

Austin Catholic High School

An Augustinian College Prep School

2026-2027 Student & Parent Handbook



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Dear Crusader Families,

Welcome to the **Austin Catholic Crusader Family!** It is with great pleasure and enthusiasm that I extend a warm welcome to our school community. As we embark on another exciting school year, we are committed to providing a nurturing, inspiring, and dynamic environment where every student can thrive, both academically and personally.

At Austin Catholic High School, we believe that education is a partnership between students, families, and teachers. Together, we create a supportive atmosphere where each student is encouraged to explore their potential, develop critical thinking skills, and cultivate a love for learning. Our dedicated faculty and staff work tirelessly to ensure that every student feels valued, respected, and empowered to reach their full potential.

This handbook is designed to provide you with important information about our policies, programs, and the resources available to our students and families. Austin Catholic High School adheres to the Michigan Department of Education and the Michigan School Code which is reflected throughout this handbook. This document serves as a guide to help you navigate the academic year, and I encourage you to read it carefully. Statements in this handbook are subject to amendment with or without prior notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. We are here to support you in partnership to maintain a healthy school culture marked by joy, gratitude and kindness, and we welcome your active involvement in your child's educational journey.

We are excited for the year ahead and look forward to working closely with each of you to make it a successful and rewarding experience. Thank you for being a part of our vibrant school community!

Sincerely,

Ms. Carolyn Balzano
Principal

Mr. Joseph Bongiovanni
Assistant Principal



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 based on 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 HIGH SCHOOL

VISION

Austin Catholic High School 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 Catholic High School 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 the 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 the 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 High School 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 examples 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 High School 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 High School 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 High School 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 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 High School 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 HIGH SCHOOL

Austin Catholic Academy was a dream for many Catholic lay leaders in Macomb County since the 1990s. 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 Groundbreaking 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 a 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 Catholic Academy's first Principal. Austin Catholic Academy 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 Catholic Academy earned AdvancED Accreditation status and earned accolades in Forensics and newly emerging athletics teams. That spring, Austin Catholic Academy 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 High School purchased Chesterfield Elementary from L'Anse Creuse Public Schools. Austin Catholic High School moved to its permanent home beginning with the 2016 school year. Currently entering their 14th year, Austin Catholic High School continues to grow and expand.

Austin Catholic High School 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 religion 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
Monsignor Bonner & Archbishop Prendergast–Drexel Hill, Pennsylvania

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

AUSTIN CATHOLIC 2026-2027 BOARD OF DIRECTORS

Salvatore Simone, Chairman
Dan Weingartz, President
Meg Lope, Vice President
Bill Harrington, '63, Secretary
Msgr. Michael Hrydziusko, Treasurer
Gladys Bosel
Michael Hayes
Andrew Hubbs

Msgr. John Kasza
Stan Lisica
Very Rev. Anthony Pizzo, O.S.A.
Rev. Roman Pasieczny
Anthony Righi, CFP
Gerard Skowronski
Rev. Ron Victor
Rev. Rich Young, O.S.A.

BOARD COMMITTEES & MEMBERS

EXECUTIVE COMMITTEE

Daniel Weingartz
Sal Simone
Meg Lope
Anthony Righi
Msgr. Mike Hrydziusko
Bill Harrington

FINANCE COMMITTEE

Anthony Righi
Maria McPhail
Msgr. Mike Hrydziusko
Andrew Hubbs

ADVISORY COMMITTEE

Judy Kucway
Robert Berschback
Most Rev. Robert Fisher
Deacon John Sfire
Rev. Christopher Talbot
Fr. Tom Sutherland
Joseph Corace
Kim Vigneron
Frank Turk

SCHOOL ADMINISTRATION

Mrs. Allison Hoover
President

Ms. Carolyn Balzano
Principal

Mr. Joe Bongiovanni
Assistant Principal & Athletic Director

Mrs. Jackie Bigush
Director of Admissions & Enrollment

Mrs. Sherrie DuVall & Mrs. Lynn Krause
Administrative Assistants

Ms. Maria McPhail
Business Manager

Mr. Ron Glodich
Athletic Coordinator

Mrs. Jill Christoff
Director of Communications

Mr. Andy Scheel
School Counselor

Mrs. Diana Devine
Director of Campus Ministry

Details Pending
Director of Building & Operations

FACULTY

Mrs. Mary Brown
Mrs. Rosa DeMaria
Mr. Ron Glodich
Mr. Stephen Hansknecht
Mrs. Laura Hayden
Mrs. Katie Howell
Ms. Margaret Friedmann

Science, English, Reading, & Religion
Mathematics
Science
Mathematics, Science, & STEAM
Chemistry & STEAM Coordinator
Band
Religion

Mrs. Susan Kosinski	English & Speech
Mr. Dan Langolf	Social Studies, Digital Media & Educ. Tech
Mrs. Sara LaPrise	Paraprofessional & Mathematics
Ms. Melanie LeDuc	English & Speech
Mrs. Erika Lile	Spanish
Mr. Dan Rigney	Social Studies
Mr. Joshua Forkin	Mathematics
Mr. Frank Slanczka	Art
Mrs. Kris Sredich-George	English & Speech
Mr. Joe Bongiovanni	Health & Physical Education
Mr. Andy Scheel	Social Studies
Mrs. Diana Devine	English & Religion

Please refer to appendix A on page 68 for the staff contact directory. Most (not all) staff emails are first initial and full last name [@austincatholichighschool.org](mailto:initial@austincatholichighschool.org)

GENERAL SCHOOL INFORMATION

CONTACT INFORMATION

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

Main Office: 586-200-0143
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 the summer months.

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

2026-2027 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)

2026-2027 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.

Half Day Modified Schedule Dismissal 12:05 PM	
Time	Period
7:20-7:54 (34min)	Block A (1)
5	
7:59-8:33 (34min)	Block E (2)
5	
8:38-9:12 (34min)	Block B (3)
5	
9:17-9:51 (34min)	Block F (4)
5	
9:56-10:30 (34min)	Block C (5)
5	
10:35-11:09 (34min)	Block G (6)
5	
11:14-11:48 (34min)	Block H (7)
5	
11:53-12:27 (34min)	Block D (8)

Modified Block Schedule with Special Event	
Time	Period
7:20-8:35 (75min)	Block A or E
5	
8:40-9:55 (75min)	Block B or F
5	
10:00-11:10 (70min)	Special
5	
11:15-11:45 (30min)	Lunch Period
5	
11:50-1:05 (75min)	Block C or G
5	
1:10-2:25 (75min)	Block D or H

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 their student's health is at risk when the cold is intense. School will be held at Austin Catholic High School when extremely cold temperature is the only hazard to traveling. If there is snow on the ground, or it is snowing, or there is a threat of snow, Austin Catholic High School will use an electronic notification service to alert all families if there is a schedule change. To receive information as to whether school is open you may do one of the following:

- Austin Catholic High School will inform you of closing information via text or email.
- Watch the TV news stations as Austin Catholic High School 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 in student's possession at all times 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 (Note: excessive food/beverages is not considered appropriate for student lockers) and upon request one combination lock. The use of bags, examples are but not limited to purses, backpacks, messenger bags, is prohibited during school hours. **They must be stored in the locker.** Bags not stored properly in one's locker will be confiscated. No bags may be used to carry books to class. Should a student request a combination lock, they should not give out their lock combination for another students' use. Students must not manipulate their locker latch so that the locker does not shut and latch properly. Austin Catholic High School is NOT responsible for any items that are lost or stolen. In addition, the lockers are the property of Austin Catholic High School and the Administration reserves the right to search and seizure.

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 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, may be treated as theft.

LUNCH PROGRAM

Students are to bring lunch daily or purchase from Austin Catholic High School. Lunch orders must be in the FACTS system **prior to Monday** for that week. Orders placed day of are an extra \$2 if available. Lunch cost is \$6. All billing for lunches goes out at the end of each month through the FACTS system.

Multiple microwaves are available for students' use in the lunchroom. Students are expected to maintain the cleanliness and operation of these resources. All lunches must be eaten in the lunchroom. Weather permitting, lunches may also be eaten outside in the courtyard/common area with administrative approval. Parents and families are invited to share in our community luncheons following some Friday masses.

Austin Catholic High School takes pride in maintaining a clean and safe environment for our entire community. To support this, all students are expected to assist with cafeteria cleanup during their assigned week by House. Failure to participate will result in a verbal warning. A second failure to assist will result in a demerit and a morning detention. Maintaining our shared spaces is a community responsibility, and we rely on the support of all stakeholders to ensure a respectful and fair distribution of duties.

TELEPHONE CALLS / MESSAGES/ DELIVERIES

For safety and security reasons, a telephone is available at the main reception desk for student use in emergency cases. If a student is ill, he/she must 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 call or text message a student's cell phone, as cell phones are to be turned off and stored in their lockers 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, DoorDash 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 ensure 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 this creates a security risk.

Deliveries for students of flowers, balloons, etc. will be accepted at the main office, however, will not be delivered to students until the end of the school day.

CELLULAR PHONE REGULATIONS

Austin Catholic High School understands the need for cell phones/smart watches in today's society; however, students must keep all cell phones in their lockers during the school day. Smart watches are allowed in class providing they are not causing a distraction. In this instance, students will be required to leave their smart watches in their lockers with their cell phones. Austin Catholic High School reserves the right for teachers to ask students to remove any smart watches during any test, quiz, or other formal assessment. Students may use their cell phones/smart watches before and after school in the common areas of the school. When school begins, cell phones must be turned off and kept in lockers. **Any student who is found carrying or using his/her cell phone/smart watch during the school day will have his/her phone or watch confiscated and given to an Administrator. A \$5.00 fee will be charged to the student prior to the return of his/her phone/smart watch. If the phone/smart watch is confiscated a second time, a parent must come in and pick up the phone/smart watch after school. After the third infraction, the student must turn the phone/smart watch into the main office upon arrival to the school and picked up by the student at the end of the school day.** Repeated violations will result in further disciplinary action by administration. Students bring cell phones/smart watches to school at their own risk. Austin Catholic is NOT responsible for any cell phone/headphones/earbuds/smart watches that are lost or stolen.

OTHER ELECTRONIC DEVICES (See Acceptable Use Policy)

Headphones & earbuds are only permitted with faculty/staff permission in designated areas. At no point is a student permitted to wear headphones/earbuds in the hallway. Students should not be wearing or listening to devices that impair their ability to hear instructions, 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. 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 to have any form of recorded material on their media equipment will automatically receive appropriate disciplinary action 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 dismissals from school granted to allow students to attend work.

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 are required to display their parking permit in the front window of their car at all times when parked on campus. Parking permit registration requires a description of the car and license plate number. The permits are available for a nominal fee of \$10 and must be renewed each school year. **Vehicles without the proper parking permit displayed will be subject to being towed off campus at the owner's expense.**

While driving on campus, students are expected to be cautious and drive only on established, paved roads at a **limited speed of 10 mph**. The above policy is also enforced at all Austin Catholic High School extracurricular activities

including but not limited to service outings, sporting events, Prom, club activities, etc. Reckless or irresponsible driving and failure to follow the above guidelines will result in the loss of the privilege to drive on campus.

TRANSPORTATION

Students being transported in Austin Catholic High School vehicles for club activities, sports, retreats, or other school sponsored activities must display proper conduct and respect for drivers. Any student reported for poor conduct in school vehicles will be subject to removal. Food, beverages, smoking, tobacco use, vaping, 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. **Austin Catholic High School has a zero-tolerance policy and failure to abide by these regulations can jeopardize the safety of lives, serenity of drivers, or reputation of the school. Therefore, both parents and students must clearly understand that poor 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

Austin Catholic High School is committed to preparing students to be capable and ready for the challenges of college and beyond. Administration and faculty encourage and ask that students advocate for themselves whenever possible. The following is Austin Catholic High School's policy regarding 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.

- **(Step 1) 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 Catholic High School teachers are committed to being patient and understanding.
- **(Step 2)** If the concern is not resolved at the student-teacher level, the student may discuss the matter with his/her counselor or other academic advisor. The counselor or other academic advisor 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 utilized.
- 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 is recommended to 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 Catholic High School 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

Under Michigan's compulsory education law, students enrolled in Catholic schools are required to attend school regularly until they turn 18 years of age or have completed the 12th grade. Excessive absences or tardiness may be the cause for retention, request for withdrawal, or expulsion.

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 on the day of 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. An unexcused absence will not be changed to an excused absence by parent phone call if the office is not notified by phone or email within seven (7) days of the absence, this applies to all medical notes for excusing absences as well.

Austin Catholic High School 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 block 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

- The first school bell rings at 7:15 am and class begins at 7:20 am. Those arriving after 7:20 am must report to the main office for an admit slip, then report to class.
- Students missing **more than 15 minutes of class** will be considered absent for that class. If a student is present in the school, they must be in attendance at their designated class regardless of whether they missed 15 minutes or more of class.
- Excused absences are those that have been confirmed with a phone call to the office from a guardian or agency of record, or a note from a licensed medical provider.
- Absences will be treated the same in terms of classwork, in that there will be no distinction made regarding excused absences. Missing a class is considered an absence, whether excused or not. It is the responsibility of the student to obtain missed work and submit it in a timely manner.
- A student may have the same number of class periods missed to make up for 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.)
 - o This applies to work assigned while the student was absent.
 - o Work assigned prior to an absence and due during the absence is expected to be turned in on the student's first day back in class.
- Pursuant to the law in Michigan governing compulsory attendance any student that has five (5) unexcused absences in a long semester class or ten (10) unexcused absences in a year long class shall not receive credit
- Excessive absences (excused or unexcused) equaling to fifteen (15) days or more will result in the deduction of one full letter grade. Administration reserves the right to make exceptions to this policy on a case by case basis, including for absences relating to bereavement, serious illness or extenuating personal circumstances.
 - o Additional actions taken due to excessive absences may include:
 - Social Probation
 - Loss of Senior Privileges
 - Inability to submit missing work and/or make-up missed assessments
- A student at school 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 to be eligible to participate in an extracurricular activity, including practice of any kind that same day.
- Exceptions to this attendance policy can be granted by the Administration.

**The School Administration is the final arbiter of the tardy and absence designation.*

EXTENDED ABSENCES

Students seeking to be excused from school for an extended period (i.e. surgery, family vacation, sickness, etc.) must complete the "Extended Absence" form and submit one week before beginning the absence. All assignments must be turned in on the day of the student's return to class to receive credit. This form is available in the main office. See Appendix B on page 69.

Excessive absence due to illness will be handled on an individual basis by the Administration and Counseling Department after consultation with the 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 arrivals, a phone call from a parent stating what time the student will arrive is needed.
- For early dismissal, a note or phone call from a parent stating what time the student is to leave must be received by the main office before the start of the day.
- 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 come into the main office and sign the student out prior to the student's dismissal. Students of driving age may only sign themselves out with a phone call or note from parent(s) received that day by 9:00 am.

TARDINESS

Tardiness is extremely disruptive to 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. A student will receive a demerit and written warning for their first three (3) tardies. On the fourth (4) tardy, a demerit and a lunch detention will be issued for each tardy up to their seventh (7) tardy. On the eighth (8) tardy the student will receive a demerit and a morning detention. An email notification all tardies will and sanction will be sent home. Excessive tardies may result in the student being placed on disciplinary probation and developing a behavior contract with the Assistant Principal and/or 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 are still considered 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 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 High School 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 seven 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 by the Counseling Office and/or Principal. 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/excusal 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 17. 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 parents 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 consists 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 4.0 Credits	Mandatory requirement for all four years.
Mathematics 4.0 Credits Class of 2028 and beyond 4.5 Credits*	- Mandatory requirement for all four years. - Must include Algebra I, Geometry, Algebra II, and one other. - Or Dual Enrollment equivalent experience may apply. - Senior Math Experience requires math semester 1 & 2 - Class 28' beyond required to take Personal Finance prior to graduation
Theology 4.0 Credits	Mandatory requirement for all four years or one credit for each year at ACHS.
Science 3.0 Credits**	- Mandatory requirement for three years. - Must include Biology and Chemistry or Physics.
Social Studies 4.0 Credits	- Mandatory requirement for four years. - Must include 1 full credit of American History and 1 full credit of World History - Must include ½ credit each of Economics and U.S. Government - Must include Global Issues or AP Human Geography (cross curricular).
World Language 2.0 Credits**	- Students enrolled as ESL are not required to learn a third language. - Dual Enrollment Equivalent experience or additional Vocation or Arts may be substituted. Computer Programming satisfies the language requirement
Health & Physical Education 1.0 Credit	A one-half PE credit <i>or waiver is available for students who participate in a varsity sport during two separate academic years.</i> One-half credit of health.
Visual, Performing, and Applied Arts 1.5 Credits	Should include courses across disciplines that display understanding of a variety of "Arts" and experiences including at minimum 0.5 credits in performing art and 0.5 in visual art.
Public Speaking 0.5 Credit	Students must take one semester of public speaking
Electives 2.0 credits	- Various courses. - Includes required seminar courses.
Online Learning Experience 0.5 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 and complete one online/digital course (one semester/0.5 credits).
Total: 26.5 or 27.0* Credits	Christian Service = approx. 100 Hours - Mandatory requirement for graduation from ACHS. - Students must complete a Social Justice/Service project and reflection paper to meet the requirement.

***Most colleges recommend 4 years of science; students are encouraged to take additional science courses.*

***Students are required to follow the academic program established for their grade level. Completion of the minimum graduation credit requirement in a subject area does not exempt a student from continued*

enrollment in that discipline if it remains part of the school's curriculum. Seniors are expected to complete an English course during their senior year, regardless of the number of English credits previously earned.

- 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

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**.
- 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 the SAT/PSAT and have the results sent to the school before the end of the first semester of their senior year unless a parent has communicated a legitimate reason to excuse the student.
- Seniors are encouraged to apply to a min. of six colleges/universities.
- The student must achieve an average of "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 and 27.0 credits for the class of 2028 and beyond 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”, + four AP and/or dual enrollment courses + two honors courses
- Magna Cum Laude: GPA 3.50 – 3.89, no grade below a “C” + two AP and/or dual enrollment courses
- 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

**Valedictorian and Salutatorian are selected by a committee of faculty and staff. All candidate names are redacted from the committee to ensure a fair process.*

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

**Senior Awards and Distinction recipients are selected by faculty and staff, with the exception of the Male Athlete of the Year and Female Athlete of the Year awards, which are determined through a points-based system. There is no limit to the number of awards a single student may receive in a given 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:

- A student is placed on academic probation and parents are contacted to discuss a plan for improving the student's academic performance.
- Students are required to: a) attend tutoring sessions with teacher(s) and/or peer groups; or b) stay after school for X number of times/days each week; or c) lose free-lunch time and use time for make-up/tutoring.
- Students are given one semester to rectify the deficiency.
- Students 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 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 seven courses scheduled during the M/W and T/TH four-block day. **No more than one block may be a study hall.**

Course Request Process:

1. Read the Course Guide
2. Check courses and graduation requirements
3. Complete the course selection sheet and one-on-one meetings with students.
4. Obtain teacher recommendation and faculty approval for special courses (honors, AP, online, dual enrollment, etc.)

Timeline:

- Q3/Q4: Students review Course Guide and graduation requirements with Counselor

- Q3/Q4: Students complete course selection sheet and return by deadline
- July/August: 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 the counselor and in some cases, parent approval will be requested by the counselor. Many add/drop requests will be discussed with the students' previous year teacher, and Administration will make the final decision.
- 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 consequences 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:

ARTIFICIAL INTELLIGENCE (AI) TOOLS refers to intelligence demonstrated by computers rather than humans. This includes the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT, Copilot, Gemini, other chatbots, and large language models. AI should be used to support and enhance learning, not to replace critical thinking, creativity, or academic effort.

Academic Integrity:

AI is **not** a substitute for schoolwork that requires original thought. Students may not present AI-generated content as their own. Using AI to take tests, complete assignments, create multimedia projects, write papers, or perform schoolwork without permission from a teacher or administrator is strictly prohibited. Such use will be considered cheating and/or plagiarism.

Approved Educational Use:

In some cases, AI may be used as a learning tool or study aid. Students must have explicit permission from a teacher or administrator before using AI for educational purposes. Students with approved accommodations within their Non-Public Plan may use AI as authorized in their plan.

Misuse of AI:

Students may not use AI, including AI-based image or voice generators, to violate school rules or district policies.

Verification of Work:

To protect academic integrity, tests, assignments, projects, papers, and other schoolwork may be reviewed using AI content detection tools and/or plagiarism recognition software.

- Any use of AI in academic work must be fully disclosed to the teacher, including specific tools or resources used in research or writing.
- Students must not use AI for cheating, such as generating answers for exams, assignments, or assessments.
- Violations of this policy, including misuse of AI for academic dishonesty or failure to follow guidelines, will result in disciplinary action as outlined in the school's code of conduct.
- Consequences may range from warnings to suspension, depending on the severity and nature of the misuse.

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 the 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 following:
 - o Author's last name, then first
 - o Title (in Italics)
 - o Edition Number
 - o Name of Publisher
 - o Year of Publication

CONSEQUENCES:

Any infraction of the above policies of cheating, plagiarism, and fabrication may result in a grade of "0" on any test, quiz, paper, worksheet, homework or project regardless of offense per teacher and administration discretion. The teacher will inform the administration, document and give the student a demerit, and contact the parent/guardian as soon as possible.

- **1st offense:** Teacher calls parent; student may receive a zero on the assignment; demerit given out and Assistant Principal of Academic Affairs notified.
- **2nd & 3rd offense:** Teacher calls parent; student receives a zero on the assignment; incident report filled out and Assistant Principal and/or Principal; counselor, Assistant Principal and/or Principal will contact parent and make recommendations to address the incidents through detention or in-school suspension; student is placed on academic probation.
- **4th offense:** Teacher calls parent; student receives a zero on the assignment; incident report filled out and Assistant Principal and/or Principal notified; counselor, Assistant Principal and/or Principal 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 and/or Principal. Depending on the seriousness of the offense this could result in forfeiture of credit for the semester.
- **Cheating on any AP or College Board standardized test** will result in an automatic suspension and may result in expulsion.

ADVANCED PLACEMENT (AP) COURSES

These rigorous courses are designed for 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 experience. These are 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. However, based on academic performance, teachers may approve a student to omit the AP test. If not approved by a teacher, students who do not take the exam or who do not act appropriately during the exam by taking it seriously and working diligently will result in the course grade being lowered by one letter grade or receiving no AP grade value for the course at the discretion of the principal. If a student drops an AP course at the semester mark, the course grade will be lowered by one letter grade and may face loss of AP grade value. 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.

Students are expected to respect the integrity of the AP testing, and any confirmed violation will result in disciplinary action including suspension up to and including expulsion. If a student cheats on an AP exam or any College Board standardized test it will result in an automatic suspension and may result in expulsion.

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 includes 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 the college application process.

SEMINAR COURSES

With the fall of 2026 students in grades 9, 11 and 12 will enroll in Seminar Courses that are part of the academic program at Austin. As we continue to adjust the Seminar programming, we do so with our students' needs at the forefront. Each 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: 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.

Fall Semester and MiniMester only = ½ credit

College & Career Readiness Course: This seminar is focused on providing 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, etc.

Spring Semester = ½ credit

College & Career Preparation: This seminar is focused on the needs of our seniors and their post high school plans. During the Senior Seminar, students will finish college applications, visit campuses, complete scholarship applications, finalize resumes and complete interview skills activities. Intense focus will be on post-secondary career and life skills.

Fall Semester = ½ credit

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 on additional days or on alternate days due to other scheduled activities but must attend at minimum twice a week.
- **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.
- **Open Gym** - Gym time to allow physical activity or exercise
- **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; 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. Each year options such as intramural sports and various clubs will be added based on student interests. 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 or be disruptive.** Students must be in a specific location as assigned or selected. Faculty and staff reserve the right to designate an activity for students (example: tutoring).
- 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

Five Houses, One Mission!

Established in the 2014-2015 school year, the ACHS house system is intended to give our students a place where meaningful relationships and connections can be formed, cultivated, and fostered. ACHS has five houses all named after Augustinian Saints. The houses provide a space during the school week for students and staff to pray together, play together, serve together and care for one another. 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 mentoring the younger students. All staff are divided among the houses to provide mentorship and guidance, and seniors are provided leadership training to “lead” their house each year in partnership with their staff. Everything we do begins and ends in our little houses, families and the connections that are built there provide the structure and support for our students to thrive.

Q&A – Are siblings in the same house? *No siblings are in the same house, and neither are children of staff members. We desire all students to have their own unique identity in their house.*

Q&A – Do you change houses each year? *No, your house placement is meant to be your permanent family community. Even after graduation, alumni are still considered part of their house. However, if there is a situation that requires students to relocate, we will do so. Staff changes, graduating seniors and new students will mean that some changes happen every year, but there should be pretty low turnover from year to year, providing stability and consistency within the “little family”.*

Q&A – What do you do in House? *It really ranges from week to week and the time of year. House is meant to be a space free from work, projects, devices. The time is meant to be “without distractions” to build friendships and connections. Sometimes House will have discussion on various topics, sometimes they will play games, sometimes they may meet up or compete against another house, or sometimes there will be large scale pep rallies or activities to compete.*

Each year, the houses compete for the “Top House Trophy” by earning points during Homecoming Week, Catholic Schools Week, and Prom Week as well as earning points individually and group for academics, service, school spirit, athletics and more. The final event is the annual House Olympics held the last week of school with seniors where students compete in a no holds bar competition in all subject areas, athletics, and some old fashion field day events. The goal is to foster healthy competition while providing opportunities for growth and leadership while also boosting house and school pride.

Past Champions:

2026 - House Olympics: St. Alypius

Meet our Houses:

House of St. Alypius

Color: Blue

House of St. Monica

Color: Pink

House of St. Possidius

Color: Purple

House of St. Rita

Color: Red

House of St. Thomas

Color: Green

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 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/teamwork, 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 at all levels 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 summer months.

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 (NATIONAL READING MONTH)

All Austin students, faculty and staff will read the same selection during the month of March. The text will springboard discussions, outreach, and projects throughout the spring across the curriculum. Students will have the opportunity to discuss the most prominent themes during group house sessions. The all-school read will be assessed and students are expected to have completed the discussion questions as discussed by house teachers and senior leaders. 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.

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 students and see the value in preparing each student for virtual learning. Every Austin Catholic student will enroll in one online/digital course (one semester/.5 credits) during their four years at Austin Catholic as set forth by the Michigan Department of Education (MDE).

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, used or rent textbooks. Please see full policy in Appendix C on page 70.

CHRISTIAN FORMATION

PHILOSOPHY

Austin Catholic's pastoral program focuses on building a strong, healthy Christian community, based upon the ideals of the Gospel and of the Order of St. Augustine. The program is intended to help each individual recognize his/her own unique gifts and talents and to develop these talents to the students' fullest potential. The students, along with the faculty and staff, constitute a faith community, which seeks to grow in our love for God and our neighbors through the process of education, participation, and cooperation, while collaborating together as the Austin community, and truly embodying our values of truth, unity, and love.

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, opportunities for formal and individual prayer, and retreat programs. All religious programs, Chapel Services, as well as four years of formal classroom instruction in Religion, are designed to cultivate a robust foundation in the Christian life.

Apart from Austin Catholic's pastoral program and comprehensive religious curriculum, students are expected to practice his/her faith with their families at their respective churches. Whenever possible students are encouraged to participate in church programs and activities.

It is always the expectation and hope of Austin Catholic High School that each student presents himself/herself as a Christian person and proudly upholds the high standards of excellence that characterize Austin.

PASTORAL COUNSELING

In case of an emergency, hospitalization or death of a close family member, students and/or parents are highly encouraged to contact the Campus Ministry Office at their earliest convenience. The Campus Ministry Office serves as an outreach for pastoral care to parents, staff, and alumni. The Campus Minister or Principal can assist families in connecting with local priests and/or churches for spiritual direction or pastoral counseling.

CHRISTIAN SERVICE

One of Austin Catholic's goals is to develop mature young men and women who will use their God-given talents for loving and grateful service to each other, society, and God. The Christian Service Program serves the community and fosters a life-long commitment to service in our students. Our objective is to educate students on social justice and the effects of injustices in our world. The most effective teachers of these lessons will be the individuals our students serve—those who truly understand the meaning of injustice.

Each year, the board of directors, alumni, faculty, staff, families, and students of Austin Catholic High School contribute thousands of hours of service to various populations, reflecting who we truly are as a faith community. Students

diversify their service commitments and experiences to develop a meaningful and deeper appreciation of the world around them, while positively contributing to society.

The Austin Catholic Christian Service Program is a fully integrated 4-year program with the goal of fostering service, justice, and spiritual growth. Through specific programming and graduated experiences, each student will broaden their understanding of, and commitment to, faith in action, culminating in the “Social Justice Caritas Project”.

SERVICE REQUIREMENTS

The new program at ACHS emphasizes the “experience” alongside fulfilling hour requirements. Building our work from the *Corporal Works of Mercy* students will complete a variety of “experiences” in meeting a range of community needs throughout the students’ time at Austin.

The revised Christian Service experience program will be effective starting with the Class of 2028. Graduating classes of 2025, 2026, and 2027 are encouraged to participate in different experiences, but they must complete the required 100 hours to fulfill the graduation requirement.

Students who complete a service experience outside of their designated year will still be required to complete that experience during the designated year to meet the graduation requirement.

Each experience involves a minimum of two hours or more of direct contact with the population being served. Designated hourly commitment per experience can be found listed below.

Freshman and Sophomore Year:

Service to the Community:

- Feed the hungry/Drink to the thirsty; 2 experiences _____ (4)
(Soup kitchen, sponsor food drive, volunteer at Gleaners, McWarm, etc.)
(Water table for run/walk, volunteer for clean water initiative, etc.)
- Clothe the naked; 2 experiences _____ (4)
(Assist with clothing drives, donate your clothing, assist at clothing restore/shelter)
- Shelter the homeless; 2 experiences _____ (4)
(MCREST, homeless shelter, sponsor drive and delivery, habitat for humanity, etc.)
- Instruct the innocent; 1 experience _____ (2)
(Tutor children or disadvantaged, volunteer with special needs, etc.)
- Miscellaneous; 1 experience _____ (2)
(Arts and Scraps, any service that does not fall under the above categories)

Service to the School:

- 2 experiences during enrollment at Austin that helps improve the school. _____ (4)
(Service required of an organization (NHS, Stu Gov, RAK, Ambassador) does not count.)
- Serve at mass 2 times _____ (2)
(Music Ministry, Alter Server, Lector, Usher, Eucharistic Minister, Gift Bearer)

Service to the Church:

- Bury the dead; 1 experience _____ (2)
(Funeral volunteer, graveyard clean up, etc.)
- Support the Church; 2 experiences _____ (4)
(Festivals, cleaning, parish events, fish fry, church programs, ect.)

Junior Year:

Service to the Community:

- Feed the hungry/Drink to the thirsty; 1 experiences _____ (2)
(Soup kitchen, sponsor food drive, volunteer at Gleaners, McWarm, etc.)
(Water table for run/walk, volunteer for clean water initiative, etc.)
- Clothe the naked; 2 experiences _____ (4)

- (Assist with clothing drives, assist at clothing restore/shelter) _____(4)
- Shelter the homeless; 2 experiences _____(4)
(MCREST, homeless shelter, sponsor drive and delivery, habitat for humanity, etc.)
- Instruct the innocent; 1 experience _____(2)
(Tutor children or disadvantaged, volunteer with special needs, etc.)
- Visit the sick, elderly, or imprisoned; 1 experience _____(2)
(Nursing home, hospitals, also includes special needs or foster children)
- Response to cry of the earth (includes animals); 1 experience _____(2)
(Animal shelter, blight/road/beach clean-up, etc.)
- Miscellaneous; 1 experience _____(2)
(Arts and Scraps, any service that does not fall under the above categories)

Service to the School:

- 1 experience during enrollment at Austin that helps improve the school. _____(2)
(Service required of an organization (NHS, Stu Gov, RAK, Ambassador) does not count.)
- Serve at mass 2 times _____(2)
(Music Ministry, Alter Server, Lector, Usher, Eucharistic Minister, Gift Bearer)

Service to the Church:

- Bury the dead; 1 experience _____(2)
(Funeral volunteer, graveyard clean up, etc.)
- Support the Church; 2 experiences _____(4)
(Festivals, cleaning, parish events, fish fry, church programs, ect.)

Senior Year:

Service to the Community:

- Feed the hungry/Drink to the thirsty; 1 experience _____(2)
(Soup kitchen, sponsor food drive, volunteer at Gleaners, McWarm, etc.)
(Water table for run/walk, volunteer for clean water initiative, etc.)
- Clothe the naked; 1 experience _____(2)
(Assist with clothing drives, donate your clothing, assist at clothing restore/shelter)
- Shelter the homeless; 1 experience _____(2)
(MCREST, homeless shelter, sponsor drive and delivery, habitat for humanity, etc.)
- Instruct the innocent; 1 experience _____(2)
(Tutor children or disadvantaged, volunteer with special needs, etc.)
- Visit the sick, elderly, or imprisoned; 1 experience _____(2)
(Nursing home, hospitals, also includes special needs or foster children)

Service to the School:

- 1 experience during enrollment at Austin that helps improve the school. _____(2)
(Service required of an organization (NHS, Stu Gov, RAK, Ambassador) does not count.)
- Serve at mass 2 times _____(2)
(Music Ministry, Alter Server, Lector, Usher, Eucharistic Minister, Gift Bearer)

Service to the Church:

- Bury the dead; 1 _____(2)
(Funeral volunteer, graveyard clean up, etc.)
- Support the Church; 1 experience _____(2)
(Festivals, cleaning, parish events, fish fry, church programs, ect.)

Senior Caritas Project:

- 1 Social Justice Caritas Project _____(12)

Logging in Service Experiences

All service experiences must be **completed and logged** during each school year. Experiences completed during the summer count toward the next/incoming school year and not the prior year.

Students log their own experiences using the FACTS system (see directions on Portal or from Main Office).

Logging experiences also include indicating category, name and contact of supervisor, and description of work completed. Students can review service records through FACTS.

Seniors must have all service and Senior Caritas Project completed and entries **submitted by April 15th** of their senior year. Service experiences accumulated in previous years, but not recorded, will not be accepted.

Parents cannot sign off on service logs in FACTS. All experiences 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 unless approved in advance.

After a student completes and logs his/her service experiences, they must complete a short service reflection to be submitted **no later than a week following** the service. Students are **required** to complete a service journal documenting the experiences throughout the students' service activities. The journal should include reflections on the tasks performed, the skills developed, and the impact of the service on the community. Students may also note any challenges faced and how they overcame them. This journal will serve as a way to track growth and demonstrate the meaningfulness of the service contributions. The service journals will be submitted to the Director of Campus Ministry at the end of each quarter.

Below is a list of the items to be included in the service journals:

1. **Date and Time of Service:** Record the date and duration of each service activity.
2. **Description of Service:** Briefly describe the tasks performed during the service.
3. **Impact on the Community:** Describe how the service contributed to the community or those being served.
4. **Personal Reflection:** Share thoughts on how the service made you feel and how it affected you personally.
5. **Connections to Augustinian Values:** Students must reflect on the service you performed, in light of the three Augustinian values of Truth, Unity, and Love.

Senior Caritas Project

The Social Justice Senior Caritas Project asks students to take a critical look at the world around them. The Christian Service experience in the senior year extends students' service towards a location of personal interest as well as stretch beyond the boundaries of how they served in 9th, 10th, and 11th grades. All students must complete a Senior Caritas project during the students Senior year as a final graduation requirement.

During Junior year, students will begin reflecting on injustices and on their own call to build a more just world during their Global Issues course or AP Human Geography course. The project requires students at the end of his/her junior year to narrow a world issue as it relates directly to the local community. This can be selected from any of the Sustainable Development Goals (SDG). Students will develop and write a proposal laying out their plan to complete the final "Experience" focusing on a particular disadvantaged or marginalized group or social justice issue.

Austin Catholic strives to create socially and ethically responsible leaders who welcome, appreciate, and respect others and use their God-given talents to make a difference in an ever-changing world. Our goal is to strengthen 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 the local community. All plans for the students' Senior Caritas Project must be approved **by the Director of Campus Ministry and Principal by May 30th of Junior year**. If a student wishes to make changes to his/her proposal they must contact the **Director of Campus Ministry** no later than **August 30th of Senior year**.

All students are required to work individually unless they have received approval from the Director of Campus Ministry and the Principal. Each student must complete 12 hours of service for their Senior Caritas Project, with at least 6 hours (50%) being direct service. Students must track hours and document the steps of the project in a log, to be submitted to the Director of Campus Ministry biweekly until the project is completed. All hours must be verified by a supervisor; parents may not sign off on hours unless special arrangements have been made with the Director of Campus Ministry and the Principal. Additionally, students are required to have at least two meetings with the Director of Campus Ministry throughout Senior year to discuss student progress. At the end of the project, students must submit a final reflection paper and deliver a presentation to a panel of teachers, administration, and/or board members that outlines the project, details the steps/actions taken, the budget, and reviews the group and SDG served.

The Senior Caritas Project is the sole responsibility of the student. Students are expected to independently manage all planning, development, communication, and completion of the project, including all deadlines and required deliverables. When communication is required for school-wide or external purposes (including announcements, invitations, or informational materials), the student is responsible for drafting, initiating, and coordinating approval with Administration prior to distribution. Campus Ministry, Administration, and other faculty and staff serve in a supportive role to mentor, guide, and assist students as needed; however, responsibility for execution and communication remains with the student.

The Senior Caritas Project paper must include the following:

1. **Project Goal:** What was the goal of your project?
2. **Reason for Choosing the Project:** Why did you choose this particular group or project?
3. **Underserved Group & SDG Focus:** Which underserved group or population did you focus on, and which Sustainable Development Goal (SDG) were you addressing?
4. **Completion of Project:** When and how did you complete your project?
5. **Steps and Details:** List all steps involved, with dates and locations. Be as detailed as possible—include phone calls made, contacts reached out to, supplies used, meetings attended, planning, etc. This section should reflect the total number of hours committed to your project.
6. **Timesheet Format:** Consider this as a timesheet. Please list the following details for each task: task description, hours worked, cost, completion status, notes, and any other relevant information.
7. **Cost of the Project:** What was the total cost of your project? Did you need to fundraise? Explain in detail.
8. **Summary Reflection:** Write a reflection about your experience completing this project. How did it make you feel?
 1. Did you have any significant moments that you would like to share?
 2. Did you learn something from this experience?
 3. Do you feel you made a difference?
 4. How did you embody the Augustinian values throughout your service?
 5. How you experienced God's presence through your service.
 6. How can you continue serving after your graduation?
 7. Why does Austin require service as part of the graduation requirements?
9. **Final Thoughts on Service at Austin:** Reflect on all the service you've completed over your four years at Austin. How has this journey shaped your understanding of service? How has your experience influenced or been influenced by your relationship with God? Consider how serving others has deepened your faith, your sense of purpose, and your connection to the community.

The **final copy** must have a minimum of 500 words and must be **emailed** to the **Director of Campus Ministry** by **April 15th**.

Six days will be designated for the Senior Caritas Project presentations. Each student must sign up for a specific day to present. Sign-up sheets will be available through the administration during the **second week of April**.

Students may use a PowerPoint or utilize another presentation software, but the presentation must be 8-10 minutes in

length.

The Senior Project presentations **must include** the following:

1. The title of the Project.
2. Where did you perform your community service?
3. What was required of you?
4. Who assisted in the project?
5. The history behind the organization.
6. The organization's purpose.
7. One interesting thing that happened while volunteering.
8. One surprising thing you learned while volunteering.
9. Why was your contribution important?
10. Why is community service important?
11. How does service bring you closer to God?
12. How did you embody the Augustinian values throughout your service?
13. What did you learn about yourself during the service?
14. What challenges did you face?

15. How did you experience God's presence and witness His love and grace through your service?
16. How are you planning on continuing to serve after graduation from Austin Catholic High School?

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

Service Awards

Senior Awards:

St. Augustine Service Honors Cord:

Students who complete all required service experiences and significantly exceed expectations will be eligible to receive this cord at graduation. Exceeding expectations is defined as completing at least 50% more than the minimum required service hours and experiences, as well as demonstrating leadership, dedication, and meaningful advocacy.

Fr. David Brecht, Christian Witness Award:

This award honors a student who exemplifies authentic Christian virtue at Austin and lives out the school's mission and core values of truth, unity, and love. This individual demonstrates a steadfast commitment to a life of loving and grateful service to others, society, and God.

Underclassman Award:

Christian Witness "Core Values" Award:

This award recognizes a student who lives out the spirit of Austin through selfless service and a deep commitment to the values of truth, unity, and love. Through consistent acts of compassion and humility, this student reflects a life rooted in service to others, society, and God.

RETREATS

True to our Augustinian pedagogy and philosophy of education, Austin Catholic offers a variety of retreats for students, faculty/staff, and parents. Each retreat is designed for a specific audience. Retreats may be organized by grade-level and/or all-school. **Attendance at all retreats is mandatory. Any absences must be made up with alternative activities and/or assignments arranged by the Director of Campus Ministry and/or Principal. Alternative retreat activities and/or assignments may vary by student depending on the reason for non-attendance. Students are responsible for completing any assigned alternative requirements in a timely manner. Failure to complete required alternative assignments or to attend designated retreats may result in the withholding of a**

student's diploma at the end of their senior year until all requirements have been fulfilled.

Senior & Freshman Unitas Retreat

This retreat introduces the seniors to leadership, team building, and facing their fears before the school year begins. A three-day, overnight experience combines group collaboration with ziplining, climbing towers, ropes course, prayer, meditation, goal setting, and senior year planning. The freshmen arrive on day three to be welcomed into our community. Senior leaders guide and support the new students through various obstacles and rope elements to build trust and unity as big brothers/sisters of their house. Attending the same retreat as a 9th grader and then as a 12th grader allows the faculty to gauge the growth of our students over the four years.

Freshman Core Values Retreat

Each winter or spring during PSAT testing, our freshmen experience a mini-SAVI (Student Augustinian Values Institute) where they delve into the core values of an Augustinian school, the life of St. Augustine, and reflection on their own restlessness as a young adult.

Sophomore & Junior Retreats

Each winter or spring during PSAT and SAT testing Sophomores and Juniors are required to attend a one-day retreat that are both 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. Each retreat will be focused more deeply on our core values of truth (veritas) and/or love (caritas). Juniors will also take part in a class service project during this time and have time to prepare their proposal for their Senior Caritas Project.

Senior Kairos Retreat

Seniors are **required** to attend the annual Senior Kairos retreat, an overnight spiritual experience. Students begin learning and preparing for this retreat during Junior Seminar. Details about the retreat will be provided during students' Senior Year.

Augustinian Values Retreat (Parent Mini-Retreat)

This one-day retreat includes a full dinner for parents, board members, staff, and the community. Participants will explore the life of St. Augustine and reflect on their own spiritual restlessness. Through an examination of key questions—Who is St. Augustine? Why are we an Augustinian school? What does it mean to be Augustinian Catholics?—this retreat is designed to educate parents, grandparents, new staff, friends of Austin, and the broader community about Augustinian values. Attendees will have time for reflection, prayer, and interaction with others.

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 examples 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.

STUDENT CONDUCT & DISCIPLINE

PHILOSOPHY

In order to promote 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 themselves and others. Austin Catholic High School students are expected to manifest self-discipline and self-direction. An important value we emphasize at Austin Catholic High School is the place of discipline in our lives. Attending Austin Catholic High School requires a commitment, not only to 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 complete graduation. 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.

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

The buildings and property upon which the school is built are the property of Austin Catholic High School. The jackets, books, and equipment that you own are your property. As you demand respect for your property, so do the other

students, administrators, faculty, and staff members of Austin Catholic High School. 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 tamper with lockers or locks, who destroys or damages school, or who destroys or damages student owned property will be subject to suspension and/or expulsion and will be required to make financial restitution for damages. 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.

Students are expected to respect the personal property and privacy of others at all times. Entering, opening, searching, taking, damaging, or tampering with another student's locker, backpack, purse, electronic device, vehicle, or any other personal property without permission is strictly prohibited.

This includes attempting to access or open another student's locker, regardless of whether anything is removed. Any invasion of another person's property or privacy may result in disciplinary action, up to and including detention, suspension, restitution for damages or stolen property, law enforcement involvement when appropriate, and any other consequences deemed necessary by school administration.

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, including but not limited to: 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 may receive 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 accordingly by the Principal, Assistant Principal, or Dean of Students. 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, students must refrain from roaming the hallways during class time, during flex time, at lunch, during mass, and during assemblies/school events. Students are not to be outside of the school building without the permission of faculty or staff during school hours..

BREAK/LUNCH BEHAVIOR

Students, after completion of eating, are expected to make certain their table and the floor under and surrounding their table is neat and clean by discarding trash in the containers provided. Students are responsible for pushing in their chair before leaving their table at the end of the lunch period. 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 time, 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, coach, or authorized adult) 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 any medications in their lockers during the school day. All prescribed medications must be turned into 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 High School has a zero-tolerance policy and will not tolerate sexual abuse, sexual harassment, or other harassment of any kind, either among students, teachers, staff, administrators, in person, by phone/text, or over internet/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.

Students must not post any photos, videos, or any form of content featuring students without prior written consent from the student's parents or guardian. Additionally, any student-related content posted must comply with the school's privacy policies.

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

- Disclose harassment to an 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 the **Ok2Say** system for reporting anonymously.

Bullying can include physical, verbal, emotional, racial, sexual, written, electronic, damage to property, social exclusion and intimidation. The criteria for bullying are repeated actions or threats; a power imbalance; and/or intention to cause harm.

- 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, the 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

Education from Austin Catholic High School is a privilege. Austin Catholic High School students carry a responsibility to themselves, their peers, their parents, the greater Macomb County community, and to 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 Catholic High School or expecting to enroll at Austin Catholic High School.

Austin Catholic High School 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. Austin Catholic High School believes that the use of alcohol and drugs cannot be condoned as responsible or mature and that there are consequences for one's use of such substances. Thus, Austin Catholic High School is committed to a comprehensive program that disciplines and offers assistance as necessary. Austin Catholic High School 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 always forbidden 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 Catholic High School administrators will review each case as reported. See also Acceptable Use Policy for all Personal Computers, Devices, etc. in regard to disciplinary actions when said behavior is presented via social media.

Austin Catholic High School 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 actions.

Self-Referral Program

In keeping with our philosophy, Austin Catholic High School 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 High School 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 High School 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.*
- The Principal will hold a meeting with parents; the 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 High School.
- The student will be placed on probation and allowed to continue studies at Austin Catholic High School 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.

Sales 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 held.
- The incident will be reported to the local police.
- Recommendations will be made for expulsion to the Discipline Committee.

WEAPONS

A student shall not possess or use a weapon on school grounds, when being transported in vehicles to/from school, during a school-sponsored activity or event, and off school property when the conduct has a reasonable connection to school or any school-sponsored event. The definition of a weapon is an item designed or used for inflicting bodily harm or physical damage.

A dangerous weapon is defined as:

- A firearm, whether loaded or unloaded
- Any pellet, BB gun or other device, whether operational or not, designed to propel projectiles by spring action or compressed air
- A fixed blade knife with a blade that measures longer than three inches in length or a spring-loaded knife or a pocketknife with a blade longer than three inches
- Any object, device, instrument, material, or substance used or intended to be used to inflict death or serious bodily injury including, but not limited to, slingshot, nunchakus, spring gun, throwing star, bludgeon, brass knuckles, or artificial knuckles of any kind

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, their school, and their communities. 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 Austin Catholic High 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 a 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 corrective action that mirrors 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 Catholic High School.

Once a student is referred an Administrator, 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 administration when violations are of a more serious nature. Administration must be notified of the date & time of the scheduled detention. **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, before school, after school, during Flextime, or at the discretion of the Administrator.

Failure to show up for required tardy detention may 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.

Note: At the beginning of each quarter, all tardies will be reset to zero.

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. Parents will be notified 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, use of electronics, 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. Austin Catholic High School will adhere to the Michigan School Laws and Regulations and abide by the Suspension and Expulsion Guidance. 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 merits 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 during their lunch period. 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 Catholic High School. 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 receive 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 Catholic High School. Any serious offense after probation is over will result in an appearance before the Discipline Committee.

Discipline Committee

Austin Catholic High School 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 a 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 Catholic High School, 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 their 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 regard 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 the parent(s)/guardian(s). Any action taken by the 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 Catholic High School.

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 Categories (See appendix D)

The Administration reserves the right to make decisions based on each situation on a case-by-case basis; however, the Administration does follow guidelines and levels in guiding disciplinary 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 High School 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 break down social economic barriers, and to prepare students for professional careers. The young men and women of Austin Catholic High School represent the values and education of our school not only with the halls and classrooms of Austin Catholic High School but the community as well.

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 codes. The Administration may modify the dress code *at any time*. Notification of changes will be communicated to parents and students through the daily announcement system, school calendar, newsletter, and/or emails.

DISCIPLINE

The school and academic day is the place and time for a student to exercise their professional energy and attention. Therefore, the attire of a student at Austin Catholic High School will be professional and distinctive. Only the prescribed student wardrobe will be acceptable; all other options are deemed inappropriate and worthy of a disciplinary offense. Students who fail to adhere to the dress code may be issued a written citation. A pattern of repeated disregard for the dress code is considered to be a serious matter, one of flagrant disobedience. The Uniform Dress Code is in effect from 7:20 a.m. to 2:25 p.m.

The Austin Catholic High School Administration reserves the right to determine whether specific items of dress distract from the learning process. All apparel and hairstyles must be appropriate to the school setting, must not draw unnecessary attention, and must not detract from the educational atmosphere of the school.

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 the 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 High School is an expressed agreement on both student and parent to comply with the regulations of the school dress code policies every day in attendance. Please contact the principal's office or the Dean of Students for dress code clarification if in doubt.

****Students will receive a verbal warning for dress code violations within the first two weeks of school****

After the first two weeks of school, dress code violations will result in the following:

1st offense of the Semester: Students will receive a written warning and a demerit.

2nd & 3rd offense of the Semester: Students will receive a demerit and a lunch detention.

4th & 5th offense of the Semester: Students will receive a demerit and a morning detention.

6th offense of the Semester: Students will receive a demerit and be sent home to rectify the violation and receive unexcused absences in classes that are missed as a result.

7th offense of the Semester: Students will receive a demerit and an in-school suspension.

8th offense of the Semester: Students will receive a demerit and an out of school suspension.

****Any offense on a Formal Dress Days will automatically result in a morning detention****

WHERE TO PURCHASE:

Austin Catholic High School families have the option to purchase uniform items from the 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.

- **Lands' End** website to proceed in shopping our customized site or enter Austin Catholic High School in the search field.
Use the school code: 900158874.
- **School Blues Uniform Store** is used because of the durability of product and customer service. **All ladies' skirts and all blazers must be purchased from School Blues.** 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).
- **The Crusader Corner** – school store has various items for your apparel and gift needs. **School ties** are to be purchased from the Austin school store.
- **Online Spirit Stores** – at the beginning of each sport season, Austin Catholic High School uses our sports uniform company to create sport and school spirit wear items. Students, parents, staff, and other community members are invited to purchase directly from the links provided. $\frac{1}{4}$ zip, polos, and crewnecks can be purchased via the spirit store and are allowed during relaxed and regular dress.

Standards of Dress:

Throughout the school year students will be expected to adhere to specific standards of dress and appearance. As in traditional workplaces and society, specific styles and standards of dress apply to different activities, schedules, and weather. Austin Catholic High School 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:** The uniform for days that correspond to special events, presence of visitors, Mass days, or other days the Administration deems appropriate.
- **Regular Dress:** The uniform for students at Austin Catholic High School used for the majority of the school year.
- **Relaxed Dress:** A uniform that is a more casual uniform for Austin Catholic High School students. Relaxed Dress days will always be announced and scheduled as necessary for events such as retreats or other Administration designated days throughout the year.
- **Spirit Dress:** The Spirit Dress days allow Austin Catholic High School students to dress in Austin Catholic spirit wear, jeans, and appropriate footwear. The purpose of spirit dress is to allow students to express their school spirit for specially designated days and for charity fundraisers.
- **Dress Down Days:** These days will be granted throughout the year at Austin Catholic High School Administration's discretion. Dress Down Days will always be announced and expectations for proper attire on these will be outlined (i.e. Sweatshirts/sweatpants, leggings, jeans, etc.). Jeans may not be torn, tattered, or have holes or rips.

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 must be worn. Belts are to be worn inside the belt loops of the pants. The belt must be solid colored black, grey, or brown cloth or leather; and free from decorations/adornments.
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 for Austin Catholic students. Excessive jewelry and decorations are distracting to the learning process and are not acceptable.

Clothing Fit	Clothing should fit well and not detract from the neat and professional appearance of Austin Catholic students; no clothing shall be oversized (baggy) or undersized (too tight/short).
Shoes	All shoes must have backs and must be worn appropriately (i.e. backs of the shoes are not to be stepped on). Note: Unacceptable footwear for any day at Austin Catholic includes slippers, Uggs, Crocs, open-toed shoes, slides, open-toed shoes, and all mule style shoes.
Outerwear	Outerwear (winter coats, jackets, gloves, boots, winter hats) are not to be worn in classrooms or school buildings from the first bell of the school day (7:15 am) to the end of the school day (2:25 pm).

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.** When Spirit Dress days are used for charitable fundraising, students electing to donate the designated amount to the charity funds may be in Spirit Dress with the 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 Catholic team sweatpants, sweatshirts, hoodies, crewnecks, or warm-up suits are acceptable.
- Clothing must be worn normally; not tied on, not showing bare midriffs, and modesty must be preserved at all times with clothing having an appropriate neckline and covering the shoulders.
- Jeans and corduroy may be worn if they are clean, not torn, tattered, have holes or rips, or be of a radical color.
- Athletic shoes and appropriate shoes may be worn with above ankle socks.
Note: Unacceptable footwear includes slippers, Uggs, Crocs, open-toed shoes, slides, open-toed shoes, and all mule style shoes.
- NO Hats or visors are allowed.

Students not participating in “spirit dress” are to dress in the Administration designated dress code for the day. When applicable, if students do not donate to the charity and come to school in spirit dress they will receive an automatic morning detention and will be expected to donate to the charity the following day.

Sports Teams – Students are permitted to wear their sports jerseys on the day of competition, **unless** it is a formal dress day. Teams are required to wear the same color jersey on game days, and they must be always tucked in. Failure to tuck in jerseys after 2 warnings will result in loss of privileges.

YOUNG MEN

Young Men – Formal Dress

Pant	Dark Grey 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 of black or grey 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”. No cuffed pants, golf pants, or draw-string pants are acceptable. Dress code pants are to be in good repair, worn and properly fitted at the waist and with a belt.
Belts	The belt must be solid colored black cloth or leather; and free from decorations/adornments.
Shirt	Collared white woven or oxford cloth button down dress shirt. 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 writing or graphics on them.
Tie	Austin Catholic tie. Tie must be worn properly at all times with the top button of shirt buttoned and tie not loosened.
Blazer	The official Austin Catholic monogrammed blazer must be worn on formal dress days.

Socks	Dress socks in navy blue, grey, or black must be worn at all times with dress slacks and must cover the ankles. Athletic socks are unacceptable as dress socks.
Shoes	Hard-soled traditional leather dress shoes in black. Shoes must be worn properly (i.e. backs of the shoes are not to be stepped on). No open-toed sandals, crocs, sandals, flip-flops, slippers, slides, moccasins, boots, or mule style shoes (including UGG boots) are permitted.

Young Men – Regular Dress

Pants	Dark Grey or navy blue 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 of black or grey 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". No cuffed pants, golf pants, or draw-string pants are acceptable. Dress code pants are to be in good repair, worn and properly fitted at the waist and with a belt.
Belts	If your pants have belt loops, a belt must be worn. Belts are to be worn inside the belt loops of the pants. The belt must be solid colored black or grey cloth or leather; and free from decorations/adornments.
Shirt	Collared white woven or oxford cloth button down dress shirt. 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 writing or graphics on them. Oxford collars must be visible over the neckline at all times when wearing a crew neck.
Tie	Austin Catholic tie if no sweater, vest, fleece, or blazer. Tie must be worn properly at all times with the 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 crewneck, V-neck sweater, sweater vest, or cardigan (button up) sweater in navy blue or grey; or ¼ zip with embroidered Austin Catholic logo. All sweaters, vests, or ¼ zip must have an Austin Catholic Logo. Proper size and fit are required. No sweatshirts or fleece jackets allowed. Tie may or may not be worn with sweater, sweater vest or ¼ zip. Students electing to not wear a sweater, crewneck, vest, or blazer must wear a school tie.
Socks	Dress socks in navy blue, grey, or black must be worn at all times with dress slacks and must cover the ankles. No white, athletic, or outlandish colors or prints.
Shoes	Hard-soled traditional leather dress shoes in black. Shoes must be worn properly (i.e. backs of the shoes are not to be stepped on). No open-toed sandals, crocs, sandals, flip-flops, slippers, slides, moccasins, boots, or mule style shoes (including UGG boots) are permitted.
Sports Jerseys	Students are permitted to wear their sports jerseys on the day of competition, unless it is a formal dress day. Teams are required to wear the same color jersey on game days, and they must be always tucked in. Failure to tuck in jerseys after 2 warnings will result in loss of privileges.

Young Men – Relaxed Dress

Pants	Solid khaki, navy blue, or dark grey colored wrinkle free pants 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 of brown, black, or grey must be worn. No cuffed pants or draw-string pants are acceptable. Dress code pants are to be in good repair, worn and properly fitted at the waist and with a belt.
Belts	If your pants have belt loops, a belt must be worn. Belts are to be worn inside the belt loops of the pants. The belt must be solid colored black, grey, or brown cloth or leather; and free from decorations/adornments.

Shirt	White, navy blue, or grey Polo shirt with the Austin Catholic Logo on the chest. 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 writing or graphics on them.
Sweaters	(Optional) Choice of crewneck, V-neck sweater, sweater vest, or cardigan (button up) sweater in navy blue or grey; or ¼ zip with embroidered Austin Catholic logo. All sweaters, crewnecks, vests, or ¼ zip must have an Austin Catholic Logo. Proper size and fit are required. No sweatshirts or fleece jackets allowed. Tie may or may not be worn with sweater, sweater vest or ¼ zip. Oxford or Polo collars must be visible over the neckline at all times when wearing a crew neck. Students electing to not wear a sweater, vest, or blazer must wear a school tie.
Socks	Dress socks in navy blue, grey, or black must be worn at all times and must cover the ankles. No white, athletic, or outlandish colors or prints.
Shoes	Hard-soled traditional leather dress shoes in black. Shoes must be worn properly (i.e. backs of the shoes are not to be stepped on). No open-toed sandals, crocs, sandals, flip-flops, slippers, slides, moccasins, boots, or mule style shoes (including UGG boots) are permitted.
Sports Jerseys	Students are permitted to wear their sports jerseys on the day of competition, unless it is a formal dress day. Teams are required to wear the same color jersey on game days, and they must be always tucked in. Failure to tuck in jerseys after 2 warnings will result in loss of privileges.

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 styled 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.** Young men are not allowed to wear ponytails and/or hair buns at Austin Catholic.

Earrings/studs are unacceptable on young men and are not allowed during the school day or while participating in school sponsored activities. Other jewelry or adornments should be limited to a watch and one chain/necklace.

YOUNG WOMEN

Young Women – Formal Dress

Skirt	Austin plaid skirt purchased from School Blues. Skirts are not allowed to be rolled or slouched. Skirt length must be no shorter than the width of a dollar bill from the top of the knee cap.
Shirt	Collared white woven or oxford cloth button down dress shirt. Only the top button may be unbuttoned, and the shirt must be the appropriate size to prevent any inappropriate revealing of the body. Shirts must be tucked into skirts. T-shirts or under shirts worn under shirts must be solid in white with no writing or graphics on them and should be worn if dark undergarments are worn.
Blazer	The official Austin Catholic monogrammed blazer must be worn on formal dress days.
Socks	Navy blue knee-high socks or navy blue tights only.
Shoes	Shoes must be low-heeled, formal dress shoes in leather or other material that demonstrates a formal appearance in black color only. Shoes must be worn properly (i.e. backs of the shoes are not to be stepped on). No open-toed sandals, crocs, sandals, flip-flops, slippers, slides, moccasins, boots, or mule style shoes (including UGG boots) are permitted.

Young Women – Regular Dress

Skirt	Austin plaid skirt or solid grey pleated skirt purchased from School Blues. Skirts are not allowed to be rolled or slouched. Skirt length must be no shorter than the width of a dollar bill from the top of the knee cap.
Slacks	Grey or navy blue 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 of black or grey 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". No cuffed pants, golf pants, or draw-string pants are acceptable. Dress code pants are to be in good repair, worn and properly fitted at the waist and with a belt.
Shirt	Collared white woven or oxford cloth button down dress shirt. May be long, ¾ length, or short sleeved. No cap sleeve. Only the top button may be unbuttoned, and the shirt must be the appropriate size to prevent any inappropriate revealing of the body. Shirts must be tucked in with both pants and skirts. T-shirts or under shirts worn under shirts must be solid in white with no writing or graphics on them and should be worn if dark undergarments are worn. Oxford collars must be visible over the neckline at all times when wearing a crew neck.
Sweaters	Choice of crewneck, V-neck sweater, sweater vest, or cardigan (button up) sweater in navy blue or grey; or ¼ zip with embroidered Austin Catholic logo. All sweaters, crewnecks, vests, or ¼ zip must have an Austin Catholic Logo. Proper size and fit are required. No sweatshirts or fleece jackets allowed. Tie may or may not be worn with sweater, sweater vest or ¼ zip. Students electing to not wear a sweater, vest, or blazer must wear a school tie.
Socks	Dress socks in navy blue, grey, or black must be worn at all times with dress slacks and must cover the ankles. All knee-high socks and wool tights must be solid navy blue or grey only. No athletic, or outlandish colors or prints. Solid black or dark blue leggings are permitted under skirts. **Seniors may elect to wear any appropriate color or design above the ankle sock of their choice.
Shoes	Shoes must be low-heeled, dress shoes in cloth or leather in navy blue or black only. Shoes must be worn properly (i.e. backs of the shoes are not to be stepped on). No open-toed sandals, crocs, sandals, flip-flops, slippers, slides, moccasins, boots, or mule style shoes (including UGG boots) are

permitted.

Sports Jerseys Students are permitted to wear their sports jerseys on the day of competition, **unless** it is a formal dress day. Teams are required to wear the same color jersey on game days, and they must be always tucked in. Failure to tuck in jerseys after 2 warnings will result in loss of privileges.

Young Women – Relaxed Dress

- Pants** Solid khaki or navy colored wrinkle free pants 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 of brown, black, or grey must be worn. No cuffed pants or draw-string pants are acceptable. Dress code pants are to be in good repair, worn and properly fitted at the waist and with a belt.
- Shirt** White, navy blue, or grey Polo shirt with the Austin Catholic Logo on the chest. The shirt may be long, or short sleeved. Shirts must be tucked in pants at all times. T-shirts or under shirts worn under shirts must be solid in white with no writing or graphics on them and should be worn if dark undergarments are worn. Oxford or Polo collars must be visible over the neckline at all times when wearing a crew neck.
- Sweaters** (Optional) Choice of crewneck, V-neck sweater, sweater vest, or cardigan (button up) sweater in navy blue or grey; or ¼ zip with embroidered Austin Catholic logo. **All sweaters, crewnecks, vests, or ¼ zip must have an Austin Catholic Logo.** Proper size and fit are required. No sweatshirts or fleece jackets allowed. Tie may or may not be worn with sweater, sweater vest or ¼ zip.
- Socks** Dress socks in navy blue, grey, or black color must be worn at all times with pants and must cover the ankles. No white, athletic or outlandish colors or prints. All knee-high socks and wool tights must be solid navy blue or grey only. No white, athletic, or outlandish colors or prints. Black or dark blue leggings permitted under skirts. ****Seniors may elect to wear any appropriate color or design above the ankle sock of their choice.**
- Shoes** Hard-soled traditional leather dress shoes in brown, black, or navy blue. Shoes must be worn properly (i.e. backs of the shoes are not to be stepped on). Ladies are required to wear a black dress shoe on all formal days. **No** open-toed sandals, crocs, sandals, flip-flops, slippers, slides, moccasins, boots, or mule style shoes (including UGG boots) are permitted.
- Sports Jerseys** Students are permitted to wear their sports jerseys on the day of competition, **unless** it is a formal dress day. Teams are required to wear the same color jersey on game days, and they must be always tucked in. Failure to tuck in jerseys after 2 warnings will result in loss of privileges.

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 (ie. excessive eye liner, eye shadow, lipstick).

Jewelry may be worn in moderation. Hair should be **natural colors** with no more than 2 distinct colors. Students may not have *skunk stripe hair* or *skunk highlights*. Students whose hair color does not comply with the school's appearance policy may be required to remain out of school until the issue has been corrected. Austin Catholic High School reserves the right to determine compliance with this policy. Excessive jewelry or hair adornments are not tolerated.

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	Dress socks in solid color of black, navy blue or grey (no white or athletic socks)	Dress socks in solid color of black, navy blue or grey (no white or athletic socks)	Dress socks in solid color of black, navy blue or grey (no white or athletic socks)	Choice
Pants	Formal Dress Dark Grey	Dress Dark Grey or Navy (No black pants)	Dress Dark Grey, Navy Blue, or Khaki	Jeans or Corduroys (no skinny jeans)
Belts	Black	Black or Grey	Brown, Black or Grey	Brown, Black or Grey
Shirt*	White Collared button down dress shirt (short or long sleeved)	White Collared button down dress shirt (short or long sleeved) <i>Shirt must be worn with choice of crewneck, V-neck sweater, sweater vest, or cardigan (button up) sweater in navy blue or grey; or ¼ zip with embroidered Austin Catholic logo or an Austin Catholic tie</i>	Polo Shirt: White, Navy Blue, or Grey Austin Catholic Polo	Austin Catholic Branded Shirt or team uniform
Tie	Austin Catholic Tie Only	Austin Catholic Tie Only Seniors: Tie of Choice <i>If you choose not to wear a tie, you must wear either: Austin blazer, sweater vest, crewneck, or sweater (vest and sweater must have Austin Logo)</i>	NONE	NONE
Blazer	Austin Blazer REQUIRED	Can be worn if not wearing a tie or sweater	NONE	NONE
1/4 Zip	NONE	¼ zip w/Austin Catholic logo permitted	¼ zip w/Austin Catholic logo permitted	Optional
Crewneck	NONE	School-approved Austin crewneck permitted	School-approved Austin Catholic crewneck permitted	Optional
Sweater	NONE	Grey or Navy Blue sweaters can be a vest, v-neck, crewneck, or cardigan w/ Austin Catholic Logo . Must be worn if you are not wearing a tie.	Grey or Navy Blue sweaters can be a vest, v-neck, crewneck, or cardigan w/ Austin Catholic Logo .	Optional
Sweatshirts	NONE	NONE	NONE	Austin Catholic branded sweatshirt

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

ACHS Dress Code: YOUNG WOMEN

Item	Formal Dress	Regular Dress	Relaxed Dress	Spirit Dress
Shoes	Dress Black	Dress Shoes navy blue or black	Dress Shoes in navy blue, black, or brown	Athletic No mule like shoes, flip-flops, or slides
Socks	Navy blue knee-high socks or navy blue tights	Dress Black, Grey, Navy Blue (ankle or crew acceptable with pants). With a skirt: knee-high or tights grey or navy blue Seniors: socks of your choice	Dress Black, grey, navy blue (ankle or crew acceptable with pants). With a skirt: knee highs or tights Seniors: socks of your choice	Choice
Skirt	Austin Catholic plaid skirt	Austin Plaid Skirt or Grey Pleated Skirt	Your choice	Optional
Leggings	NONE	Solid Black or Dark Blue under Skirt	Solid Black or Dark Blue under Skirt	NONE
Pants	NONE	Dress grey or navy blue (No black pants)	Dress navy blue or khaki	Jeans or Corduroys (no ripped jeans or leggings)
Belts	None needed	Black or Grey (if there are belt loops)	Brown, Black or Grey	Brown, Black or Grey
Shirt*	White collared button down dress shirt (short or long sleeved)	Collared White Dress Shirt button down (short or long sleeved) <i>Shirt must be worn with choice of crewneck, V-neck sweater, sweater vest, or cardigan (button up) sweater in navy blue or grey; or ¼ zip with embroidered Austin Catholic logo or an Austin Catholic tie.</i>	Polo Shirt: White, Navy Blue , or Grey Austin Catholic Polo	Austin Catholic branded shirt or team uniform
Tie	Austin Catholic Tie Optional	Austin Catholic Tie Optional	NONE	NONE
Blazer	Austin Catholic Blazer REQUIRED	Can be worn if not wearing a tie or sweater	NONE	NONE
1/4 zip	NONE	¼ zip w/Austin Catholic Logo permitted	¼ zip w/Austin Catholic Logo permitted	Optional
Crewneck	NONE	School-approved Austin Catholic crewneck permitted	School-approved Austin Catholic crewneck permitted	Optional
Sweater	NONE	Grey or Navy Blue sweaters can be a vest, v-neck, crew neck, or cardigan w/ Austin Catholic Logo . Must be worn if you are not wearing a tie.	Grey or Navy Blue sweaters can be a vest, v-neck, crew neck, or cardigan w/ Austin Catholic Logo .	Optional
Sweatshirts	NONE	NONE	NONE	Austin Catholic branded sweatshirt

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

STUDENT ACTIVITIES & ATHLETICS

PROGRAM PHILOSOPHY & GUIDELINES

A high school education is far from complete without some form of participation in an 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 Austin Catholic Administration, Student Government, and Athletic Department work together to provide meaningful experiences and opportunities to the men and women of Austin Catholic.

In all matters the athletic program shall be guided by its desire to offer superior opportunities for Austin Catholic High School student athletes to develop their talents, to compete in sportsman-like manner, and to grow in their dedication to teamwork, honest effort, and values of Austin Catholic High School. Currently Austin Catholic High School offers 17 varsity sports and 1 JV programs. 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 MHSAA transfer eligibility guidelines. Please see the Athletic Director for more information.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES (same as Athletic eligibility)

All students are encouraged to devote a part of their time to extracurricular activities. However, students should understand that success in academics must be their 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.

- Students must not have two grades below 70%, each week to be eligible for participation in sporting contests and/or extracurricular activities.
- Eligibility Check Procedure – Academic eligibility will be checked every week, starting two weeks after classes begin (excluding MiniMester). Grades will be checked every Monday using FACTS. If a student has one or more grades below the 70% threshold a warning email will be sent to the student athlete, parent, and teacher giving notice about the low grade(s) and asking that the student work with their teacher to raise the grade prior to the Thursday afternoon eligibility final check. The final academic eligibility for the upcoming week will be conducted on Thursday afternoon using current grades in FACTS.
- A student also becomes ineligible for extracurricular activities if his/her conduct is less than becoming of an Austin Catholic High School student.
- Grade checks will be monitored by the Assistant Principal of Academic Affairs and/or the 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.
- Students receiving two grades below 70% in any classes will be placed on academic probation (P) for the week (Monday through Sunday) following the Thursday academic eligibility check producing the failing grade.
- If the student receives two grades below 70% thereafter, they will be placed on week one of ineligibility (I 1) and be ineligible for extracurricular activities for the week (Monday through Sunday) following the Thursday academic eligibility check producing the below 70% grades. The student may continue to attend and participate in practices. If the student continues to receive two grades below 70% in any classes for two (2) consecutive weeks, they will be placed on week two of ineligibility (I 2) and be ineligible for the week (Monday through Sunday) following the Thursday academic eligibility check producing the consecutive below 70% grades. The student may continue to attend practices but not participate in practices or activities. If a student that receives two below 70% grades for three (3) consecutive weeks, they will be placed on week three of ineligibility (I 3) and be ineligible for the week (Monday through Sunday) following the Thursday academic eligibility check producing the consecutive below 70% grades. The student will not be able to attend practices or activities that week. Any student that receives two below 70% grades for four (4) consecutive weeks, regardless of the class, will be removed from the extracurricular activity due to week four of ineligibility (I 4)
- If a student grade(s) are raised above the 70% grade threshold prior to the next Thursday academic eligibility check, then they will be able to participate in extracurricular activities on the next Monday. If, after regaining academic eligibility, the student again receives two below 70% grades, they will repeat the above procedures 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 the 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
R.A.K. Club
Student Government
National Honor Society
Environmental/Green Schools Club
Robotics
SAVI Team
Nature Club
Pickleball Club
Music Liturgy
Martial Arts Club
Food Appreciation
Arts & Crafts
Quiz Bowl

Club Rules and Expectations

Participation in clubs and extracurricular activities is a privilege, not a right. Students are expected to represent Austin Catholic High School in a manner consistent with the school's mission, values, and Code of Conduct.

Club Bylaws

Individual clubs and organizations may adopt additional bylaws, constitutions, or operating procedures that govern membership, officer eligibility, attendance, participation, and other club-specific expectations. All club bylaws must be reviewed and approved by Austin Catholic High School Administration before taking effect.

By choosing to participate in a club or organization, students agree to abide by all approved club bylaws in addition to the policies outlined in the Student Handbook. Failure to comply with approved club bylaws may result in disciplinary action, loss of leadership privileges, suspension, or removal from the club, as determined by the club moderator and Administration.

Expectations for Participation

Students participating in any school-sponsored club or activity are expected to:

- Attend meetings, events, and activities regularly and on time.
- Treat fellow students, moderators, guests, officials, and community members with respect and courtesy.
- Follow all school rules and policies during meetings, events, travel, and competitions.
- Demonstrate positive sportsmanship, leadership, integrity, and responsible behavior.
- Communicate with the club moderator in advance regarding unavoidable absences whenever possible.

Attendance Requirements

Students are expected to attend at least **90% of scheduled meetings and required events** each school year. Excused absences may be considered at the discretion of the club moderator and Administration.

To be eligible for year-end recognition, awards, certificates, pins, leadership recognition, or other honors associated with a club or activity, students must meet the club's participation requirements, including the 90% attendance expectation, unless otherwise approved by Administration.

School Authority

Austin Catholic High School reserves the right to establish, modify, suspend, or discontinue any club or activity at any time. The school also reserves the right to determine membership requirements, leadership eligibility, participation expectations, and student eligibility for recognition or awards.

Removal from a Club or Activity

Students may be removed from a club or activity at the discretion of the club moderator and/or Administration for reasons including, but not limited to:

- Excessive absences or failure to meet attendance requirements.
- Repeated tardiness or lack of participation.
- Academic or disciplinary concerns.
- Violations of the Student Code of Conduct or school policies.
- Disrespectful, disruptive, unsafe, or inappropriate behavior.
- Failure to fulfill responsibilities associated with membership or leadership.

Administration reserves the right to make final decisions regarding participation, continued membership, and eligibility for recognition in all clubs and extracurricular activities.

Student Government

The Austin Catholic High School Student Government consists of representatives from the freshman, sophomore, junior, and senior classes. Elected offices of President, Secretary, and Treasurer are held each Spring with candidates from the sophomore, junior and senior classes. Elected offices of Vice-President and Public Relations are held each Fall with candidates from the sophomore, junior and senior classes. The Student Government meets every week. 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 at Austin Catholic High School. The Student Government Advisor maintains the Bylaws and ensures they are reviewed and updated as appropriate.

ATHLETICS

In all matters the athletic program shall be guided by its desire to offer superior opportunities for Austin Catholic High School 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 17 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 the Athletic Director for more information.

Physicals

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, parents/guardians and the student-athlete. These forms may be obtained from the main office, Athletic Director, or MHSAA website. The physical form must be on file in the main office or uploaded into the online registration 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-athlete who is absent from school in the morning and/or afternoon because of a physical illness may not participate in the practice or contest held on that day. If a student is too sick to attend school, the school will not allow the student-athlete to endanger their health by allowing them to participate in a strenuous physical or mental activity.
- A student-athlete 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-athlete who is absent 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 they have written permission from the doctor to return to that activity.

Athletic Eligibility— (same as extra-curricular eligibility)

All student athletes attending Austin Catholic High School (ACHS) must meet the minimum academic standards established by the Michigan High School Athletic Association (MHSAA) and the weekly eligibility rules set forth by ACHS.

ACHS's expectation is that student athletes excel both on the field of play and in the classroom. Therefore, the following expectations are to be observed:

- 1) Student athletes must not have two grades below 70% each week to be eligible for participation in sporting contests and/or extracurricular activities.
- 2) Eligibility Check Procedure – Academic eligibility will be checked every week, starting two weeks after classes begin (excluding MiniMester). Grades will be checked every Monday using FACTS. If a student athlete has one or more grades below the 70% threshold a warning email will be sent to the student athlete, parent, and teacher giving notice about the low grade(s) and asking that the student athlete work with their teacher to raise the grade prior to the Thursday afternoon eligibility final check. The final academic eligibility for the upcoming week will be conducted on Thursday afternoon using current grades in FACTS.
- 3) In the event that a student athlete receives two grades below 70% on the Thursday afternoon eligibility check, the following procedures will be followed:
 - a. The Athletic Department will ask the teachers to review the student athlete's grades to confirm the grade is correct and ensure no work has not been graded.
 - b. Upon teacher confirmation, the Athletic Department will notify the parents, student athlete, and coaches of the grades and the student athlete's eligibility status.
 - c. The eligibility week runs Monday through Sunday and will utilize the following guidelines:
 - i. Student athletes receiving two grades below 70% in any classes will be placed on academic probation (P) for the week (Monday through Sunday) following the Thursday academic eligibility check producing the failing grade.
 - ii. If the student athlete receives two grades below 70% thereafter, they will be placed on week one of ineligibility (I 1) and be ineligible for sports contests for the week (Monday through Sunday) following the Thursday academic eligibility check producing the below 70% grades. The student may continue to attend and participate in practice. If the student athlete continues to receive two grades below 70% in any classes for two (2) consecutive weeks, they will be placed on week two of ineligibility (I 2) and be ineligible for the week (Monday through Sunday) following the Thursday academic eligibility check producing the consecutive below 70% grades. The student may continue to attend practice but not participate in practice or contests. If a student athlete that receives two below 70% grades for three (3) consecutive weeks, they will be placed on week three of ineligibility (I 3) and be ineligible for the week (Monday through Sunday) following the Thursday academic eligibility check producing the consecutive below 70% grades. The student athlete will not be able to attend practice or contests that week. Any student athlete that receives two below 70% grades for four (4) consecutive weeks, regardless of the class, will be removed from the team due to week four of ineligibility (I 4).
 - iii. Teachers will be allowed to grant student athletes a rating of No New Grades (NNG) in their class. NNG reflects that students have not had an opportunity to raise their grade due to an insufficient amount of work since the last Thursday academic eligibility check. A student athlete that is ineligible in a class due to academic ineligibility receives an NNG in that class; they will return to probationary status for that class, unless otherwise recommended by the teacher.
 - iv. Teachers will also have the opportunity to base eligibility on effort and behavior. If effort and behavior become an issue in the classroom the Athletic Department retains the ability to deem a student athlete ineligible for participation in events.
 - v. If a student athlete's grade(s) is raised above the 70% grade threshold prior to the next Thursday academic eligibility check, then they will be able to participate in sporting contests the next Monday.
 - vi. If, after regaining academic eligibility, the student athlete again receives two below 70% grades, they will repeat procedures i. through v. in this section.

Eligibility Key

P – Probation: The student athlete has two below 70% grades for the first time in a season; the student athlete is given one week to raise their grade(s) to 70% or above

I 1 – First Week of Ineligibility: The student athlete has two below 70% grades in the first week following their probationary week. The student athlete shall participate in practices but will not be allowed to participate in any contests. I 1 student athletes are expected to follow all communicated expectations from their coach for practices and contests.

I 2 – Second Week of Ineligibility: The student athlete has two below 70% grades for a second consecutive week following their first week of ineligibility (I 1). The student athlete may not participate in any practice or contests. I 2 student athletes are expected to follow all communicated expectations from their coach for practices and contests.

I 3 – Third Week of Ineligibility: The student athlete has two below 70% grades for a second consecutive week following their second week of ineligibility (I 2). The student athlete may not attend any practice or contests.

I 4 – Fourth Week of Ineligibility: The student athlete has two below 70% grades for the fourth consecutive week following their first, second, and third week of ineligibility. The student will be removed from the team.

The above academic policy and procedures will be applied to any athletic activity that requires an ACHS paid coach, advisor, before/after school event that is not a class related activity. ACHS Administration reserves the right to update and/or alter this policy as needed at any time.

PLEASE NOTE THAT A STUDENT ATHLETE IS STILL CONSIDERED A MEMBER OF THE TEAM AND MUST OBEY ALL TEAM AND ATHLETIC RULES DURING THEIR INELIGIBILITY PERIOD.

To be considered fully eligible at the beginning of the semester, a student-athlete must have passed and received credit toward graduation in at least six (6) classes during the previous semester and have a C-average (1.75 GPA) for the previous semester.

Transfer students must contact the Athletic Director to determine eligibility based on the MHSAA regulations for athletic transfer eligibility. Austin Catholic High School 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

Student-athletes are expected to ride to and from an event with their team when traveling out of town. Student-athletes may travel home from events with either parent only if the coach is notified and agrees. Frequently, game's locations allow the student-athlete to meet at the location of the event, this travel option is at the discretion of the coach. The coach will inform students of all transportation plans.

The Role of Parents in Interscholastic Athletics

- Make sure your child knows that, win or lose, you appreciate their 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 the team
- 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 a positive resolution.
2. If the concern is about a coach's rules 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, parents 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, parents, 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 High School 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 participating in Austin Catholic High School athletics 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, themselves, and Austin Catholic High 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 High School:

- 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. The guest must be under the age of 21 and if currently in high school, they must have the required paperwork returned from their school administration prior to the event. 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 Austin Catholic High School rules and the Austin Catholic High School student is responsible for their guest. No other outsiders may attend an Austin Catholic High School dance. If a non-Austin Catholic High School student is dismissed from the dance, he/she will not be permitted to enter subsequent dances and the Austin Catholic High School student who invited the guest will be required to confer with the principal.

- Adhere to the Austin Catholic High School Dress Code.
- No one will be admitted to any dance 30 minutes after a dance has begun. Students may not leave any dance 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 High School 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.
- Administration reserves the right to designate what appropriate dance attire is. Girls' dresses must be appropriate in length and have a modest neckline. If any student fails to meet dance appropriate attire, they will be given the option to change clothing or be asked to leave.
- 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.

SENIOR TRIP POLICY

The Administration reserves the right to modify, decline, or cancel any proposed senior trip that does not align with the values of truth, unity, and love, or if it fails to meet the following standards:

1. **Itinerary:** Draft itineraries including potential activities desired must be provided to administration by May of their Junior year. Parents will be provided with prospective student desired locations with preliminary itineraries. Of the options, seniors will vote on top three locations in senior seminar.
2. **Administrative Approval:** All senior trips must receive prior approval before any bookings or reservations are made.
3. **Class Participation:** At least 50% of the senior class must commit to attending the trip for it to proceed.
4. **Chaperone Requirement:**
 - A minimum of one staff chaperone is required for the trip.
 - It is the responsibility of the senior class to secure a staff chaperone and to cover their trip costs, which will be divided equally among participating students.
 - If both male and female students are attending the trip, male and female chaperones must also be present.
 - There must be a minimum of three chaperones and at least one chaperone per 10 students.
5. **Chaperone Eligibility:** All chaperones must complete a background check and the "Protecting God's Children" program prior to the trip.
6. **Fundraising:**
 - Students are permitted to organize school-sponsored fundraisers to help cover trip expenses.
 - Funds will be divided between students attending the trip.
 - Any funds raised under the name of Austin Catholic belong to the school and cannot be reallocated by students or parents.
7. **Travel Distance:** The trip location must be within a driving distance of approximately 8 hours using real-time GPS navigation resources.
8. **Religious Component:** The trip must include at least one activity or event with a religious focus.
9. **Affordability:** The trip should be planned with affordability in mind, ensuring accessibility for all students.
 - A survey will be conducted during junior Seminar to determine a reasonable total trip cost. *Note: Trip insurance will be included in the total cost in the event of an emergency or trip cancellation.*
10. **Deposit and Payments:**
 - A non-refundable deposit of \$50 is required to secure a student's spot on the trip.
 - Remaining costs may be paid through installment plans divided up evenly through the months of January-April.
11. **Financial Assistance:** Students facing financial challenges should contact the Administration for support or assistance.

12. **Code of Conduct:** Students are expected to adhere to the Austin Catholic High School Code of Conduct. Strict adherence must be maintained regarding social media and no posting of student pictures without appropriate consent.

In addition, Austin Catholic High School is not liable for personal belongings that may be misplaced or stolen while on the trip. Students should leave expensive or irreplaceable items at home and make sure they have a secure place to store their belongings during the trip.

EXTRACURRICULAR REFUND POLICY

- All fundraising money collected on behalf of Austin Catholic High School is the property of Austin Catholic High School.
- 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 the 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. Fundraising cannot take place at an event where there is another approved program already operating.

AWARDS/VARSITY LETTERS

The annual *Underclassmen Awards Ceremony*, which is held in June, rewards Austin Catholic High School'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 High School. 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 High School. 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 other school awards ceremonies. Students lettering in multiple sports and/or academics and clubs will earn a "service bar" for each repeated award. Lost awards may be replaced if possible, but Austin Catholic High School can not guarantee any awards replacement.

Scholar Athlete

Austin Catholic High School awards students "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 underclassmen male and one underclassmen female will be selected as the "Underclassmen Scholar Athlete of the Year" based upon a point system. From eligible seniors, one senior male and one senior female will be selected as the "Senior Scholar Athlete of the Year" based upon a point system..

Austin Catholic High School will also nominate seniors eligible for the CHSL Senior Scholar Athlete Leader Award. The same committee will also select one Austin Catholic High School senior as the Austin "Mike Miller Scholar Athlete of the Year" based upon a point system.

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 be given in November and December. 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 unofficial transcripts and discipline records from his/her current school. If Admissions determines that the student has met the requirements for admission, the student and his/her parent/guardian will be invited to meet with the Director of Admissions, the Principal, and School Counselor. Together, they will make the final decision to allow or not allow the student to transfer into Austin Catholic High School.

- 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.
- Transfer students in 12th grade are accepted on a limited basis.
- Senior transfers are still required to attend Kairos retreat and Senior Leadership retreat.
- Senior transfers are still required to complete the Senior Caritas project and a minimum of 25 hours of service to graduate.
- Senior transfers will be charged the \$250 senior fee.
- The MHSAA and CHSL transfer rules apply for students wishing to play sports.
- Termination of transfer students can occur at any time if they were accepted into Austin Catholic under false pretenses or falsifying information relative to their acceptance.

INTERNATIONAL STUDENTS

Austin Catholic High School welcomes and encourages international students in grades 9 and 10 from partnering nations to join our vibrant student body.

- International applicants must apply online using the application for International Students which opens in January of each year.
- Complete the Austin Catholic Application for Admissions for International Students before March 20th.
- Submit the previous two years' report cards and transcripts (translated to English) as part of the application. In addition, a writing sample is requested.
- Complete an interview with the Director of Admissions. During the interview we will also determine your English Language Proficiency through reading and our virtual chat which will be recorded. This satisfies the language proficiency requirement test – we will schedule the interview once your application has been submitted.
- The following is required for the issuance of an I-20 and must be submitted to the Admissions office by June 1:
 - Documented financial stability and ability to pay tuition and fees.
 - Length of time a student intends to be enrolled at the school.
 - Valid passport / passport photo (at least valid 6 months into future)
 - Birth Certificate
 - Proof of Family name, Country of birth and Country of citizenship
 - Home address
 - Name and Address of proposed Local (U.S.) address/sponsor.
- International student tuition includes additional expenses related to the administrative and processing of international admissions and the additional personnel to support the students while in attendance (i.e., tutoring, counseling, etc.). If you have any questions about international student tuition, please contact our Finance Manager.

- International Student Tuition for 2026-2027: \$15,000
 - International Student Registration Fee- (annual non-refundable): \$1,500
- Total \$16,500

Twenty-five percent of tuition and fees must be paid in advance. Once we have received all the information above and required fees, we will forward the information to the Archdiocese of Detroit where they will generate the I-20 form for the Visa Application.

Enrollment/Registration Contract

TUITION & FEES 2026-2027

1. I agree to pay in full the tuition and associated charges/fees for which I am responsible.
2. The Austin Catholic High School Board of Directors has set tuition for the 2026-2027 **academic year at \$11,580.00.**
3. I understand that regardless of how I decide to pay my tuition, I must enroll into the FACTS tuition management program.
4. I understand the plan I select may incur additional processing fees.
 - Pay \$11,580.00 in full on or before July 15th (no processing fees)
 - Two payments of \$5,790.00 are due on or before July 15th and December 15th. A \$30 processing fee applies.
 - Ten equal payments of \$1,158.00 are due on or before the 15th of each month, beginning on July 15th through April 15th. A \$60 processing fee applies. Payments are automatically deducted from your bank account or debit/credit card by FACTS. Payments made via credit cards will also be assessed as an additional fee by FACTS.

FEES:

The following fees will be assessed for the 2026-2027 academic year. **All Fees are non-refundable.**

5. **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 3rd. After March 3rd, the fee is \$200.**

6. **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.

7. **Textbooks:** Austin Catholic orders most textbooks for students and utilizes a leasing program to reduce costs for families. Families may elect to purchase textbooks with ISBN numbers. Book lists with ISBN numbers will be provided by August 5th. Textbook charges will be billed to FACTS accounts.

8. **Lab, Art, AP Course Fees:** Some courses that require additional expenses including intensive science labs, art supplies, photography, robotics, STEAM, Mini Mester, yearbook and AP courses will have a Lab fee assessed through FACTS (\$25-\$100).

9. **Athletics & Clubs:** Families and players are asked to share in the cost of athletics & clubs expenses depending on activity. This may include warm-ups, uniforms, and sharing transportation or registration costs to offset expenses associated with participating in athletics and clubs. These will be billed as incidental charges to FACTS. All families are required to participate in the Spring Athletic Fundraiser. Otherwise, a non-participation fee of the minimum amount to be raised per student will be billed through FACTS.

10. **Incidental Costs:** All incidental fees and costs (i.e., athletic fees, field trips, course fees, retreats, school store and lunch charges) will be billed through FACTS.

LATE TUITION / RETURNED CHECKS / REFUNDS:

11. If a financial problem arises, it is imperative that you contact Austin Catholic's Business Manager. Late payments and payments made with non-sufficient funds will be assessed fees through FACTS. Rates vary each year.

12. 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.

13. 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 President and Principal.

14. We ask you to understand 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 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 attends ACHS until the outstanding tuition and fees have been paid in full or an agreement satisfactory to ACHS is finalized.

15. To withdraw from Semester One, written notification must be received by August 1, and any advanced tuition payments will be refunded. To withdraw from Semester Two, written notification must be received by December 1, and any advanced tuition payments will be refunded. If the student withdraws after August 1 for Semester One or after December 1 for Semester Two, I understand tuition will not be refunded and will be expected to be paid for the entire semester, regardless of the date of exit.

16. One hundred percent of academic and tuition assistance awarded is forfeited if the student leaves ACHS for any reason. If a student withdraws, the deposit and fees are forfeited and considered a donation to the school.

FAMILY COMMITMENT

17. The cost to educate an Austin Catholic student well exceeds the tuition cost. 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. Fundraising is a 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.

18. 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.

19. I understand that all **families are required to either attend or donate to the Gala** (in addition to the above requirement), by either purchasing two tickets, volunteering an additional 10 hours, or donating items equal in monetary value to the cost of two tickets. Failure to make a commitment by the deadline will result in the cost of two tickets charged to the FACTS account.

MISCELLANEOUS

SAFE ENVIRONMENTS/SCHOOL SAFETY

Austin Catholic High School has formal policies and procedures for safety measures. For a copy of these policies please contact the Administration. Austin Catholic High School participates in all state mandated fire, tornado, shelter-in-place, and emergency drills annually. The 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 training.

Austin Catholic High School 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 High School 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 objections. Exemptions require parents/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.

SCHOOL BUILDINGS

All school buildings and grounds shall meet the applicable state and local standards, as well as any standards that may be published by the Department of Catholic Schools or the Archdiocese.

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 conduct the required routine inspections. Austin Catholic High School has implemented the process to conduct inspections every six months, however, recognizes 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 an 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) of the 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 people 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. Christ - don of the
2. Lord, Je - sus, shep - herd, you are the un -
3. We are cru sa - ders; war - ri - ers on
4. Lord, in your im - age, you have cre -

liv - ing God. Bro - thers and sis - ters, in
fati - 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 are the

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

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

grow to - geth - er side, by side,
ble - sed wis - dom, grace, and love,
ar - nor of al might, ty God,
serve in Jes - us Christ, our Lord, Lord.

AUSTIN CATHOLIC HIGH SCHOOL ACCEPTABLE USE POLICY

2026-2027

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 the 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 you finish 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 people 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 security 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:

Austin Catholic High School staff will do their utmost 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 Austin Catholic High School Acceptable Use Policy, he/she will be put on the following disciplinary steps:

- 1st Offense (minor): Warning/Reminder of Policy and email home to parents
- 1st Offense (major): Loss of technology privilege for 24 hours and email home to parents
- 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.

Depending on the severity of the offense, whether it is the first offense or not, may result in more severe penalties per the discretion of the school administration. 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.

ADVISEMENT FOR STUDENTS

It is very important for all Austin Catholic High School 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; however, you are mistaken. Austin Catholic High School 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, other students, your friends, or the name and reputation of Austin Catholic High School. Austin Catholic High School 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 any other 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, according to 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:

- o File-sharing, downloading, or installation of music, or any other file that violates copyright laws.
- o Accessing chat rooms or social media sites (ie. Instagram, SnapChat, TikTok, Facetime, Facebook etc.) during school/class time.
- o Attempting to gain access to websites that contain term papers, reports or any other student work for sale or download.
- o 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.
- o Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, bullying, pornographic, obscene, or sexually explicit materials.
- o Downloading or installing any non-educational games or any apps that are contrary to the goals and mission of ACHS.
- o "Jailbreaking," "back dooring," by passing Austin Catholic's web filter, using VPNs or making any attempt to alter security protocols or circumvent Austin Catholic's network safeguards.
- o Spamming or sending mass inappropriate emails or texts.
- o Using the internet as a platform for bullying any other student, teacher, or school staff.
- o Conducting any activity that would be deemed illegal, immoral, or unbecoming.
- o Refusal to give the PC over for inspection or refusal to unlock the screen when prompted by staff.
- o Accepting responsibility for the damage and repairs incurred through use, misuse, loss or theft.
- o Use appropriate language when writing 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 people.

I have read all the following and understand that use of the 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 or tablet may be collected and searched at any time and that nothing that I do on the PC or tablet should carry a presumption of privacy.

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

Student Signature_____ **Date:** _____

I, [Parent's Full Name]_____, acknowledge that I have received, read, and understand the contents of the Student & Parent Handbook. I support the rules and policies outlined in the handbook and agree to work in partnership with the school to ensure that my child, [Student's Full Name]_____, adheres to these guidelines.

Parent Signature_____ **Date:** _____

Appendix A: Contact Directory

Balzano, Carolyn	Principal	x101	cbalzano@
Bigush, Jackie	Director of Admissions	x205	jbigush@
Bongiovanni, Joe	Assistant Principal/Athletic Director	x118	jbongiovanni@
Christoff, Jill	Director of Communications	x204	jchristoff@
Devine, Diana	Director of Campus Ministry/Social Work	x114	ddevine@
DuVall, Sherrie	Admin. Assistant & Food Services Director	X103	sduvall@
Hoover, Allison	President	x201	ahover@
Krause, Lynn	Admin. Assistant	X102	lkrause@
McPhail, Maria	Business Manager	x200	mmcphail@
Scheel, Andy	School Counselor/Social Studies	x324	ascheel@
Brown, Mary	Science, Reading, English, Theology, & History	x303	mbrown@
DeMaria, Rosa	Mathematics	X316	rdemaria@
Forkin, Joshua	Mathematics	x325	jforkin@
Friedmann, Margaret	Theology	x323	mfriedmann@
Glodich, Ron	Science/Athletic Coordinator	x328	rglodich@
Hansknecht, Stephen	Math, Science, & STEAM	X304	shansknecht@
Hayden, Laura	Science, STEAM Coordinator	x305	rhayden@
Howell, Katie	Band	x302	khowell@
Kosinski, Susan	English	x318	skosinski@
Langolf, Dan	Social Studies	x321	dlangolf@
LaPrise, Sara	Paraprofessional/Mathematics	X121	slaprise@
LeDuc, Melanie	English	X320	mleduc@
Lile, Erika	World Language	x317	elile@
Rigney, Daniel	Social Studies	x322	drigney@
Slanczka, Frank	Fine Arts	x301	fslanczka@
Sredich, Kris	English	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 ____/____

Total Number of Days Missed: _____

Month /Day Month / Day

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: 2026-2027 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 a college style textbook system that is in place for 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.
 - o 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
 - o 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 the 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.
 - o Students must purchase consumable texts that require written work within the text.
- Student/parents rent their textbook from ACHS.
 - o The student does not own the text and cannot write or highlight the text. Students 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.
 - o If a 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 return process work?

During orientation students will have the option to purchase new (if available), purchase used (if available), or rent their textbooks. The cost of the books will be applied to the student's FACTS account. At the end of each semester, students will return rented texts to their teachers.

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?

Some texts are a student's responsibility based on how it will be used in the classroom, such as fully consumable texts (single use workbooks). Therefore, based on the inability for future students to re-use the books, the books must be purchased by the student for a single time use. Also, some texts are simply cheaper and more available for students to purchase on their own. Other books are accessed by digital access codes that apply to a single individual purchaser.

How are textbooks selected?

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 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 Ms. Maria McPhail, Business Manager, with questions related to academics, textbooks, and curriculum costs.

Appendix D: Discipline Levels

Category 1 Behaviors

minor infractions – lunch detentions, service, morning/afterschool detentions

- Disrespect to staff authority
- Dress Code violation – *see dress code*
- Cheating/Plagiarism/AI Use – *see policy*
- Classroom, Mass, Chapel, lunchroom etc. 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*
- Skipping Class

Category 2 Behaviors

serious infractions – Morning/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, chapel, lunchroom, etc. disruption – resulting in removal from that location
- Mischief – tampering, interfering, or touching 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*
- Hate speech, discriminatory language and symbols
- Personal threats to another student (or their family), teacher, faculty member, or administrator – including those that are claimed to be jokes
- Inappropriate School Pranks
- Misconduct at school sponsored activities
- Repeated Skipping of Class
- 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 – striking another student with any portion of your body or object regardless of intent to cause bodily harm.
- 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

The above lists are not exhaustive, but to serve as examples for each category.

The policies and procedures contained in this Student Handbook are intended to provide general guidance and may be amended, revised, or discontinued by Austin Catholic High School at any time. Any significant changes will be communicated to students and parents/guardians through appropriate school channels.

This handbook is not intended to address every possible situation that may arise. Austin Catholic High School reserves the right to interpret and apply all policies and procedures, as well as to make decisions regarding student conduct, discipline, and school operations in situations not specifically addressed in this handbook. All decisions made by the Administration are final and are made at its sole discretion in accordance with the mission, values, and best interests of the school.