandatory 24 hour "cool down" period will be enforced. Do not confront a coach, athletic director, or other administrators before or after a contest or practice. These can be emotional times for all parties and confrontation at this time does not promote positive resolution.
2. If the concern is about a coach's rule or actions, the parent should set up a meeting with the coach.
3. If no resolution is reached, contact the athletic director and a meeting will be set up with the coach, parent and athletic director.
4. If no resolution is reached, contact the Principal's office and, if warranted, a meeting will be set up with the coach, parent, athletic director and Principal.
5. If the concern is about an athletic department rule or action the parent should:
 - a. Contact the athletic director and set up a meeting.
 - b. If no resolution is reached, contact the Principal's office and if warranted a meeting will be set up with the parent, athletic director and Principal.

Concussion Management

In an effort to safeguard our student athletes from traumatic brain injuries/concussions, Austin Catholic mandates strict guidelines for the management, treatment, and return to play criteria for all student athletes who participate in extracurricular activities and sports as spelled out by the MHSAA and CHSL. Every student upon entering Austin Catholic will undergo basic concussion education.

EXTRACURRICULAR EVENTS

At school events, both home and away, students of Austin Catholic High School are expected to act as representatives of their own families and their school. Any student, therefore, participating in any act of vandalism or misconduct, whether it be serious or minor in nature, will be referred to the Principal's Office for review.

The following are rules and regulations for all events sponsored by Austin Catholic:

- Students are to show their I.D. cards at the door/gate upon request.
- Smoking is not allowed.
- Alcohol or other drugs are forbidden on campus at all times, as is coming on campus under the influence of alcohol or other drugs.
- Anyone coming to a dance or game must enter the building as soon as he/she arrives and leave the grounds as soon as they depart the building. Re-entry will not be allowed.

Dances

- One date or guest from outside Austin Catholic High School per Austin student is welcome. Guests must show at least a high school ID to gain admittance to the dance. He/she must have a picture ID card and sign in at the door. The guest must adhere to all ACHS rules and the ACHS student is responsible for their guest. No other outsiders may attend an Austin Catholic High School dance. If a non-Austin student is dismissed from the dance, he/she will not be permitted to enter subsequent dances and the Austin student who invited the guest will be required to confer with the Principal.
- No hats may be worn in the building.
- All dances will run 7:30 p.m. to 10:30 p.m. No one will be admitted to any dance at school after 8 p.m. Students may not leave any dance before 30 minutes prior to the scheduled conclusion. Students leaving the building are not allowed to re-enter and parents will be notified.
- All those attending an Austin Catholic dance must pay the appropriate fee per person and follow the prescribed dress code.
- No inappropriate dancing will be allowed. If necessary, students will be given one warning. If students continue to dance inappropriately parents may be contacted and the student sent home from the dance.
- Girls' dresses worn to dances must: a.) have a neckline that does not plunge; b.) cover the midriff area entirely (if it is a two-piece outfit, the top must overlap the bottom); c.) have the back modestly covered (note: a dress or outfit is unacceptable if there is no material under one armpit to the other armpit and no material down to the waist or below--straps or laces in this area do not count as a "back or a dress".); d.) be no higher than three inches above the top of the kneecap, when wearing a short length dress or skirt; e.) not have a slit higher than three inches above the top of the kneecap.
- Shirts cannot be removed while at any dance.
- Once a student has checked his/her coat and/or shoes, the student will not have access to these items until leaving the event.
- The price of tickets for dances will be announced at least two weeks before the dance will be held.

EXTRACURRICULAR REFUND POLICY

- No money will be refunded for any extracurricular events or trips where a reservation needs to be made.
- No money will be refunded for all other events unless an emergency does not allow the student to attend. In this case the coordinator for the event will determine if it is feasible to refund payment.

EXTRACURRICULAR FUNDRAISING POLICY

All fundraising projects must be approved in advance by the Administration on a case by case basis. These requests will be presented by the sponsoring adult of the extracurricular activity to the Administration through the Advancement Office. Fundraising cannot take place at an event where there is another approved program already operating. Because Austin Catholic does a variety of large scale fundraisers throughout the year to offset tuition and operating expenses, any additional fundraising must be done on a low key basis and not as an obligation for parents and students.

AWARDS/VARSITY LETTERS

The annual *Honors Night*, which is held in June, rewards Austin Catholic's top academic and extracurricular underclassmen. The *Spirit of Austin* banquet, held each spring, recognizes the outstanding achievements of our seniors and rewards them and their families for their excellence and contributions to Austin Catholic. The *Spirit of Austin* banquet also honors outstanding alumni, Austin Prep alumni and benefactors of the school.

Academic and Athletic Varsity letters are awarded at Austin Catholic. Each club and/or sports team distinguishes the eligibility for earning a letter based upon participation, prowess, sportsmanship, etc. Letters (navy lined in silver for athletic and silver lined in navy for academic/clubs) are awarded either at seasonal sports banquets or at the *Honors Night* reception. Students lettering in multiple sports and/or academics and clubs will earn a "service bar" for each repeated award. Lost awards cannot be replaced.

Scholar Athlete

One specific award bestowed upon Austin Catholic students is the "Scholar Athlete" recognition. All male and female athletes maintaining a 3.5 GPA or above and participating in at least two varsity sports will receive recognition. From the eligible athletes, one underclass male and one underclass female will be selected as the "Underclassmen Scholar Athlete of the Year" based upon a point system similar to the CHSL award.

Austin will also nominate seniors eligible for the CHSL Senior Scholar Athlete Award. The same committee will also select one Austin senior as the Austin "Scholar Athlete of the Year" based upon a point system similar to the CHSL award.

ADMISSIONS & TUITION ASSISTANCE

ADMISSIONS POLICY

Austin Catholic High School admits students without regard to their race, color, sex, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Austin Catholic does not discriminate on the basis of race, color, sex, or national or ethnic origin in administration of its educational policies, admission policies, and athletic and other school administered programs.

Austin Catholic High School accepts students with the goal of providing a quality Catholic education as called for in the Mission Statement. We seek to provide a high level of individual attention and a warm family atmosphere.

Students will be accepted to complete the available openings in our existing academic programs, yet maintain a reasonable class size. ACHS reserves the right to serve a diversified student body composed of Catholic and non-Catholic students, and ethnic and racial minority students. It is the personal responsibility of each parent/guardian and student to acquire an active knowledge of all regulations set forth in this Handbook. Before a student's registration is finalized, the parent/guardian and student must sign and submit a copy of the enrollment contract.

Students must reapply to Austin Catholic High School each year and complete necessary registration forms.

ENTRANCE EXAMINATIONS

Entrance examinations for new students will ordinarily be given in November and February. All current 8th grade students interested in applying to Austin Catholic must take the HSPT and have academic files reviewed by the Admissions Team for entrance into Austin Catholic High School.

RE-ENROLLMENT POLICY

Regardless of previous registration and completion of contract for the following year, the Administration reserves the right to not readmit students to Austin Catholic, dependent upon their academic performance, attendance, school citizenship, and tuition account. Austin Catholic will invite students to return each spring as indicated by receipt of re-enrollment packages.

TRANSFERS

A student who wishes to transfer into Austin Catholic High School must first submit an unofficial transcript and discipline record from his/her current high school. The Admissions team will determine whether or not the student has met the standards required here at Austin Catholic.

If the student is academically acceptable in accordance with Austin Catholic requirements, the student and his/her parent or guardian will be invited for a personal interview with the Admissions Team. At this time, the student's discipline record from his/her previous school will also be reviewed.

- Students will not be accepted into the 12th grade unless they have moved.
- Students who are suspended or expelled from a public or private school as the result of a legal or moral infraction will not be accepted into any grade at Austin Catholic.
- All transfer students entering Austin Catholic will sign a contract, along with their parents/guardians, agreeing to follow all school regulations and to participate in the Faith Life of the school.
- Termination of transfer students can occur at any time if they were accepted at Austin Catholic under false pretenses or falsifying information relative to their acceptance.
- The MHSAA transfer rules apply for students wishing to play sports

The Principal, in consultation with the Admissions Team, will make the final decision to allow, or not allow, the transfer to take place.

INTERNATIONAL STUDENTS

At this time Austin Catholic does not accept International Students due to restrictions on international travel due to COVID-19. The Board of Directors is working on formal policies for the 2020-2021 school year. For more information on our international student program and tuition, please contact the Admissions office

Enrollment/Registration Contract

I understand that I am entering into a voluntary contract between me as a parent of /or student, and Austin Catholic High School for my child's Catholic high school education. I understand that, as a parent, I am responsible to pay all tuition and fees by the due date which will be billed to me. I understand that the tuition policies explained in the Student/Parent Handbook will be enforced and I agree to abide by them.

I agree to abide by, conform with, and support the rules and regulations of Austin Catholic High School and be governed by those rules as published in the Student/Parent Handbook and as announced or published in other places by the school administration. I must be familiar with and will read the published rules, regulations and general policies and procedures governing enrollment, attendance, grading, and student discipline at Austin Catholic High School.

My signature, previously submitted on the enrollment contract, means that as parent and student we accept these conditions for my student's/my enrollment which are binding through my student's graduation from Austin Catholic High School. **SEE APPENDIX E for full Registration & Tuition contract.**

TUITION & FEES 2023-2024

Single Student \$10,475
Second Student – \$1,500 Discount Third Student – \$4,000 Discount

1. **Non-Refundable Registration Fee:** each student must pay a registration fee to hold his/her spot at ACHS through FACTS at time of enrollment and re-enrollment.
 - **\$100 if paid by March 5th. March 6th to June 4th the fee is \$200. After June 4th the fee is \$400.**
2. **Senior Fees:** Seniors are assessed an additional non-refundable **\$250.00 Senior Fee** that covers expenses related to senior year. Must be paid at time of enrollment or rolled into the first tuition payment.
3. **Textbooks:** Austin Catholic orders most textbooks for students and utilizes a leasing program to reduce costs for families. Families elect to purchase textbooks with given ISBN numbers. At the end of each semester Austin utilizes a buy-back system. Textbooks charges will be billed to FACTS accounts. Book lists with ISBN numbers will be provided by August 1st.
4. **Lab, Art, AP Course Fees:** Some courses that require additional expenses including intensive science labs, art supplies, photography, robotics, and AP courses will have a Lab fee assessed as a course fee or textbook fee. (\$25-\$100)
5. **Athletics & Clubs:** Families and players are asked to share in the cost of athletic & clubs expenses depending on activity. This may include warm-ups, uniforms, and sharing in transportation or registration costs to offset expenses associated with participating in athletics and clubs. These will be billed as incidental charges to FACTS. In addition, players and families will be asked to participate in fundraising associated with teams/clubs.
6. **Incidental Costs:** All incidental fees and costs (i.e. athletic uniforms, AP courses, field trips, course fees and lunch money) will be billed through FACTS.

TUITION ASSISTANCE

Austin Catholic High School is committed to providing an affordable Catholic education for all families regardless of a family's income. Through generous benefactors and consistent fundraising, Austin Catholic provides over \$100,000 in tuition assistance each year. Families must undergo a review process including the PSAS application, interviews, and review of financial records to be eligible. Each family must demonstrate need or extenuating circumstances and will be reviewed on a case-by-case basis.

7. **All families interested in receiving tuition assistance/aid must complete the FACTS form by April 20th.**
Award decisions will be processed and notified in the order they are received. Award letters will be sent via FACTS and must be accepted for awards to be applied. Late applications, while accepted, are subject to any remaining fund availability.
8. All scholarships and grant aid from Austin Catholic and outside sources such as parishes, the Archdiocese, or private donors will be deducted from your total tuition **as received** in FACTS. It is the parent's responsibility to know the rules associated with each award.

FUNDRAISING/FAMILY COMMITMENT

Fund raising is a difficult but necessary part of conducting a private school. The fundraising/Family Commitment obligation allows Austin Catholic families to share the burden of tuition assistance programs with people of good will who understand the need for financial support for private schools.

The cost to educate an Austin Catholic student well exceeds the tuition cost. In order to maintain the lowest tuition we can, we ask that each family make a commitment to support the school through service, donations, and a formal fundraising/family commitment. Fundraising is a difficult but necessary part of conducting a private school. The difference between tuition and the cost of education is covered by the contributed services of the teachers who receive lower salaries than their public school colleagues, the contributed services of priests and religious, fundraising and the generosity of the Austin Catholic benefactors.

- I understand that I am required to give a minimum of 20 hours to ACHS per family between June 1st and May 31st of each academic year through a variety of activities.
 - Direct service to the school myself or members of my immediate family
 - Donating, per request, items the school needs at \$20 = 1 hour
 - I am allowed to donate my excess hours to another family if done so before May 1st.
- I understand that if I do not reach my service hour obligation, I will be charged \$20 per hour for unmet hours to be due May 31st.
- I understand that **all families are required to either attend or donate to the Gala** (in addition of the above requirement), by either purchasing two tickets, volunteering an additional 10 hours, or donating items equal in monetary value to cost of two tickets. Failure to make a commitment by the deadline will result in the cost of two tickets charged to FACTS account.
- I understand that **all families are required to participate in the annual spring raffle/or alternative fundraiser**. Families are responsible for all unsold or lost tickets. Families not participating will incur a non-participation fee of the ten (10) ticket value, automatically attached to their FACTS account.

TUITION POLICIES

Austin Catholic High School offers several ways to finance the investment of education.

9. I, the undersigned parent/guardian, agree to pay in full the tuition and associated charges/fees for which I or my child/legal dependent am/is responsible.
10. The Austin Catholic High School Board of Directors has set **tuition for the 2022-2023 academic year at \$10,475.00.**
11. I understand that regardless of how I decide to pay my tuition, I must enroll into the FACTS tuition management program.
12. I understand the plan I select may incur additional processing fees.
 - Pay \$10,475.00 in full on or before July 15th (no processing fees)
 - 2 payments of \$5,237.50 due on or before July 15th and December 15th. A \$20 processing fee applies.
 - 10 equal payments (approx. \$1,048) due on or before the 15th of each month beginning on July 15th through April 15th. A \$50 enrollment/processing fee will be assessed. Payments are automatically deducted from your bank account or debit/credit card by FACTS. You may also elect to be invoiced and pay via check. Payments made via credit card will also be assessed an additional fee by FACTS.

Online enrollment is required for students new to the FACTS Tuition Management. Go to our Website under admissions, select "Tuition" and click on the FACTS logo. Existing student accounts enrolled in FACTS. will automatically roll over the next school year. No need to re-enroll each year.

Tuition & Fees Refunds

If a student officially withdraws from Austin Catholic High School the following will apply:

- **Advance Deposits & Prepaid Fees:** Advance deposits and Prepaid Fees are applied evenly to the tuition balance over the ten month billing period and/or used to purchase supplies, textbooks, iPads, graduation supplies for each student. If a student withdraws, **the deposit and fees are forfeited and considered a donation** to the school
- **Tuition Refunds:** Tuition will not be refunded and will be expected to be paid for the entire semester the student has attended regardless of date of exit. Tuition that has been prepaid for future semesters and with advance notice of withdrawal will not be charged. Example: student withdraws in November. Family will be billed for November and December (remainder of semester). Will not be billed for Spring semester and if had prepaid, refund will be given. One hundred percent of academic and tuition assistance awarded is forfeited and is not refunded if the student leaves ACHS for any reason. Families will still be assessed the charges for Gala and Raffle regardless of exit date.
- **Textbook fees/charges:** will not be refunded

I understand tuition will not be refunded and will be expected to be paid for the entire semester the student has attended regardless of date of exit. Tuition that has been prepaid for future semesters and with advance notice of withdrawal will not be charged. (Semester one date, August 1; Semester two date, December 1.) Tuition assistance is not refunded and is prorated for each semester.

One hundred percent of academic and tuition assistance awarded is forfeited if the student leaves ACHS for any reason resulting in full tuition obligation.

Policies

- If a financial problem arises, it is imperative that you contact the Business Office, not FACTS. Late payments and payments made with non-sufficient funds will be assessed fees through FACTS. Rates vary each year.
- A student is not entitled to any examinations nor will he/she receive a recommendation, a diploma, a transcript/release of records, or advancements until his/her account with the school has been settled in full. No student will receive a schedule in August if there is an outstanding balance from the previous school year. Old balances must be paid in full.
- Seniors will not be allowed to do the following until their tuition is paid in full:
 - attend Senior Prom
 - take final exams
 - obtain their graduation cap, gown, graduation tickets, or attend graduation.
 - receive diploma, transcripts, recommendations, or other formal documents
- When accounts are more than two months past due and we have not heard from you, Austin Catholic reserves the right to remove your student attending if you have not made an appropriate response. These removals are done by the Principal personally.
- Family accounts which have an unpaid balance as of May 15th will receive an additional letter explaining that students will not receive report cards until the tuition has been paid in full. Seniors do not receive caps and gowns for Baccalaureate or Graduation or receive diplomas until all obligations have been met or a satisfactory arrangement has been made.
- No student will receive a schedule in August if there is an outstanding balance from the previous school year. Old balances must be paid in full.
- A student transferring from ACHS to another school must have a zero balance for ACHS to release transcripts and student files.
- We ask you to understand that if legal action is forced on us because of non-payment of tuition following the terms of the enrollment contract, action will be submitted only to the jurisdiction of the Circuit Court. You waive the right to a jury trial and you further agree to pay any of the cost of collection including, but not limited to attorney's fees and expenses in enforcing the enrollment contract. It is our long standing policy that Austin Catholic will hold all official and unofficial transcripts of credit for the time the student is in attendance at Austin until the outstanding tuition and fees have been paid in full or an agreement satisfactory to Austin Catholic is concluded with you.

MISCELLANEOUS

SAFE ENVIRONMENTS /SCHOOL SAFETY

Austin Catholic has formal policies and procedures for safety measures. For a copy of these policies please contact the Administration. Austin participates in all state mandated fire, tornado, shelter-in-place, and emergency drills annually. Staff is trained in CPR, AED and first aid procedures. An annual review of facilities and procedures occurs and is reviewed for maintenance and safety measures.

As part of protecting our children from harm, Austin Catholic requires all staff to have full FBI background checks and undergo the Protecting God's Children workshops and trainings.

Austin Catholic follows all state and federal requirements for safety and security drills. In cooperation with the Macomb County Emergency Management, Austin posts and records all drills on our website after they occur.

SCHOOL POLICY ON SEXUAL ABUSE

Austin Catholic High School follows the Archdiocese of Detroit Policy Concerning Sexual or Other Abuse of Children. All Staff receive training in these policies and experience on-going Safe Environments training.

There are few offenses more serious than the sexual or other abuse of a child, especially by a member of the clergy or other agent of the Church/School. Accordingly, it is the policy of Austin Catholic to use every reasonable means to prevent any occurrence of such abuse, to treat with utmost seriousness any allegation of such abuse, and to alleviate, as far as we are able, the suffering of all persons affected by such abuse if an incident should occur. It is essential that every person engaged to do the work of the School, whether clergy, lay employee, or volunteer, adhere to, and support this policy as a condition of his or her acceptance of any responsibility.

Anyone accused of sexual or other physical abuse of a minor will be notified of the accusation and immediately placed on administrative leave pending investigation. The accused party will be advised to obtain his/her own independent legal counsel.

In criminal law, child abuse is any harm or threatened harm to a child's health or welfare, including damage to his physical or emotional welfare resulting from non-accidental physical or mental injury, sexual abuse, sexual exploitation, or negligent treatment or maltreatment. Sexual abuse includes rape, incest and lewd or indecent acts or proposals. Sexual exploitation includes allowing, permitting, or encouraging a child to participate in acts of prostitution or pornography.

VOLUNTEERS

Austin Catholic encourages parents, siblings, relatives and community members to become involved with the school and students in a variety of roles. All volunteers must undergo a background check and the Protecting God's Children workshop prior to having unsupervised contact with students.

STUDENT IMAGE PUBLISHING RIGHTS

Austin Catholic High School occasionally wishes to use photographs, movies or video footage of Austin Catholic High School students for our website, brochures and other press materials. In addition, newspapers and other publications or television stations may wish to use similar images as part of recognizing achievements or publicizing activities related to the school. Student images help us promote ACHS and are an important part of celebrating students for their accomplishments. ACHS reserves the right to publish student images taken at school or at school-sponsored events. If for some reason you and/or your student do not wish to have images or videos used for school purposes, indication must be made in writing to the Main Office prior to the first day of school.

HEALTH RECORDS, IMMUNIZATIONS & ILLNESS

A physical examination by a personal physician is required for: (1) all new students entering Austin Catholic for the first time, and (2) annually for students who plan to participate in athletics. The physical examinations must take place after May 1 and documentation must be returned to the Main Office before team practice or school begins, whichever comes first.

State law requires that children in Grades K-12 present a certificate of required immunization. Exemptions may be made for medical contraindications, religious objections, or parental objection. Exemptions require parent/guardians to attend vaccination education seminars prior to obtaining and certifying nonmedical waivers. If a student's health record at the school is not up to date, or if forms are needed for these records, please contact the main office.

The Health Department requires that students with possible communicable conditions such as a virus, pinkeye (conjunctivitis), or scabies, or symptoms such as elevated temperature, severe cough, sore throat, skin rash, nausea/vomiting, intestinal cramping/diarrhea, etc. should be sent home. The student should NOT return to school until he/she is FREE of all symptoms (listed above), for 24 hours without the assistance of any fever reducing or symptom relieving medication. Thus a student who leaves school one day with a temperature of 100 degrees or more should remain home the following day to prevent infection or illness of another student.

STUDENT ACCIDENTS

All accidents will be reported on the appropriate form and parents will be notified.

ASBESTOS MANAGEMENT PLAN

On October 14, 1987, a federal law went into effect that governs the use and presence of asbestos containing materials in school buildings. The new building has been inspected prior to purchase and under Federal Law we have a staff member trained in Asbestos management and we will perform the required routine inspections. The danger of exposure to asbestos is very low at Austin Catholic. Our facility, as well as our management program and practices, are in compliance with federal guidelines.

PESTICIDES/MATERIAL SAFETY

As part of Austin Catholic High School's pest management program, pesticides are occasionally applied. Parents/Guardians have the right to be informed prior to any pesticide application made when school is in session. It is not the practice of Austin Catholic to make application during school hours or when students or staff are present. However, if you would like prior notification of these applications, please notify (in writing) requesting schedule. Michigan Department of Agriculture Regulation #637, Part R 285.637.15(11) allows for application of pesticides in an emergency without prior notification. Parents/Guardians will be notified of the application immediately after application.

In addition, all hazardous materials/substances will be labeled and material safety data sheets for these substances will be on file with the Director of Building & Operations. Material Safety Data Sheets (MSDS's) will be available for review to all persons potentially exposed to said materials upon request.

SCHOOL SONG

The school song for Austin Catholic High School of Detroit, Michigan was "*The Glory of the Black and White*" by H. O'Reilly Clint. The song is copyright 1954. The original melody has been retained and the words were adapted in 2015 to "*The Glory of the Silver and Blue*"

Let's root for dear old Austin,
Crusader's ever let our hearts be true.

Three cheers and then,
Three cheers again.
Victory belongs to you.
Rah. Rah. Rah.

Give all you have for Austin.
To our school we're loyal and true.
Let every rafter ring as united we sing
Of the glory of the silver and blue.

SCHOOL ALMA MATER

After research, no alma mater was found from the former Austin Catholic High School. Using the Silesian melody of the Crusaders Hymn (*Fairest Lord Jesus*), lyrics were written and the Alma Mater for the new Austin Catholic High School was born.

Crusaders Hymn

Silesian Melody

Lyrics by Amy Righi and Students of Austin Catholic HS Choir

1. We stand to - geth - er. Chil - dren of the
 2. Lord, Je - sus, shep - herd, you are the un -
 3. We are cru sa - ders; war - ri - ors on cre -
 4. Lord, in your im - age, you - have cre -

liv - ing God. Bro - thers and sis - ters, in
 fail - ing light lead - ing us out of the
 guard for Christ, strong in the Lord and his
 a - ted us You are the vine, we the

Christ the Lord. Truth, Un - i -
 dark ness, pow'r. Deep - en our
 migh - ty - ches. We stand a -
 bran - ches. Joy - ful - ly

ty and Love; by vir - tues of God a - bove we
 faith in you, guide - us in all - we do in
 gainst all ill with heart, fire, in scroll and quill; the
 know - ing you, hearts ful - ly lov - ing you, we

grow to - geth - er side, by side.
 bles - sed wis - dom, grace, and love.
 ar - mor of al migh - ty God.
 serve in Jes - us Christ, our Lord.

AUSTIN CATHOLIC HIGH SCHOOL ACCEPTABLE USE POLICY

2023-2024

for all Personal Computers, Devices, etc.

1. Introduction: As Austin Catholic High School facilitates the use of computers, tablets and networks, users should be apprised of the issues that accompany technology, Internet, and network use in schools. This document defines the policy of the school regarding the use of technology.

The use of the computer, tablets, network, Internet, and all other technologies is a privilege, not a right, and unacceptable use may result in a cancellation of the privilege. The school may deny, restrict, revoke or suspend specific user accounts at any time. In addition, the school may take other disciplinary action for violations of the acceptable use policy. Nothing in this acceptable use policy is intended to preclude the supervised use of the system under the direction of a teacher or other approved user. Other school policies and procedures apply.

2. All technological devices brought into Austin, Austin owned devices, and access to the Austin network are for the sole purpose of conducting the educational and business operations of Austin Catholic High School. Accounts are not to be used to conduct or promote personal or private businesses. Any costs incurred by a user are the user's responsibility. Users shall not distribute material throughout the network, which contains any advertising, promotion, or solicitation of goods or services for commercial purposes; or endorses political viewpoints without the approval of Austin Catholic High School. "Spamming" (mass emailing of "junk mail") is not allowed. Users must not create, distribute, or seek out material that is profane, vulgar, or that advocates or condones violence, harassment, or discrimination towards other people.

3. Maintain and protect security. Users are to assume other users' information is private property and treat it accordingly. Password sharing is prohibited. Users may not allow others to use their account except for purposes of technical support by an authorized technician. The network account holder is held responsible for their actions and activity within their account. Users may not attempt to access folders, directories, or network resources not designated for their use. Users are to log out, shut down, or otherwise secure the computer when they leave it. When finished using a student device, power it off and store it in a secure location. Do not leave it unattended.

4. Help maintain operability. Users shall not knowingly upload or download any software, file, app, or other content, *nor tamper with or damage hardware*, which adversely affects the performance or availability of the system. To protect the integrity of the system, only Technology Services or authorized persons will conduct software installations. Nor shall any student attempt to "Hijack" any device or use any form of "back door" software for the purpose of circumventing network securities and protocols. This includes the use of VPNs. Any attempt to harm or destroy the data of another user, computer, device, network or system either internal or external to Austin Catholic High School is a violation of the acceptable use policy.

5. Follow the law. State and federal laws govern the use of the school systems. Users shall follow laws and help enforce them. Users shall obey copyrights and not violate trade secrets. The unauthorized installation, use of storage, or distribution of copyrighted software or similar unauthorized materials on school systems and technology is prohibited.

6. Preserve personal safety, especially for students. School web pages and other electronic documents must preserve student safety. Public documents may not include a child's telephone number, address, or names of other family members. Public documents may not include any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities. Photos which identify students will not be published on web pages without parent permission.

The responsibilities for online safety practices are threefold.

- Students must use safe practices online.
- Staff must use student information safely.
- Teachers are responsible for teaching safe practices to students.

7. There is no guarantee of privacy when using school technology. Austin Catholic High School has the right, but not the obligation, to examine any content on our network. Routine maintenance and monitoring of the system may lead to discovery that a user has violated the law or a school policy. Furthermore, the Internet employs systems owned by others and beyond the control of the school. Email may be intercepted by third parties. Email can be viewed by others. Email and account name data are public information and so are subject to Freedom of Information requests by citizens. Users are advised not to put anything in an email that they would not put on school letterhead.

8. Online information, including web pages, must meet school standards. The school's web pages, emails, and other communications must be consistent with Austin Catholic High School mission and philosophy. Documents may not contain objectionable material or contain links that point directly or indirectly to objectionable material. Documents must conform to school board policies and established school guidelines. The school reserves the right to edit any material that does not meet the schools standards.

9. Users must conserve limited system resources. The school may impose individual limitations on bandwidth, electronic storage capacity, printer capability and other resources. Users should act in a way to conserve the resources. For example, users should regularly delete old email messages and unwanted files.

10. The school reserves the right to change this policy. The settings and configurations of the network and its related components will be constantly evaluated and changed when necessary to meet the needs of the school and the users. Similarly, changes to other policies, regulations, and laws may affect the operation and management of the network.

Faculty/Staff Email Policy:

ACHS staff will do their utmost best to return emails and phone calls to parents and students. Due to the nature of technology students must understand that having immediate access to email does not necessitate having immediate access to the teacher. All teachers will respond within 36 hours of receipt of emails or phone calls. Students are asked to understand emails sent/received after 9:00pm may not be answered until the next day or within the 36 hour window.

Discipline

If a student violates any part of the above ACHS Acceptable Use Policy, he/she will be put on the following disciplinary steps:

- 1st Offense (minor): Warning/Reminder of Policy and email home to parent
- 1st Offense (major): Loss of technology privilege for 24 hours and email home to parent
- 2nd Offense: afterschool Detention (formal letter home) and loss of technology privilege for 48 hours
- 3rd Offense: One week without privilege and conference with parents.

Other violations may occur that will result in immediate revocation of privileges and will be handled on a case by case basis as per discipline committee and principal.

A SPECIAL WARNING FOR STUDENTS

It is very important for all ACHS students to understand the legal, moral, and safety factors involved when publishing anything online. You may think that whatever you put on the Internet at school or from the privacy of your own home is no one's business but your own. You are mistaken. Austin Catholic does not give you the same right to free speech that students in public schools receive. We want to make it clear that you may not criticize your teachers or other students, your friends, or the name and reputation of Austin Catholic. Austin students are expected to show respect toward fellow students, staff and all other users on their social media. All statements, images, and other data should be considered very carefully before putting them on the internet to be sure that it will not insult, defame, disparage, disrespect, criticize, ridicule, embarrass, harass, or in another way harm any individual. Students may be disciplined for conduct, whether inside or outside school, that is detrimental to the reputation of the school, other students, or faculty/staff. Students must keep their private life private, and realize that anything posted anywhere on the Internet is not private. Furthermore, those who use social media and share activities such as drinking, doing drugs, or other activities "unbecoming of an Austin Catholic student" open themselves up to further discipline. Posting to social media is reasonable proof that suspicious activity is or has occurred. In addition, per school case law, school personnel must work to protect students from dangerous behaviors and discourage harassment or bullying via social media. Administration will review all claims and evidence to protect the privacy, name, and safety of all students as set forth by law and moral standards. Furthermore, students need to understand that actions on the Internet mentioned above may be held against them in admission to college or universities, or on applications for jobs, or could lead to legal actions brought by those who may be victims of their posting.

STUDENT Ethical Computing & Digital Citizenship PLEDGE

I, _____, as a student of ACHS acknowledge that I have read this agreement and agree to the contents of this agreement. I hereby also agree that I will not use my technology to take part in any of the following strictly prohibited activities:

- File-sharing, downloading, or installation of music, or any other file that violates copyright laws.
- Accessing of chat rooms or social media sites (ie. Facebook, Google+, Facetime, etc.) during school/class time.
- Attempting to gain access to websites that contain term papers, reports or any other student work for sale or download.
- Using the camera function to take photos during school hours with or without permission for purposes other than educational. Also the taking of lewd or sexual photos or videos, or taking pictures or videos of others in any kind without others' permission, and/or the posting of said photos to social media sites.
- Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, bullying, pornographic, obscene, or sexually explicit materials.
- Download or installation of any non-educational games or any apps that are contrary to the goals and mission of ACHS.
- "Jailbreaking," "back dooring," bypassing Austin's web filter, using VPNs or making any attempt to alter security protocols or circumvent Austin's network safeguards.
- Spamming, or sending of mass inappropriate emails.
- Using the internet as a platform for bullying any other student, teacher, or school staff.
- Conducting any activity that would be deemed as illegal, immoral, or unbecoming.
- Refuse to give the PC over for inspection or refusal to unlock screen when prompted by staff.
- Accept responsibility for the damage and repairs incurred through use, misuse, loss or theft.
- Use appropriate language when using emails, journals, production apps, or other forms of communication, creation and collaboration. I will not create, or encourage others to create, discourteous or abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.

I have read all the following and understand that use of Austin Catholic High School network is a privilege. I understand that a violation of any of the above can lead to loss of technology privilege and further disciplinary action from Austin Catholic. I also understand that my PC may be collected and searched at any time and that nothing that I do on the PC should carry a presumption of privacy.

I hereby agree to and enter into the above agreement and all the rights and responsibilities that come with it.

Student Signature _____ **Date:** _____

Appendix A: Contact Directory

Baker, Jim	Assistant Principal / Athletic Director	x118	jbaker@athletics@
Brown, Mary	Science, Reading & History Teacher	x313	mbrown@
Coppens, Brett	Director of Building & Operations	x214	operations@
Coppens, Janel	Head of School	x101	jcoppens@
Corey, Cynthia	Director of Advancement & Alumni Relations	X202	ccorey@
DeMaria, Rosa	Mathematics	X316	rdemaria@
DuVall, Sherrie	Lunch Program / Advancement	X208	sduvall@
Ericson, Jessica	Marketing Communications	X204	jericson@
Glodich, Ron	Science /Athletic Coordinator	X131 /x104	rglodich@
Gabbard, Andrea	Mathematics	X325	agabbard@
Hansknecht, Stephen	Math, Science & STEAM	X304	shansknecht@
Hayden, Laura	Science, STEAM Coordinator	x312	rhayden@
Hodgins, Shawn	Religion / Teacher Support	X323	shodgins@
Howell, Katie	Band	x302	khowell@
Kokenos, Jenna	Director of Finance & Business Operations	X200	jkokenos@
Kosinski, Susan	English Teacher	X325	skosinski@
Krause, Lynn	Administrative Assistant	X102	lkrause@
Langolf, Daniel	Social Studies, Technology teacher	x321	dlangolf@
LaPrise, Sara	Paraprofessional / Mathematics	X121	slaprise@
LeDuc, Melanie	Paraprofessional	X320	mlwduc@
Linsley, Kellee	Administrative Assistant	x103	klinsley@
Lopez, Claudia	Spanish / Paraprofessional	X317	clopez@
	Director of Admissions	X201	admissions@
Rigney, Daniel	Social Studies	x322	drigney@
Schulz, Lisa	Health, Religion, Social Science Teacher	X324	lschulz@
Slanczka, Frank	Fine Arts	x301	fslanczka@
Sredich, Kris	English Teacher	x318	ksredich@

Appendix B: Extended Absence From School

Please complete and return to the Main Office one week prior to any anticipated absence of more than two days in succession.

Student's Name _____ Grade _____ Date _____

Reason for Absence:

1. Family Business or Vacation _____
2. Illness or Hospitalization _____
3. Personal Business _____
4. Other _____

Class	Teacher Signature	Assignment

Signature of Parent Authorizing Absence _____

Length of Absence ____/____ to ____/____
 Month /Day Month / Day

Total Number of Days Missed: _____

The student must recognize that he/she is responsible for any work missed while being absent. The teacher will provide instructions as to what work will have to be made up, but the responsibility for the completion of the make-up work rests with the student.

Signature of Administrator _____

Date: _____

Appendix C: 2023-2024 Book Rental / Purchase Policy

Why the policy?

Most private schools require students to purchase or rent their own books either from the school store or a third-party retailer and students are allowed to highlight, annotate, and “consume” the text like they would in college. In working with our students to become better students for college, we must prepare them to do the college style studying and that would include annotating, highlighting, and utilizing digital texts. Therefore, we utilize college style textbook system that is utilized by all of our Augustinian peers and most private schools around the country.

What are our options?

- Student/parent purchases their textbook from a vendor on their own.
 - The student owns this text and can do what he/she wishes with the text. The student has the option to sell the book back to ACHS or another vendor that may be willing to purchase the text, if it is in good condition. This can be tricky with different editions, titles, and digital access codes. Student/parent must make sure the text is correct and includes all resources necessary.
- Student/parent purchases their textbook from ACHS
 - Austin will offer new and used texts when available. The student also owns this text and can do what he/she wishes with the text. ACHS will purchase the book back if student wishes and the text is in good condition. With this option you are guaranteed the correct edition, title and all digital access codes necessary for the class. In addition, ACHS receives consortium and bulk purchasing power that lowers the cost per book compared to purchasing new with resources from a vendor.
 - Students must purchase consumable texts that require written work within the text.
- Student/parent rents their textbook from ACHS.
 - The student does not own the text and cannot write or highlight in the text. Student must return the textbook to ACHS at the end of the course or be charged the full price. ACHS rental cost is approximately 1/3 the retail cost.
 - If student decides to annotate or highlight, he/she will be charged the full price of the text.

What if my student damages, annotates or loses a textbook we rented?

If a student decides to annotate or highlight a rented text, he/she will be charged the full purchase price at the new or used cost. You will be charged the full replacement price of any book(s) lost or damaged to the point that it cannot be used. In addition, if a student decides they would like to keep a rented text, we will convert the rental cost to a purchase cost and assess the difference.

How will we be charged? How does the buyback / return process work?

During orientation students will have the option to purchase new (if available) purchase used (if available) or rent their textbooks. Students will be given the option to have the cost applied to his/her FACTS account, or pay by check/cash. At the end of each semester we will offer a buyback program so students may return rented texts or sell back purchased texts they no longer need. Buyback prices will be a % off for excessive markings, tears, stains, binding issues, etc. Items that would render the book unusable for the next student will receive the highest deduction. Buybacks will occur during December exams and June exams.

Why are some textbooks not available to purchase or rent from ACHS? Also why are some textbooks only offered as a “must buy” from ACHS?

First, some texts were decided should be the student’s responsibility based on how it will be used in the classroom, such as novels or fully consumable texts. Also, some texts are simply cheaper and more available for students to purchase on their own. The “must buy” from ACHS texts have to do with the sizable discount Austin received for purchasing 20 or more. Others were due to the digital access codes that individual purchasers cannot obtain.

How are textbooks selected?

Like every other school, Austin Catholic goes through a textbook adoption process to make sure that we select quality instructional materials. Departments meet and review samples, examine curriculum alignment, and collaborate with our Augustinian peers for a full year before making their final recommendation to the Administration for approval.

If I have questions or concerns about the process, costs, or texts, who should I contact?

Please contact Mr. Jim Baker, Assistant Principal/Academic Affairs, with questions related to academics, textbooks, and curriculum.

Appendix D: Discipline Levels

Category 1 Behaviors

minor infractions – lunch detentions, service, afterschool detentions

- Disrespect to staff authority
- Dress Code violation – *see dress code*
- Cheating/Plagiarism – *see policy*
- Classroom, Mass or Lunchroom disruption – *language, behavior, or dress which is disruptive*
- Public display of affection – *romantic display of affection (kissing, excessive hugging, etc.)*
- Profanity – *improper use of language, written or spoken*
- Minor Vandalism of books/desks
- Misuse of technology
- Misuse of cell phones and/or electronic devices – *see policy*

Category 2 Behaviors

serious infractions – Afterschool detentions, in-school suspensions

- Gross Insubordination / Defiance of authority
- Missed Detention
- Profanity directed at adult staff
- Forgery of parent/guardian signature
- Excessive Tardiness –*see policy*
- Classroom, Mass or Lunchroom Disruption that results in removal from class
- Mischief – *tampering or interfering with the property of another with the intent to cause substantial inconvenience to the owner or another person.*
- Automobile misuse – *inappropriate automobile use on school property: includes parking in an unauthorized area, speeding or unsafe driving.*
- Harassment, Bullying & Cyberbullying – *see policy*
- Accumulation of more than three minor infractions in any combination.

Category 3 Behaviors

Seriously unacceptable behavior= immediate suspension, expulsion and/or probation, referral to discipline committee and further discipline as necessary

- Fighting – *with the intent to cause injury.*
- Alcohol, Drugs, Tobacco, Vape – *see policy*
- Harassment, Bullying & Cyberbullying – *see policy*
- Sexual Offenses – *see policy*
- Assault – *attempt to commit the unlawful touching of another person which causes physical injury or would reasonably be expected to cause physical injury.*
- Battery -- *the unlawful touching of another person which causes physical injury*
- Theft – *taking, giving, or receiving property not belonging to you.*
- Vandalism – *intentionally damaging, defacing, or destroying property belonging to the school, school staff, or others.*
- Possession of weapons – *the possession, use of, or the threat to use, a dangerous weapon (or look alike), or any object which can inflict bodily injury to another person.*
- Arson/Bombs – *use of fire or explosives to destroy, or attempt to destroy property*

Appendix E: Registration & Tuition Contract



Austin Catholic High School Student Registration & Tuition Contract 2022-23 Academic Year

DO NOT SUBMIT – REFERENCE COPY ONLY

This agreement is made between Austin Catholic High School (ACHS) and the parents/legal guardians of: _____ on this ____ day of _____ 2023.

Attending Austin Catholic High School requires a strong commitment, not only to our academic standards, but also to our values. At Austin we value the ability to provide an affordable Catholic high school education for all students. This is an incredible gift and as with all gifts, this education comes at a cost. We make every effort to keep the cost of tuition and fees as low as possible. We provide your child with a great education, in a loving and supportive Christian environment. In return, you are asked to meet your financial obligation in a timely manner.

TUITION:

- I, the undersigned parent/guardian, agree to pay in full the tuition and associated charges/fees for which I or my child/legal dependent am/is responsible.
- The Austin Catholic High School Board of Directors has set **tuition for the 2023-2024 academic year at \$10,475.00.**
- I understand that regardless of how I decide to pay my tuition, I must enroll into the FACTS tuition management program.
- I understand the plan I select may incur additional processing fees.
 - Pay \$10,475.00 in full on or before July 15th (no processing fees)
 - 2 payments of \$5,237.50 due on or before July 15th and December 15th. A \$20 processing fee applies.
 - 10 equal payments (approx. \$1,048) due on or before the 15th of each month beginning on July 15th through April 15th. A \$50 enrollment/processing fee will be assessed. Payments are automatically deducted from your bank account or debit/credit card by FACTS. You may also elect to be invoiced and pay via check. Payments made via credit card will also be assessed an additional fee by FACTS.

FEES: The following fees will be assessed for the 2023-2024 academic year. **All Fees are non-refundable**

- Non-Refundable Registration Fee:** each student must pay a registration fee to hold his/her spot at ACHS through FACTS at time of enrollment and re-enrollment.
 - \$100 if paid by March 5th. March 6th to June 4th the fee is \$200. After June 4th the fee is \$400.**
- Senior Fees:** Seniors are assessed an additional non-refundable **\$250.00 Senior Fee** that covers expenses related to senior year. Must be paid at time of enrollment or rolled into the first tuition payment.
- Textbooks:** Austin Catholic orders most textbooks for students and utilizes a leasing program to reduce costs for families. Families elect to purchase textbooks with given ISBN numbers. At the end of each semester Austin utilizes a buy-back system. Textbooks charges will be billed to FACTS accounts. Book lists with ISBN numbers will be provided by August 1st.
- Lab, Art, AP Course Fees:** Some courses that require additional expenses including intensive science labs, art supplies, photography, robotics, and AP courses will have a Lab fee assessed as a course fee or textbook fee. (\$25-\$100)
- Athletics & Clubs:** Families and players are asked to share in the cost of athletic & clubs expenses depending on activity. This may include warm-ups, uniforms, and sharing in transportation or registration costs to offset expenses associated with participating in athletics and clubs. These will be billed as incidental charges to FACTS. In addition, players and families will be asked to participate in fundraising associated with teams/clubs.
- Incidental Costs:** All incidental fees and costs (i.e. athletic uniforms, AP courses, field trips, course fees and lunch charges) will be billed through FACTS.

LATE TUITION / RETURNED CHECKS / REFUNDS:

- If a financial problem arises, it is imperative that you contact the Business Office, not FACTS. Late payments and payments made with non-sufficient funds will be assessed fees through FACTS. Rates vary each year.

24. A student is not entitled to any examinations, nor will he/she receive a recommendation, a diploma, a transcript/release of records, or advancements until his/her account with the school has been settled in full. No student will receive a schedule in August if there is an outstanding balance from the previous school year. Old balances must be paid in full.
25. When accounts are more than two months past due and we have not heard from you, Austin Catholic reserves the right to remove your student attending if you have not made an appropriate response. These removals are done by the principal.
26. We ask you to understand that if legal action is forced on us because of non-payment of tuition following the terms of the enrollment contract, action will be submitted only to the jurisdiction of the Circuit Court. You waive the right to a jury trial, and you further agree to pay any of the cost of collection including, but not limited to attorney's fees and expenses in enforcing the enrollment contract. It is our long-standing policy that ACHS will hold all official and unofficial transcripts of credit for the time the student is in attendance at ACHS until the outstanding tuition and fees have been paid in full or an agreement satisfactory to ACHS is concluded with you.
27. I understand tuition will not be refunded and will be expected to be paid for the entire semester the student has attended regardless of date of exit. Tuition that has been prepaid for future semesters and with advance notice of withdrawal will not be charged. (Semester one date: August 1; Semester two date: December 1.) Tuition assistance is not refunded and is prorated for each semester.
28. One hundred percent of academic and tuition assistance awarded is forfeited if the student leaves ACHS for any reason resulting in full tuition obligation. If a student withdraws, the deposit and fees are forfeited and considered a donation to the school.

SCHOLARSHIPS, DISCOUNTS, AND AID:

29. **Sibling Discounts:** \$1,500 for the 2nd student; and \$4,000 for the 3rd and beyond.
30. **All families interested in receiving tuition assistance/aid must complete the FACTS Tuition Application.** Award decisions will be processed and notified in the order they are received. Award letters will be sent via FACTS and must be accepted for awards to be applied. Late applications, while accepted, are subject to any remaining fund availability.
31. All scholarships and grant aid from Austin Catholic and outside sources such as parishes, the Archdiocese, or private donors will be deducted from your total tuition **as received** in FACTS. It is the parent's responsibility to know the rules associated with each award.

FAMILY COMMITMENT:

32. The cost to educate an Austin Catholic student well exceeds the tuition cost. In order to maintain the lowest tuition we can, we ask that each family make a commitment to support the school through service, donations, and a formal family commitment. Fund raising is a difficult but necessary part of conducting a private school. I understand that I am required to give a minimum of 20 hours to ACHS per family between June 1st and May 31st of each academic year through a variety of activities.
 - Direct service to the school myself or members of my immediate family
 - Donating, per request, items the school needs at \$20 = 1 hour
 - I am allowed to donate my excess hours to another family if done so before May 1st.
33. **I understand that if I do not reach my service hour obligation, I will be charged \$20 per hour for unmet hours to be due May 31st.**
34. I understand that **all families are required to either attend or donate to the Gala** (in addition of the above requirement), by either purchasing two tickets, volunteering an additional 10 hours, or donating items equal in monetary value to cost of two tickets. Failure to make a commitment by the deadline will result in the cost of two tickets charged to FACTS account.

I, parents/guardians, further agree to abide by all rules, regulations, and disciplinary procedures deemed necessary for the proper operation of the school as contained in the *Parent/Student Handbook*. I am prepared to help my child grow in wisdom/grace as a Catholic Christian and to help my child succeed academically.

Parent's signature

Date

I, student, pledge that I will study to the best of my ability and will be held accountable by these same rules, regulations, and disciplinary procedures, as they are contained in the *Parent/Student Handbook*. I understand that my growth as a Catholic Christian and moralistic young adult is my ultimate focus at Austin Catholic.

Student's signature

Date

I/We, understand that a place will be reserved for our student only if this form and the registration fees are submitted with this Agreement.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

**This copy of the contract is for your reference only and does not need to be signed; your signed contract will be completed digitally via FACTS during the enrollment process.