

MUSKEGON CATHOLIC CENTRAL

Grade 7-12 Student and Parent Handbook 2018-2019

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Mission Statement

Muskegon Catholic Central educates each student in spirit, mind, and body by fostering personal excellence within the Catholic tradition.

GENERAL INFORMATION AND PROCEDURES

ADMINISTRATIVE INTERPRETATION

All rules, expectations, policies, procedures, and consequences not enumerated and/or implied in this Student and Parent Handbook are subject to the interpretation of the Principal and Athletic Director. The Principal and Athletic Director, in consultation with the President, may make changes and/or additions to this handbook as necessary throughout the school year. Any changes and/or additions to this handbook will be communicated to students and parents.

ASSEMBLIES AND RELIGIOUS SERVICES

Student assemblies of various kinds are designed to enhance the spiritual life and educational programs of the school. Students are to show utmost courtesy and respect and should sit in the section assigned. Students should enter religious services quietly and in a spirit of prayer. Gum, food, candy, and beverages are prohibited. Students should leave book bags in their lockers.

BOOK AND ATHLETIC BAGS / EQUIPMENT

In order to keep our school safe, book bags and small athletic bags must be stored in students' lockers at all times during the school day. Large athletic bags and / or equipment that will not fit in a student's locker may be stored in the School Office.

BUILDING HOURS

On school days, the building is open from 7:30 a.m. to 4:00 p.m. Parents must arrange to have unsupervised students picked up by 4:00 p.m.

CAFETERIA

Students should leave the area in a clean, orderly condition. Cooperation and concern for others should be evident in the conduct of those using the cafeteria. All eating will take place in the cafeteria. Students may bring lunch from home or purchase lunch in the cafeteria. Deposits to student lunch accounts are strongly encouraged. Students are required to abide by the following policies while using the cafeteria:

- Students are to clear their table and place trash and empty milk containers in the appropriate trash receptacle.
- Students caught disrupting the cafeteria by the throwing of food, paper, etc. will be responsible for the clean-up of the cafeteria after their lunch period for one week and will serve one 60 minute after school detention.
- Taking food without paying for it will be treated as theft and will be dealt with accordingly.
- We ask that visitors, friends or families of students, not bring outside food (fast food, pizza, birthday cakes, etc.) to school for a Muskegon Catholic Central student without prior approval of the administration.
- **Food may not be “ordered in” for or by students.**

CHANGE OF MAILING ADDRESS, EMAIL, OR TELEPHONE NUMBER

Parents should inform the Counseling Office and Business Office of any change in mailing and / or email address, telephone number, or parent work number.

CLASSROOM RULES

In addition to school rules, each teacher will establish guidelines for his / her classroom to help insure maximum learning for everyone. Students are expected to abide by these rules and follow all teacher directives.

CLOSED CAMPUS

Muskegon Catholic Central has a closed campus. Written permission from the School Office is required **before leaving the school building** during the day – this includes going to one's car. Students leaving campus must report to the School Office upon return. Passports are not issued for lunch.

COUNSELING AND COUNSELING DEPARTMENT

The primary function of this Department is to assist students and parents in the educational process by providing services that encourage, direct, inform, or remediate. These include academic counseling, administration of standardized tests, college and financial aid assistance, and personal/emotional counseling. Students wishing to see the school counselor should Schedule an appointment with Ms. DeWitt.

DANCES

Dances are periodically scheduled for high school students. Freshmen are **NOT** allowed to attend the **Christmas Dance and Spring Prom, even if invited as a guest**. The **Christmas Dance** is for students in grades **10-12 ONLY** and one guest. The **Spring Prom** is for grades **11-12** and their guests, which may include a sophomore. **Sophomores are only allowed to attend the Spring Prom as a guest of an upper classman**. All school dances, including the Christmas Dance and the Spring Prom will end at 11:00 p.m. Unless otherwise announced, an MCC student may bring one high-school aged guest from another school provided the guest requirement for that dance is met (i.e. approval form, I.D., sign-in, etc.). If the guest is not in high school he / she must be under the age of 21 and must meet additional requirements established by the Administration. Students are to keep their dance styles respectful and appropriate. Any student dancing inappropriately will be asked to stop. If it is necessary to address a student a second time, he/she will be required to leave the dance. High school students who leave a dance will not be allowed to re-enter.

DISTRIBUTION AND DISPLAY OF PRINTED MATERIAL

Permission to post or distribute any signs, posters, flyers, or announcements must be received from School Office personnel. All posted material not approved will be removed.

DRIVING AND PARKING

Use of the parking lot is a privilege granted by the school and a \$20.00 fee is charged in order to obtain a parking pass. All licensed drivers who intend on parking at school, must purchase a

parking pass, and it must be displayed in their vehicle window. The pass is required, no matter when purchased during the school year. Parking registration forms are available in the School Office. Drivers who are not registered with the School Office or who park illegally or drive recklessly may lose parking privileges altogether and/or they will be written up using the Non-aggressive Behavior Rubric. A \$5.00 late fee will be charged to those not registering voluntarily. Drivers who drive in an unsafe manner may have their driving privileges on school grounds revoked.

ELECTRONIC EQUIPMENT

The use or visible possession of personal electronic or battery-powered devices (e.g. pagers, cell phones, MP3 players, iPods, radios, games, CD players, etc.) is prohibited during class time, weekly liturgy, and advisory period. Students are able to use these devices during the lunch period. **Per the Non-Aggressive Rubric, the first offense will result in an intervention by a staff member and a verbal warning will be documented and sent to the School Office. Additional offenses will result in administrative disciplinary action; the items will be confiscated, given to the School Office and either the student or the student's parents must come into the School Office to claim the confiscated items. Please refer to the Disciplinary Process/Non-Aggressive Behavior Rubric defined in this Handbook found under the Student Conduct section for further explanation.** Students needing to use this equipment for a class or activity should receive permission from their classroom teacher or advisor. Laptop computers and PDA's are permitted for appropriate school use. Misuse will result in a disciplinary referral. Each teacher has the option of collecting all electronic devices before administering a test or quiz. If after being provided an opportunity to turn in electronic equipment, a student is seen with electronic equipment in their possession during the test/quiz, they will automatically receive a zero for the test / quiz. MCC is not responsible for personal property, including electronic equipment, due to loss, theft, damage, etc.

EMERGENCY SCHOOL CLOSING

If the school must be closed because of inclement weather, the announcement will be made on the following radio and TV stations: WSNX, WMUS, WKBZ, WQWQ, WKJR, WWMT, WZZM-13. A notification will also be sent via text message or email from the REMIND Parent Notification System established by Muskegon Catholic Central. To receive REMIND parent notifications contact the School Office for more information. Generally the decision to close school or issue a delayed start will be made by 6:15 a.m. When school is canceled because of bad weather, **ALL** school activities and practices sponsored by MCC may also be canceled based on forecast. The decision to cancel school activities or practices sponsored by MCC will be made by MCC Administration, and the decision may not be made until later in the day. If MCC is scheduled for an athletic event at another school, the host school determines if the event will be held.

EMERGENCY SAFETY

A variety of emergency safety drills are held periodically during the school year. Students should become familiar with the rules and proper exit from each building area if applicable. For the safety of all, students are to follow the instructions they have been provided by Administration or

by a MCC faculty or staff member. In the case of a fire alarm, students are to exit quietly to the appropriate place assigned by Administration. In case of a fire alarm, everyone must leave the building. Improperly activating a fire alarm or tampering with the fireboxes and/or extinguishers is a disciplinary offense resulting in suspension and a violation of law, which will be reported to the proper authority. Please note: In case of an emergency that occurs on a school day in the late afternoon, the general rule will be for students to remain at school until released by the appropriate authorities.

FOOD AND BEVERAGES

Food and drinks, except water, are not to be taken to class. Students are allowed snacks between classes, but are not allowed to take food into the classrooms. Given these privileges, students should pick up after themselves and keep the school neat and clean.

ILLNESS AT SCHOOL

Students who become sick at school must report to the School Office for care. Students will be allowed to rest in the sickroom located in the School Office for a maximum of forty-five minutes only, than a decision must be made to return to class or go home. Under no circumstances should ill or injured students leave school without permission from the parent/guardian/relative and School Office personnel. Students who fail to follow the above procedures will be subject to disciplinary action.

INSURANCE / STUDENT COVERAGE

Muskegon Catholic Central provides insurance coverage for all students on school premises, en route to and from school, at school events, and at extracurricular activities sponsored by the school. This coverage is intended to be supplementary coverage. The parents' or guardians' insurance provides primary coverage. It is the responsibility of the parent / guardian to file claims directly with the insurance company. Forms are available in the Business Office.

LIBRARY REGULATIONS

Students may enter the Library with a pass from a teacher and with librarian permission. The Library is a place for quiet, individual study and research. Students are expected to follow library rules and regulations. Failure to do so may result in loss of library privileges or other disciplinary action.

LOCKERS

Lockers, made available for student use, are the property of the school. Students are expected to keep their lockers locked. The school cannot assume responsibility for clothing, books, money, or other property lost or missing from student lockers. Lockers should be kept clean and neat. Decorations should not include decals, graffiti, obscene or pornographic materials, or advertisements for alcoholic or illegal products. The school reserves the right to inspect and search lockers. Any costs to repair lockers damaged due to abuse will be charged to the student assigned that locker.

LOST AND FOUND

The Lost and Found is located in the School Office. Students who find articles in and around the school should turn them into the School Office. The lost and found will be emptied at the end of every month. Items not claimed will be donated to charity.

MEDICATION

If a student is required to take medication during school, the parent / guardian must complete a school medication form that is available in the School Office before the school will administer. Medication includes prescription, non-prescription and herbal medications, inhalers, those that are injectable, and those applied as drops to eyes or nose or medication applied to the skin. It is recommended that medication is brought to school by the parent / guardian and state law indicates that it **MUST BE IN THE ORIGINAL CONTAINER**. School personnel are not allowed to give any medication to students without written parent permission. All **CONTROLLED-SUBSTANCE** medications will be counted and recorded upon receipt from the parent / guardian. The medication shall be recounted on a weekly basis and this count reconciled with the medication administration log / record that is kept in the School Office. A student who requires the use of an inhaler for relief or prevention of asthma symptoms will be allowed to carry and use the inhaler if there is written approval from the student's physician and parent / guardian. The school suggests that an additional inhaler be stored in the School Office locked medication file cabinet, in case your student should forget or misplace their inhaler. All medication must be picked up at the end of every school year by the parent / guardian. All medications not picked up will be discarded.

ORGANIZATIONS

All student groups or clubs are to be approved by the Principal. The use of the school for unauthorized groups or clubs is prohibited. An MCC staff member (or other approved adult) must be present at all meetings and activities of student organizations. Student fund raising, expenditures, and social activities of student organizations are the responsibility of the advisor and must be approved by the Principal.

PROTECTION OF CHILDREN AND YOUNG PEOPLE

The Muskegon Catholic Central administration shall evaluate the background of all employees and other individuals who have regular unsupervised contact with minors. Those individuals who are deemed to have regular unsupervised contact with minors shall be determined by the building administrator, but shall include and not be limited to individuals supervising extracurricular or co-curricular activities, chaperones who may have unsupervised time with minors, or individuals participating in any overnight activities with minor students. Background checks on such individuals will be conducted utilizing appropriate law enforcement and other community agencies, which selection shall be made by the building administrator in consultation with the President. All applicants for such related employment or volunteer activities will be notified of these background checks and their involvement will be conditional upon the securing of such checks.

In addition to background checks, all parent volunteers/chaperones must be Virtus Certified. Contact Jeff Plyler in the business office for more information (jpilyler@muskegoncatholic.org; 231-755-2201 ext. 3401)

Muskegon Catholic Central will cooperate with parents, civil authorities, as well as education and community organizations, in order to provide appropriate education and training for children, youth, parents, ministers, educators, and other volunteers about ways to create and maintain a safe environment for children. Should the background check reveal prior involvement with law enforcement, the building administrator, in consultation with the President, shall make a decision as to whether or not the prior criminal history prevents the individual from being employed or from having regular unsupervised contact with minors. If a decision is made that such prior record does not prohibit employment or unsupervised contact with minors, the President shall provide notification of the decision, and any conditions which may be imposed, to the Board of Education.

SCHOOL TRANSPORTATION

Riding the school bus is a privilege. To insure safe and comfortable transportation, students must act responsibly when riding the bus. All school policies apply to conduct on school buses. The driver and / or transportation director and the Principal handle transportation policy violations. Violations may result in loss of riding privileges.

SPORTSMANSHIP All Muskegon Catholic Central students, fans, and athletes are expected to display and encourage good sportsmanship. Good sportsmanship is based on respect, fairness, courtesy, hospitality, and graceful acceptance of the results of friendly competition. Cheering and displays of school spirit should support our team and the good efforts of our opponents. They should never be used to ridicule or taunt the visiting team, coaches, officials, or fans.

STUDENT RECORDS

Muskegon Catholic Central maintains student records that contain student / family identifying information; residential information; attendance; academic information including courses taken, grades and credits earned; standardized test scores; health records; disciplinary, and student assessment reports. Data in all student cumulative records is periodically reviewed for accuracy and relevance.

The Family Educational Rights and Privacy Act (FERPA)

- Protects the confidentiality of student records.
- Guarantees parents, guardians, or eligible students the right to inspect their child's records.
- Provides procedures through which parents can challenge questionable recorded information.

A request to correct records should be directed to the Principal.

TELEPHONES / CELLULAR PHONES

Students should not use class time or classroom phones to make personal telephone calls. Students are not called from their classes to the telephone. In case of an emergency, parents

should call the School Office and a message will be delivered. Cell phones are to be **turned off** and not used or visible during class, weekly liturgy, and advisory period. Receiving text messages and sending text message from cell phones is **only allowed during lunch period.**

VISITORS / GUESTS

All visitors must register in the School Office. The Principal must approve student guests for the school day at least twenty-four hours before the visit. Written parental approval of the guest is also required. Student guests are limited to a relative or friend visiting from out-of-town or a student interested in attending Muskegon Catholic Central. Guests should wear appropriate clothing (see "Student Dress and Appearance") and conduct themselves within the guidelines of the Handbook.

ACADEMIC INFORMATION

ACADEMIC INTEGRITY

Honesty is an integral part of Crusader character and involves students taking full responsibility for their own work based on teacher expectations.

Violations of academic honesty, or cheating, include but are not limited to:

- Copying from another student's written work, homework assignments, papers, projects, lab reports, quizzes, tests, etc. or allowing your work to be copied
- Giving, receiving, or asking another student for answers for homework, tests/exams
- Claiming another's work as your own (plagiarism) including sources found on the Internet or in print
- Using or consulting unauthorized materials, equipment, devices, or programs
- Possessing, using, or consulting teacher's editions of textbooks, software, tests, etc.

Students involved in cheating will receive:

- Zero credit for the test / Zero credit or grade reduction for an assignment
- A parent phone call from the classroom teacher
- A disciplinary referral sent to the Principal and a (60) minute after school detention is issued for the first offense.
- A disciplinary referral sent to the Principal and suspension for the second offense
- Repeated violations will result in loss of credit for the class

Each teacher has the option of collecting all electronic devices before administering a test or quiz. If after being provided an opportunity to turn in electronic equipment, a student is seen with electronic equipment in their possession during the test/quiz they will automatically receive a zero for the test/quiz.

GRADES 7-8 HOMEWORK AND LATE WORK POLICY

The **Gr. 7-8 Homework and Late Work Policy** is to assist Middle School students in the transition from the elementary policy to the high school policy – which is that late work is not accepted. The Gr. 7-8 Homework and Late Work Policy is as follows:

- **WHEN ARE HOMEWORK ASSIGNMENTS DUE:**

Homework assignments are due at the beginning of class, before instruction begins, and are late if they are not finished and turned in then. It is your job to turn in your work (following the correct procedure for that assignment and class) – not the Teacher’s to tell you to do so. If you are tardy, turn in your assignment to the teacher as soon as you arrive in the classroom.

- **LATE ASSIGNMENTS:**

If a student has a late assignment the parent will be notified by the method they indicated. Late work that is turned in no later than the beginning of the next class period the school day after the assignment was due, will be accepted for a reduced grade no higher than 75%. If the late work is not turned in then, the student will attend the next Learning Center. A late assignment that is completed in Learning Center will receive a grade no higher than 50%. A late assignment that is not completed in Learning Center will receive a grade of zero. If the student does not attend Learning Center, the late assignment will receive a grade of zero. Remember that it is better to turn in late work while you are still able to receive some credit than to receive a zero for not turning any work in.

- **LEARNING CENTER:**

Will take place after school on Tuesdays and Thursdays from 3:05 until 4:00 p.m. Arriving late to Learning Center will result in the student receiving a zero for the late assignment.

INCOMPLETE WORK

Work that is handed in incomplete but more than half-finished will be graded as is, with no credit given for the incomplete portion. Work that is handed in less than half finished will not be accepted. This is late work and will be treated as such.

CO-CURRICULAR ACTIVITIES ELIGIBILITY GRADES 7 – 12

Muskegon Catholic Central recognizes the importance of co-curricular activities in the educational program for all students. However, success in the classroom is our ultimate goal. In order to be eligible for co-curricular activities, students must perform in the classroom at the level described below. Co-curricular activities include Athletics, WINGS, National Honor Society, Spring Musical, etc. Beginning on the third Monday of each nine weeks and weekly on the first day of the week thereafter, student’s grades will be checked by the appropriate administrator. A list of ineligible students will then be given to each co-curricular activity sponsor, coach, advisor, etc. For grade 7 and grade 8, student’s grades must be at least 70% (C-) in all subjects in order to be eligible for co-curricular activities. In grades 9 through 12, student’s grades must be at least 60% (D-) in all subjects in order to be eligible for co-curricular activities. Students declared ineligible are not allowed to participate in interscholastic competitions, performances, or other events for a period of one week; but are allowed to attend practices or rehearsals.

GRACE PERIOD GRADES 7 – 12

Any student who is ineligible according to the above standard will be granted a one-week grace period before becoming ineligible to perform in interscholastic competitions or performances. If at the end of the grace period, the student is not performing at the above standards, the student will be ineligible to compete/perform for a period of one week. Students on probation may practice and perform in interscholastic competitions, performances, etc. After the grace period, students who do not perform at the level described above by the following Monday will be ineligible for a period of seven days; but will be allowed to practice, rehearse, etc. during that time period. A student will be allowed only one grace period per nine weeks. Students who receive an out-of-school suspension are immediately ineligible for a period of one week (seven calendar days) beginning with the first day of suspension. The Principal reserves the right to bypass these procedures for any reason, such as extended illness, etc.

MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION (MHSAA) RULES

The MHSAA requires student-athletes to be “receiving credit” or “passing” 66% of the full load potential for a full-time student in the current nine week term to be eligible for the next nine week term. This means a student passing 3 of 4 classes in the current nine week term would be eligible the following nine week term. If not, the period of INELIGIBILITY would be one full term, not one week. Please see the current MHSAA handbook (Regulation 1, section 8) for any changes or adjustments to the above rule.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Students entering grade 9 receive automatic eligibility. Students on academic probation are ineligible to compete / perform in any extracurricular activity, other than class-related or a religious program. Practice is permissible. Eligibility is reinstated upon removal from academic probation. If at any time a student is failing a class, regardless of whether they are on probation or not, they will not be permitted to be dismissed early from that class, except as in the first paragraph. Additional eligibility requirements for participation in extracurricular activities may be established by appropriate national, state, local, diocesan, or school directives. Any appeal on eligibility should be put in writing by a parent / guardian and submitted to the Principal.

FINAL EXAMS

As specified by the administration and departments, all students in ALL courses are required to complete a comprehensive exam or other “end of course” project at the end of each term. This exam or project will be given or collected during the designated exam time for the course. All students must attend their classes during the exam time. Students enrolled in an AP course may be required to take the teacher’s final exam and / or the AP National Exam, dependent upon the teacher’s syllabus. Students are expected to take the exam on the date and at the time scheduled. A parent of a student unable to be present for an exam must contact the Principal and the individual teacher prior to the exam to arrange the time and date of the make-up exam.

GPA

Grade point average is computed by dividing a student's total quality points by the number of credits attempted. Honors classes are not weighted in the calculation of GPA. Credit / non-credit classes are not included in the GPA. Students who repeat a class taken previously will receive the appropriate credit for that class, and their highest grade will be calculated into their GPA. Both classes, and their grades, will be reported on the student's transcript. Repeating classes will only be permitted if the class is retaken here at MCC, at a college or university, through a Summer School program, such as at a high school, or an online course approved by the Muskegon Catholic Central Counseling Office . All classes taken for credit must be approved by the Counseling Office before registering for the class.

GRADES

Grades for each term are cumulative, measuring student progress from the beginning to end of the term. The final grade includes coursework for the entire term, up to a maximum of 10% class responsibility grade, and a cumulative exam grade equal to 20% of the final grade. Exams or end of course projects are required in all classes. The exam or project represents 20% of the final grade.

APPEAL PROCESS

Parent / guardian or eligible student may appeal term grades within 15 days of the mailing of report cards. Appeals must be in writing and directed to the Principal.

GRADING SYSTEM

<u>Percentage</u>	<u>Grade</u>	<u>GPA Equivalent</u>
93-100	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.6
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.67
0-59	F	0.0

GRADUATION REQUIREMENTS

Students and parents should carefully review these to insure that all requirements are met, and the student's program is well-rounded and meets individual educational objectives as well as the requirements. Graduation requirements are regarded as minimums which are to be exceeded whenever possible. Students are encouraged to take as many challenging academic courses appropriate to their abilities. **All students are to take a full-day academic schedule.** The

Principal must approve any exception. Please note that different requirements may occur with future graduation years.

Required Credits	Credits
Religion	4
English	4
Social Studies	3.5
Science	3
Mathematics – Algebra, Geometry, Algebra II, and a Senior math class	4
World Language – French or Spanish	2
Fine or Applied Arts	1
Physical Education	0.5
Health	0.5
Senior Seminar/Service	0.5
Advisory	4
Electives	3.5

There are four terms per academic year. Most academic courses satisfactorily completed earn 1/2 credit per term or 1.0 credit per semester. Academic Support, Office / Elementary Aides earn 1/4 credit per term. Students are required to complete 30 credits for graduation. Students are able to take up to 36 credits during four years of regular school days and possibly more if zero hour and / or after school classes are taken, so there is some flexibility built in for attaining the necessary amount of credits for graduation. Students are expected to complete graduation requirements in eight consecutive semesters. These requirements may be adjusted by the Administration for students transferring in from other high schools or for special circumstances. Students must be enrolled in a full-time academic program during their entire senior year in residence, or at an M.C.C. approved secondary or postsecondary institution authorized by the State of Michigan to offer credit for high school coursework. Instructional minutes must be at or above the normal four-class instruction time in order to receive a diploma from Muskegon Catholic Central High School. International students will receive a diploma if they attended Muskegon Catholic Central for a minimum of two years, otherwise they will receive a certificate

of attendance. Participation in the graduation ceremony is a privilege, not a right. For those students failing to meet the necessary credit requirements for graduation, the following conditions may result:

- The student will need to retake any required classes that he / she has failed in summer school, take the course “online” at their own expense in an approved online program, or repeat them in the next available term.
- The student may not graduate with their class if they remain credit deficient or do not meet the prerequisites for graduation.
- If the necessary requirements are consistently not being met, the President may make a referral to the Board of Education for dismissal.

HOMEWORK REQUESTS

It is the student's responsibility to make up work missed due to absence. Students should consult each teacher's Google Classroom or Moodle page and their peers as a starting point for the assignments and topics they missed in class. Please keep in mind that teachers use Google Classroom/Moodle in differing ways and therefore their page may not account for additional assignments given in class and/or a change in plans. Students should not depend on instructors to issue reminders concerning missed assignments. Students should make an appointment with their teachers if necessary. Requests for homework assignments for students on prearranged / extended absences (four days or more) should be directed to the School Office and an Absence Contract Form will be provided.

When absent, students will have the number of days absent, plus one to make-up their work missed due to the absence(s). This does not include assignments due the day of the absence.

INCOMPLETES

A grade of "I" meaning incomplete is given when students are unable to complete assignments due to extenuating circumstances. An incomplete grade must be made up within two weeks after the end of a term. The Principal must approve all extensions. The only other reason an incomplete is given is when a student fails to complete the required Service Hours for the school year. It will remain an incomplete until the student completes these and turns them into the Campus Minister.

REPORT CARDS

Report cards/final grades are available to view at the end of each nine-week term. Parents and students are encouraged to regularly consult the PowerSchool Parent Portal. Contact the Counseling Office for details on accessing this system.

SCHEDULE CHANGES

All schedule changes must be done in writing through the Drop-and-Add form. Students and parents should closely follow and adhere to the deadlines for schedule changes as determined by the Counseling Department. Written parental permission is required along with a teacher signature. All changes are contingent on class and/or seat availability. No changes to scheduled classes will be made after **four** days of each semester.

SPECIAL NEEDS SERVICES AND ACCOMMODATIONS

All Muskegon Catholic Central students including those with special needs and accommodations must:

- Take a full-day academic schedule each term. Four classes per term must be taken by the student.
- Complete regular course requirements outlined by the instructor and evaluated according to the standard grading scale.
- Meet graduation requirements as specified in the Handbook and Curriculum Guide.
- Exhibit appropriate and respectful behavior.

Muskegon Catholic Central students with disabilities may qualify for Special Education and / or accommodations as described below:

SPECIAL EDUCATION

All Special Education services are provided by the public schools, which determine eligibility for services. Resident public school districts provide these services for Muskegon Catholic Central students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). Documentation, including current Individual Education Plan (IEP), must be on file at both Muskegon Catholic Central and the local public school providing the services. Eligibility for Special Education services is based on evaluation and placement procedures. Parent/guardian involvement in this procedure is required. Students whose eligibility has been documented by an IEP may take up to two classes with modified curriculum per semester at their resident public school and are eligible for teacher consultant services through Muskegon Public Schools and / or the MAISD. "Modified curriculum" refers to actual changes in the curriculum usually involving a reduction in standards. Curriculum is not modified for courses taken at MCC. To inquire about Special Education programs, please contact the Muskegon Catholic Central Counseling Office.

AMERICANS WITH DISABILITIES ACT (ADA)

MICHIGAN PERSONS WITH DISABILITIES CIVIL RIGHTS ACT (MPWDCRA)

Muskegon Catholic Central complies with the ADA and the MPWDCRA to ensure that individuals will not be discriminated against. Students with disabilities may be served within the regular education program based on reasonable accommodations developed by the school staff in conjunction with parents/guardians and other appropriate professionals. "Accommodation" refers to changes which are necessary to provide access for a student with a disability to participate, and which do not fundamentally alter or lower the standard or expectations of the course/assignment/test. Typical components of a plan might include allowing more time to complete a test or assignments, preferential seating, audio books, etc. Documentation of a student's disability must be on file at Muskegon Catholic Central . The school reserves the right to require an examination and/or evaluation by a healthcare provider or specialist of its own choosing. The accommodation plan must be on file in the Counseling Office. Parents/guardians who believe their child may have a disability that limits the child's ability to function properly in school should contact the Counseling Office.

TESTING SCHEDULE

PSAT 8/9, PSAT/NMSQT, TESTING DATES AND TIMES

Wednesday, October 10, 2018

8:00 a.m.-11:30 a.m. 7th Service Project, 8th & 9th PSAT 8/9, 10th & 11th PSAT/NMSQT

Students dismissed for the day at end of testing session, approximately 11:30 a.m.

MAP/NWEA TESTING DATES – GRADE 7

MAP testing window open: September 10 – October 5, 2018

May 6 – 24, 2019

ADVANCED PLACEMENT TESTING DATES AND TIMES

AP English Literature and Composition – Wednesday, May 8, 2019 at 8:00 am

Chemistry - Thursday, May 9, 2019 at 8:00 am.

AP US History – Friday, May 10, 2019 at 8:00 am

AP Calculus AB –Tuesday, May 14, 2019 at 8:00 am

SAT TESTING DATES AND TIMES – GRADE 11

Tuesday, April 9, 2019

8 a.m.-12:30 p.m.

Juniors dismissed for the day at end of testing session, approximately 12:30 p.m.

WORK KEYS TESTING DATE – GRADE 11

Wednesday, April 10, 2019

8 a.m.-11:30 a.m.

MSTEP TESTING DATE – GRADE 11

Thursday, April 11, 2019

8 a.m.-11:00 a.m.

TEST DESCRIPTIONS

ACT: The ACT test assesses eleventh and twelfth grade high school students' general educational development and their ability to complete college-level work. The ACT is a college entrance test. **This test will not be given at the school, but it can be taken individually by registering online through www.act.org**

ADVANCED PLACEMENT: The AP (Advanced Placement) Examinations are administered each year in May to juniors and seniors and represent the culmination of college-level work in a given discipline in a secondary school setting. Most four-year colleges in the United States give students credit, advanced placement or both on the basis of AP Exam scores.

ACT WORK KEYS: The ACT WorkKeys consists of three elements: Job skill assessments, which are designed to measure foundational and personal skills as they apply to the workplace.

MEASURES OF ACADEMIC PROGRESS: MAP assessments are computer adaptive tests that provide detailed, actionable data about where each child is on their unique learning path in the seventh grade.

M-STEP: The MStep is designed to gauge how well students are mastering state standards. These standards, developed for educators by educators, broadly outline what students should know and be able to do in order to be prepared to enter the workplace, career education training, and college.

PSAT 8/9: The PSAT 8/9 is a test that will help you and your teachers figure out what you need to work on most so that you're ready for college when you graduate from high school. It measures critical reading skills, math problem-solving skills and writing skills.

PSAT/NMSQT: The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is a standardized test for tenth or eleventh graders that provides firsthand practice for the SAT. It also gives students a chance to enter scholarship programs and gain access to college and career planning tools. The PSAT/NMSQT measures critical reading skills, math problem-solving skills, and writing skills.

SAT: The SAT and SAT Subject Tests are a suite of tools designed to assess academic readiness for college in the eleventh or twelfth grade. These exams provide a path to opportunities such as financial support and scholarships. The SAT and SAT Subject Tests keep pace with what colleges are looking for today, measuring the skills required for success in the 21st century. The SAT is a college admissions test that assesses knowledge of reading, writing and math.

WITHDRAWAL FROM SCHOOL

A student who withdraws from school does so through the Counseling Office. Before a transcript of records can be mailed to a new school, the student's locker must be emptied, all school property must be turned in, and all fines, tuition and fees must be paid in full.

ACADEMIC HONOR AND AWARDS

ACADEMIC EXCELLENCE AWARDS

An academic awards ceremony is held in the fall to honor and recognize the outstanding achievements of students in grades 8-12 for the previous school year. Those students in grade 8 will receive an award if they earned all A's in their seventh grade year. Students in grade 9 that earned all A's in both 7th and 8th grade will receive an award. Students in grades 10-12 will be awarded if they have earned a position in the top ten based upon CAP Scores. As seniors, those individuals receiving an academic excellence award in one year receive a certificate, two years receive a pin, three years receive a medal, and those earning the award for four years will receive a plaque.

CRUSADER ACADEMIC PERFORMANCE (CAP) SCORE

CAP (Crusader Academic Performance) Score is a formula that includes cumulative grade point average, standardized assessments, and advanced courses to identify students for academic awards.

Weight:

GPA	Advanced Courses	Standardized Assessments
50%	35%	15%

Standardized assessments used in calculation of CAP scores include PSAT 8/9 for freshmen, PSAT/NMSQT for sophomores and juniors, and SAT for seniors.

Advanced Courses:

Honors = 2 points per year

Advanced Placement = 3 points per year

Dual Enrollment = 3 points per course

- Students must complete the entire course in order to receive Honors Points.
- Courses being awarded Honors Points are subject to change in order to accommodate changes in curriculum or course offerings.

English	Composition/Literature Honors	2	Math	Pre-Calculus (B or better)	2
	American Literature Honors	2		AP Calculus	3
	British Literature Honors	2	Social Studies	U.S. History Honors	2
	AP English	3		Government and Economics Honors	2
Science	Integrated Science Honors	2		AP Government	3
	AP Chemistry	3	World Languages	French or Spanish III	2
	Completion of 4th Credit (B or better)	2		French or Spanish IV	2
Religion	Senior Level Religion (B or better)	2	Dual Enrollment Courses	Dual Enrollment College Courses	3

SENIOR AWARDS

The CAP Score is formula used to identify the Top Ten students of the senior class and to select the Valedictorian and Salutatorian. The two students with the highest point based standing will deliver the speech at the Baccalaureate Honors Convocation as they have earned this privilege by demonstrating academic excellence in terms of class performance, test scores, and a challenging curriculum. The SAT Score that will be used in the formula will be the higher of the first two composite scores reported to the counseling office beginning with the assessment taken in conjunction with the PSAT/NMSQT. It is the obligation of the student to provide any additional SAT scores to the counseling department by March 1 of their senior year.

Academic cords are presented to students with the following CAP scores:

Gold Cord	Top 10% of students
Green Cord	Top 30% of Students
White Cord	Top 50% students

Senior awards are based on eight semesters of study. Honor, scholarship, service, activities and appreciation awards are presented at the Baccalaureate Honors Convocation in the spring.

NATIONAL HONOR SOCIETY

Muskegon Catholic Central High School sponsors an active chapter of the National Honor Society. Sophomores, juniors and seniors who have a cumulative GPA of 3.5 or higher and have completed one full semester at Muskegon Catholic Central are eligible to apply for membership in the NHS on the additional criteria of service, leadership, and character (described below). Students who qualify on the basis of GPA will be invited to complete an information packet for the Faculty Council that annually selects new members. The application process takes place after first semester grades; induction of new members takes place in the spring. Selection to NHS is a privilege, not a right. Membership is granted only to those students selected by Faculty Council. Continued membership in the NHS is based on students maintaining the standard under which they were admitted as members. Successful completion of all NHS requirements must be met in order to wear the NHS stole at the graduation ceremony.

Leadership – The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles and making suggestions
- Demonstrates initiative in promoting school activities
- Exercises positive influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- Is a leader in the classroom, at work and in other school or community activities
- Is thoroughly dependable in any responsibility accepted
- Is willing to uphold scholarship and maintain a loyal school attitude

Service – is generally considered to be those actions undertaken by the student, which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. The student who serves:

- Volunteers and provides dependable and well-organized assistance, is gladly available and is willing to sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders any requested service to the school
- Is willing to represent the class or school in interclass and interscholastic competition
- Does committee and staff work without complaint
- Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor or disadvantaged
- Mentors persons in the community or students at school
- Shows courtesy by assisting visitors, teachers and students

Character – A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. In addition, it can also be said that the student of character:

- Takes criticism willingly and accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (friendliness, poise, stability)
- Upholds principles of morality and ethics
- Cooperates by complying with school regulations
- Demonstrates the highest standards of honesty and reliability
- Regularly shows courtesy, concern and respect for others
- Observes instructions and rules, is punctual and faithful both inside and outside the classroom
- Has powers of concentration, self-discipline and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment

COMPUTER NETWORK POLICIES

Refer to the Muskegon Catholic Central Technology Moodle Page that outlines the Acceptable Use Policy (AUP) Rights and Responsibilities.

GUIDELINES FOR WRITTEN WORK AND PROJECTS

MCC students are expected to turn in neat, legible, and attractive written work and projects. All work handed in must contain a title centered on the first line, a page number/header in the right-hand corner and a full heading on the left-hand side of the paper consisting of (and in this order):

- Student's Name
- Teacher's Name
- Class Name and Hour
- Date

Typewritten and word processed papers must follow the standard MLA format:

- 12 point Times New Roman font only.
- Bold or italic used only to emphasize a word or a phrase.
- One-inch margins on the left, right, and bottom of the page.
- A one-half inch margin from the top to the page number/header.
- A full heading on the left side, beginning one inch from the top.
- A title centered two lines lower than the heading.

DOCUMENTING RESOURCES

As a Muskegon Catholic Central student, you are expected to accurately and consistently document the use of any information you find in print, non-print, and on-line resources. Muskegon Catholic Central uses the MLA (Modern Language Association) documentation method. Most colleges use this or similar methods. To properly document your research and to avoid plagiarism, you must include **both** in-text citations and a works cited page that includes a list of all sources used in your paper or project.

IN-TEXT CITATIONS (PARENTHETICAL NOTATION)

In-text citations **must** be used whenever you:

- Quote (use someone else's exact words)
- Summarize (read someone else's ideas and write the main idea in your own words)
- Paraphrase (use another's ideas but put them in your own words)
- Facts that are common knowledge, e.g. "The American Revolution began in 1776" do not need to be cited.
- In-text citations usually contain the name of the author and a page number on which the information was found. A period is placed outside of the parenthesis if the citation comes at the end of the sentence.

Example:

"Thanks to Albert Einstein and those who have followed in his footsteps, the very fabric of space time is filled with drama" (Krauss 12).

- The first two key words of the title are used if an author's name is not given.

Example:

The Sonoran Desert's common challenge is how best to preserve its outstanding biodiversity ("Piecing Together" 20).

- Web documents do not generally have fixed page numbers or any kind of numbering. If your source lacks numbering, you may omit numbers from your parenthetical notation.

THE WORKS CITED PAGE

The Works Cited page is included as the last page of your report or project. It contains an alphabetical listing of all the sources that you cited within the paper or consulted for your project, including images and video and audio clips used in visual presentations. The heading **Works Cited** must be centered at the top of the page. The entries are alphabetized according to the

first letter of the first word of the entry (not including the words a, an or the). The entries must be double-spaced with the first line at the left margin and all other lines indented five spaces (use a hanging indent). See your English teacher for an example of a works cited page. Please consult the Muskegon Catholic Central library's copy of MLA Handbook for Writers of Research Papers, Seventh edition. New York: Modern Language Association of America, 2009 for proper citation formats. Plagiarism is the use of another person's words, expressions, opinions, theories, and research without acknowledging the source. It is illegal and is considered cheating in schools, colleges, and universities. It can result in failure or expulsion on the college/university level. Common examples of plagiarism include:

- Using specific ideas or concepts of another without citation.
- Using incorrect or made-up bibliographical information for citations.
- Using more than three words directly from a source without placing them in quotation marks and giving citations.
- Changing a few words or the order of the words, even if you include a citation.
- Copying and pasting from the Internet, a CD-ROM, or another student.
- Buying, stealing, borrowing or downloading a paper and turning it in as your work.
- Copying from another source without citation – either accidentally or intentionally.

The best way to avoid plagiarism is to be certain to give citations for all information that a reader might mistake for your own. If you are in doubt, cite the source.

ATTENDANCE

Muskegon Catholic Central is a community of learners, which requires the regular attendance in classes of all of its members. It is the philosophy of the school that it is important that students not only complete the necessary written assignments, tests, etc. but also that students regularly and fully participate in discussions, activities, simulations, demonstrations, active listening, etc. Therefore, it is imperative that both parents and students understand and abide by the attendance policy. Students are expected to be in school on any scheduled day unless special circumstances prevent this attendance.

ATTENDANCE POLICY

The following policies and procedures must be followed:

- Students and parents are expected to regularly access the Parent Portal for updated attendance and grades and to call the School Office for any questions, concerns, or clarifications.
- On the day of an absence a parent should call the School Office **before** 9:00 a.m. to report the absence or request a passport for an appointment, including students who take classes at the Muskegon Career Tech Center. Whenever possible, appointments should be made outside of school time. **No passports are issued for lunch.**
- In the event of absence, the responsibility for making up work rests wholly with the student.

- The school reserves the right to judge the adequacy of the reason for absence and to investigate the validity of all such communications.
- The school views absences as a serious impediment to a student's education. Because we believe that regular school attendance is an asset to the learning process, the following attendance guidelines and procedures have been established:
 - Upon reaching the **3rd absence in a term** a letter will be sent home to the parents and students indicating a concern in the student's attendance pattern and subsequent consequence if the pattern continues.
 - Upon reaching the **5th absence in a term**, a second letter will be sent home to the parents and students indicating the student must achieve a grade of 78% or higher on the final exam to receive the calculated grade for a course. If the student does not achieve a 78% on the final exam for the course, **the student will lose credit for the course** (This applies to students receiving credit for their courses, therefore students in 9-12 grade).

EXAMPLE The student is currently earning an 84% in a course (calculated grade). The student reaches their 5th absence. In order to receive credit in the course, they must obtain at least a 78% on the final exam. If so, their final grade would be 82% (the calculated grade based on the 80/20 rule.). If less than 78%, the student loses credit in the course and it must be repeated. Absences **NOT** calculated in the above stated policy are as follows: school-related absences, college visits (1 per semester), death of immediate family member, and a long-term illness that keeps a student out of school for four (4) consecutive school days or more. **Medical verification of the long-term illness is required.**

Absences that **WILL BE** calculated into the above stated policy are as follows: all excused and unexcused absences including doctor, dental/orthodontic, other required appointments, family vacations, school suspensions (in and out of school), personal business, and prearranged absences.

Skipping class is defined as an unexcused absence (absence that was not excused by the student's parent or legal guardian) and will be subject to the Non-Aggressive Discipline Policy. An absence resulting in a skip will automatically receive a **60 minute After School Detention**. If a student receives a skip in a repeated class, additional offenses will be issued. **No credit will be given for work or tests missed.**

Attendance in **ALL CLASSES** is required in order to practice or participate in any extracurricular or co-curricular activities. Absences not subject to this policy are bereavement leave, health, dental, orthodontia appointments, summons to appear in court, or if prior permission has been secured from the Administration for absences other than noted above. **If absent due to a health, dental, or orthodontia appointment, provider verification of the appointment must be provided to the school office upon return to school.** This policy applies to all extra-curricular events such as; athletics, band, choir, school theater, etc.

TARDY TO CLASS

All students should be in their classrooms at the **START** of class. Students who are tardy for any reason are to report to the School Office for a general pass. If a student receives documentation from a **medical provider** regarding their tardiness, they will receive an excused tardy and it will not be included in the Non-Aggressive discipline policy.

PARTIAL HOUR ABSENCE

If a student is late arriving to school any time during the school day, it is the student's responsibility to report directly to the School Office. Students arriving later than **45 minutes** for any class will be marked absent for that hour.

PREARRANGED ABSENCES

A Pre-Arranged Absence Contract is required for extended absences of three (3) school days or more, not including illness, (example: out of town) **OR** four (4) days or more for an extended medical reason (example: surgery), medical verification is required, a Pre-Arranged Absence Contract must be completed and signed by the student, the parent/guardian, and the Principal. This form is available in the School Office. ***It must be recognized that absences have a detrimental effect on a student's accomplishments and progress, especially in performance classes, and this should be considered prior to requesting an absence contract. These absences could result in a grade reduction or loss of credit for a class.***

SHARED TIME STUDENTS

Students who take shared time classes at the Muskegon Career Tech Center are subject to the MCTC Attendance Policy **AND** the Muskegon Catholic Central Attendance Policy.

APPEAL PROCEDURE

Any student or parent may appeal the decisions of the attendance policy in the following manner.

- **Step 1.** The appeal must be in writing and submitted within ten (10) school days to the Principal.
- **Step 2.** A committee made up of an administrator, counselor, and the classroom teacher(s) involved will review the appeal and reach a decision within five (5) school days.
- **Step 3.** A written appeal may be made to the President if the complaint remains unsatisfied with the decision of the committee.
- **Step 4.** A written appeal may be made to the Board of Education if the complaint remains unsatisfied with the decision of the President.

STUDENT DRESS AND APPEARANCE

Students study and behave better when they are neat, clean, and modestly dressed for school. Extreme or inappropriate grooming or dress does not contribute to a positive educational, Christian atmosphere. Muskegon Catholic Central students adhere to a "uniform dress" policy. This policy requires students to be in uniform Monday through Friday of the week, and on any

day weekly liturgy is celebrated. The school sets and reserves the right to interpret the following standards:

UNIFORM DRESS POLICY

Muskegon Catholic Central uses Sunshine School Fashions (through school year 2018-2019) and Dennis School Uniforms as the exclusive providers for school uniforms and On uniform dress days students are required to wear garments from Sunshine School Fashions or Dennis Uniforms ONLY.

- **Uniform dress day requirements include:**

- White or green polo shirts with MCC Celtic Cross logo or white mock turtleneck with MCC logo
- Khaki pants, capris, or shorts (minimum of 6" inseam) purchased from Sunshine
- Optional - Black long sleeve sweater or black sweater vest with MCC logo
- Optional - Black fleece zipped jacket or the grey MCC approved sweatshirt with MCC logo

- **Mass day uniform requirements include:**

Boys

- White dress shirt with MCC logo
- Khaki pant
- Plaid necktie
- Black long sleeve sweater or black sweater vest with MCC logo (Nov.-March)

Girls

- White dress blouse with MCC logo
- Plaid skort
- Plaid sash, scarf, or necktie
- Black long sleeve sweater or black sweater vest with MCC logo (Nov.-March)

NOTE: On Mass days only, the black fleece zipped jacket, the MCC approved grey crewneck sweatshirt, or the MCC approved grey quarter zip sweatshirt, all with the MCC logo, is not allowed to be worn during Mass time.

DENNIS SCHOOL UNIFORMS CONTACT INFORMATION

Families new to Muskegon Catholic Central should log on to:

<http://www.dennisuniform.com/ONLStore/d-shop.asp>

Enter the School Code: HMU and click the green "go" button

This will bring you to the Dennis Uniform, Muskegon Catholic Central shopping page.

SHIRTS

All white or green short or long sleeve polo shirts must have the Muskegon Catholic Central approved embroidered Muskegon Catholic Central Celtic Cross logo. Shirts must be visible at the collar if worn under a sweater.

UNDERSHIRTS / TURTLENECKS

White, gray, or black undershirts or turtlenecks of the **same color** can be worn underneath the polo shirt. They must be plain and free from any wording, decoration, or lace.

SLACKS

Students must wear khaki slacks from Sunshine School Fashions or Dennis Uniforms. The slacks should be ankle length and worn at the waist. No blue jeans or denim of any color. No tight fitting, extremely baggy slacks, leggings, sweatpants, yoga pants (defined as tight pants without a zipper), or other athletic attire will be permitted. Any new garments should be purchased from Dennis Uniforms.

SHORTS & CAPRI'S

Khaki shorts or capri pants purchased from Sunshine School Fashions or Dennis Uniforms may be worn in August-October, and April-June, **and shorts must have a minimum 6" inseam.**

SKORT

The plaid uniform skort purchased from Sunshine School Fashions or Dennis Uniforms is required on Mass days, but may be worn any other day of the week as well. The skort must be of a modest length approved by administration. **Plain white or plain black** leggings are allowed to be worn under the required skort. No printed leggings allowed.

COLOR DAY

The last Friday of each month is a color day. On color days students can wear any school appropriate shirt and school appropriate pant. Administration discretion will apply to school appropriate shirts and pants. **NOTE: Sweatpants and yoga pants are not permitted at any time, with the exception of administrative approval.**

SWEATERS / SWEATSHIRTS

On uniform dress days, the only sweaters or sweatshirts is the MCC logo black sweater or sweater vest, and the school approved black zipped fleece jacket or the grey crewneck or quarter zip sweatshirt with the MCC logo. Other sweatshirts or sweaters are not allowed to be worn.

SOCKS

Ankle, crew, or knee-high socks are required except during the months of August-October and April-June. Also allowed to be worn under skort are leggings and tights. All hosiery must be **plain white or plain black.** No print or lace on the hosiery is allowed.

OUTERWEAR

Outerwear such as coats, jackets, windbreakers, warm-ups, etc. cannot be worn during the school day.

GENERAL GUIDELINES

- Students should maintain a neat and clean appearance at all times. Extreme clothing and accessories are not to be worn. Clothing should be modest and reflect good taste in all school settings. A tattoo must be covered with sleeves or appropriate methods on uniform dress days.
- Hair must be clean, neat, and well groomed. Extreme hair styles and/or colors are not to be worn by any students. Boy's hair should be neatly trimmed and may not extend below the **TOP** of the shirt collar in back, no tails/ponytails. Beards, mustaches and extended sideburns are not to be worn. Students who violate this rule will be sent to the office to shave and will also receive a silent supervised lunch.
- Accent jewelry that appropriately adds to the appearance of one's attire is acceptable. No visible body piercing, other than earrings, is allowed. Boys are not to wear earrings or cover them up when in school uniform. Clear spacers are allowed but not gauges.
- Students may wear appropriate t-shirts, jeans, and shorts (minimum of 6" inseam) on designated non-uniform days, usually the last Friday of the month.
- As a general rule, even on non-uniform days: Hats, bandanas, headscarves, sunglasses, sleeveless tops, dresses, hoods, crop tops, etc., including outerwear such as coats and jackets should not be worn.
- On game days, team members are encouraged to wear the Mass day outfit. Team uniforms, warm-ups, or other team apparel is **not** allowed on uniform dress days.
- There must not be skin exposed around the midriff or back.
An easy test for this is to fully raise your hands above your head. If there is no skin showing, the shirt length is acceptable.
- Shirts must be properly and modestly buttoned. No more than two buttons on dress shirt or blouse shall be unbuttoned.
- Students who wear clothes that are too tight will be addressed and will be required to change.
- A student, who intentionally violates the dress code, will receive a **60 minute after school detention**, for defiance.

STUDENT CONDUCT

All students and staff at Muskegon Catholic Central have the right to a safe, considerate and cooperative school environment in which they are treated with respect and dignity. The following policies aim at creating this positive school atmosphere. Any corrective measures taken are used to improve personal conduct, not to ridicule or embarrass the student.

AGGRESSIVE BEHAVIOR / HARRASSMENT / BULLYING / RESPECT

Muskegon Catholic Central expects all students and staff to conduct themselves with dignity and respect towards others and strive for a life based on the Beatitudes. Teachers and staff should be addressed and referred to as Mr., Mrs., Miss, Coach, etc. Aggressive behavior, harassment, or bullying of any kind (physical, racial, sexual, or verbal, etc.) is not permitted. Students experiencing aggressive behavior, harassment, or bullying should report it immediately

to a teacher, coach, counselor, or administrator. The Aggressive Behavior Rubric is available in the School Office.

CHEATING

Refer to “Academic Integrity”. Students involved in cheating will receive:

- zero credit for the test and/or zero credit or grade reduction for an assignment
- a parent phone call from the classroom teacher
- a disciplinary referral sent to the Principal and a sixty (60) minute after school detention issued for the first offense
- a disciplinary referral sent to the Principal and suspension for the second offense.
- repeated violations will result in loss of credit for the class.

GAMBLING

Gambling is prohibited in school.

PUBLIC DISPLAY OF AFFECTION

Embracing, kissing, and other such displays of affection are not appropriate in school. Couples engaged in such displays are given a warning. Persistent behavior will result in disciplinary action.

DISCIPLINARY PROCESS / NON-AGGRESSIVE BEHAVIOR RUBRIC

Except in cases where Aggressive Behavior disciplinary measures are immediately necessary, the normal disciplinary process for Non-Aggressive Behavior is defined below.

Non-Aggressive behavior includes: tardiness, skipping class, dress code violations, driving and parking violations and possession of electronic equipment.

Skipping class is defined as an unexcused absence (absence that was not excused by the student’s parent or legal guardian) and will be subject to the Non-Aggressive Discipline Policy. An absence resulting in a skip will automatically receive **a 60 minute after school detention** disciplinary action. If a student receives a skip in a repeated class, additional offenses will be issued. **No credit will be given for work or tests missed.**

1st offense: Intervention by staff member, verbal warning

2nd offense: Silent supervised lunch (SSL) issued

NOTE: Electronic equipment will be confiscated by a staff member and turned in to the school office. Student will be allowed to pick up their electronic device from the school office at the end of the school day

3rd offense: Staff member to contact parent and (30 minutes) After School Detention (ASD) issued.

NOTE: Electronic equipment will be confiscated by a staff member and turned in to the school office. Parent / Guardian will have to pick up their electronic device from the school office at the end of the school day. This will apply for future offenses as well.

4th offense:	Staff member to contact parent and (60 minute) After School Detention issued
5th offense:	One-half day in-school suspension (ISS)
6th offense:	In-school suspension (ISS), 1-3 days
7th offense:	In-school suspension
8th offense:	Out-of-school suspension (OSS), disciplinary review, possible expulsion
9th offense:	Recommendation for Expulsion

The Disciplinary Process will begin on the first day of each nine-week marking period.

***This does NOT include dress code violations, in which the disciplinary process will begin on the first day of the new semester.**

****Note:** After School Detentions will take place based on the day the Principal or School Office personnel assigns the detention, and take precedent over after school activities and events.

DISCIPLINARY PROCESS / AGGRESSIVE BEHAVIOR

Disciplinary measures are immediately necessary per the Aggression Rubric.

AFTER SCHOOL DETENTION (ASD)

An after school detention (ASD) will be imposed on students when they reached the applicable level of offense listed on the behavior rubric. The ASD will be supervised by the Principal or School Office personnel in the School Office.

SILENT SUPERVISED LUNCH (SSL)

A silent supervised lunch (SSL) may be imposed on students who are regularly tardy, fail to follow the uniform dress code, or are in possession of electronic equipment. Failure to report for a supervised lunch when directed shall be cause for additional silent supervised lunches to be issued, or an after school detention or suspension may also be issued.

SUSPENSION

Suspension for a serious or continuous breach of school rules is the withholding of the privilege of attendance to class/school for one or more school days. The Administration will notify a parent of the suspension and the reason for it. A conference with the parent and student is required before the student will be readmitted to class. Suspended students are expected to make up all assignments for a maximum of 75% of the earned grade. Assignments not satisfactorily made up will receive a "zero." All assignments are due the first day the student returns to class. Projects and tests will receive full credit. Projects are due on their **assigned** date. On the first day back, students must also arrange a day and time to make up tests. It is the student's responsibility to contact teachers, get assignments, and arrange for make-up tests.

For any suspension, students are not allowed to participate in extracurricular activities on the day(s) or over the period of their suspension.

- **Class Suspension** - Class suspension is an administrative disciplinary action involving a student's separation from a class. The student will report to the office during class time.
- **In-School Suspension** - The student spends all or a portion of the school day in the school office and is not permitted to attend classes.
- **Out-of-School Suspension** - The student is not allowed in the school building or at any school function except for scheduled conferences with a counselor or administrator.

Any violation of federal, state, or local law will generally be reported to the appropriate law enforcement authorities. The school may take disciplinary action regardless of whether criminal charges result. The school may seek to recover damages from parents for any minor, or from any person who has initiated or taken part in any act of destruction / damage of property, vandalism, arson or theft.

DISCIPLINARY CONTRACT

A student is placed on a disciplinary contract when involved in serious or continuous rule violations. The student will be placed on a contract which outlines the terms the student must follow to remain a student at Muskegon Catholic Central. The contract will be agreed upon and signed by the principal, student, and student's parents. Any violation of the terms of the agreement by the student may lead to expulsion from school after a disciplinary review.

EXPULSION

Expulsion is the permanent dismissal of a student from the school. It is enacted by the Muskegon Catholic Central President when there is a prolonged and open disregard for school authority, or when circumstances of crime, scandal, morality, safety, or disruption necessitates this extreme disciplinary action. Any student in possession of a dangerous weapon or firearm at school, on school property, in school vehicles or at a school-sponsored event will be expelled. "Possession" includes on ones person, in ones locker, car, purse, etc. The President, acting with authority of the Board of Education, shall exercise the right of expulsion only after suspension and a conference with the student and the student's parents / guardians. Parents/guardians of any expelled student have the right of appeal to the Board of Education within 30 days of the effective date of an expulsion. The request for appeal should be made to the President.

DUE PROCESS

Every effort shall be made by administrators and faculty members to resolve problems through effective use of school and community resources in cooperation with the student and parent or guardian.

- All appeals should be made at the level where an issue originates.
- If adequate resolve is not attained, the next level of authority should be petitioned: Teacher, Staff, Principal, President, and Board of Trustees.

7-12 AGGRESSIVE BEHAVIOR RUBRIC

BEHAVIOR	1ST VIOLATION	2 ND VIOLATION	3 RD VIOLATION	4 TH VIOLATION
<p><u>TIER ONE VIOLATIONS:</u> Goofing / playing around that may include pushing, shoving, grabbing, hitting, tripping, name calling, or mean remarks</p> <p>Throwing objects in the hall, class, or cafeteria</p>	<p>Δ 15 Second Intervention Δ Disciplinary Referral</p>	<p>Δ 15 Second Intervention Δ Disciplinary Referral Δ 1 SSL Δ Think Form</p>	<p>Δ 15 Second Intervention Δ Behavior Referral Δ 30 min. ASD Δ Think Form Δ Student Calls Parent</p>	<p>Δ 15 Second Intervention Δ Discipline Referral Δ Student calls parent Δ 60 min ASD Δ Conference with Student, Parent, Teacher, Principal</p>
<p><u>TIER TWO VIOLATIONS:</u> Name calling, insulting remarks, spreading rumors, mean notes, playing a mean trick, directed profanity or behavior that would hurt others or make them feel bad about themselves</p>	<p>Δ 15 Second Intervention Δ Disciplinary Referral Δ 1 SSL Δ Think Form</p>	<p>Δ 15 Second Intervention Δ Disciplinary Referral Δ 30 min ASD Δ Think Form</p>	<p>Δ 15 Second Intervention Δ Disciplinary Referral Δ 60 min ASD Δ Student Calls Parents Δ Conference with Student, Parent, Teacher, Principal</p>	<p>Δ 15 Second Intervention Δ Disciplinary Referral Δ 1-3 ISS Δ Conference with Student, Parent, Teacher, Principal before return to school</p>
<p><u>TIER THREE VIOLATIONS:</u> Disrespect, defiant, or refusal behavior to any MCC employee, visitor, or volunteer</p> <p>Threats of emotional or physical violence, intimidation, or exclusion</p> <p>Minor destruction of property</p>	<p>Δ 15 Second Intervention Δ Disciplinary Referral Δ 30 min ASD Δ Think Form</p>	<p>Δ 15 Second Intervention Δ Disciplinary Referral Δ Student Calls Parent Δ 60 min ASD Δ Think Form Δ Conference with Student,</p>	<p>Δ 15 Second Intervention Δ Disciplinary Referral Δ 1 – 3 Day ISS Δ Conference with Student, Parent, Teacher, Principal before return to school</p>	<p>Δ 15 Second Intervention Δ Disciplinary Referral Δ 3 – 5 Day OSS Δ Conference with Student, Parent, Teacher, Principal before return to school</p>

<p>A student, who intentionally violates the dress code, will automatically receive a 2nd violation, resulting in a 60 minute ASD</p>		<p>Parent, Teacher, Principal</p>		
<p><u>TIER FOUR VIOLATIONS:</u> Hitting, pushing, shoving, grabbing, tripping, slapping willfully with intent to emotionally or physically hurt another</p>	<ul style="list-style-type: none"> Δ 15 Second Intervention Δ Disciplinary Referral Δ 30 min ASD Δ Think Form Δ Student Calls Home 	<ul style="list-style-type: none"> Δ 15 Second Intervention Δ Disciplinary Referral Δ 60 min ASD Δ Think Form Δ Conference with Student, Parent, Teacher, Principal 	<ul style="list-style-type: none"> Δ 15 Second Intervention Δ Disciplinary Referral Δ 1 – 3 Day ISS Δ Conference with Student, Parent, Teacher, Principal before return to school 	<ul style="list-style-type: none"> Δ 15 Second Intervention Δ Disciplinary Referral Δ 3 – 5 Day OSS Δ Conference with Student, Parent, Teacher, Principal before return to school
<p><u>TIER FIVE VIOLATIONS:</u> Punching, kicking, fighting, directed spitting and similar behavior that violates rights of another person</p> <p>Reckless Driving</p> <p>False Fire Alarm</p>	<ul style="list-style-type: none"> Δ 15 Second Intervention Δ Contact Office Δ Disciplinary Referral Δ 1-3 Day ISS 	<ul style="list-style-type: none"> Δ15 Second Intervention Δ Contact Office Δ Disciplinary Referral Δ 3-5 Day OSS 	<ul style="list-style-type: none"> Δ15 Second Intervention Δ Contact Office Δ Disciplinary Referral Δ 4-9 Day OSS 	<ul style="list-style-type: none"> Δ15 Second Intervention Δ Contact Office Δ Disciplinary Referral Δ 4-9 Day OSS
<p><u>TIER SIX VIOLATIONS:</u> Racial, ethnic, sexual, religious, or other forms of severe harassment or intimidation</p>	<ul style="list-style-type: none"> Δ15 Second Intervention Δ Contact Office Δ Disciplinary Referral Δ 1-3 Day ISS 	<ul style="list-style-type: none"> Δ15 Second Intervention Δ Contact Office Δ Disciplinary Referral Δ 3-5 Day OSS 	<ul style="list-style-type: none"> Δ15 Second Intervention Δ Contact Office Δ Disciplinary Referral Δ 4-9 Day OSS 	<ul style="list-style-type: none"> Δ15 Second Intervention Δ Contact Office Δ Disciplinary Referral Δ 4-9 Day OSS
<p><u>TIER SEVEN VIOLATIONS:</u> Possession of fireworks,</p>	<ul style="list-style-type: none"> Δ Immediately notify Office. 	<p>Administration and Counselor consultation, if required, will occur throughout the Rubric process.</p> <p>After reaching the fourth offense and a student repeats the same</p>		

<p>explosives or weapons (weapons include personal protection spray)</p> <p>Possession or under the influence of controlled substance.</p> <p>Possession of applicable paraphernalia.</p> <p>Arson, major destruction of property, theft, gang activity, or bomb threats</p>		<p>behavior violation within the same academic year, Administration will issue an Individual Behavioral Plan.</p> <p>MCC Administration reserves the right to evaluate each situation and respond accordingly.</p> <p>All state and federal laws regarding extreme level behavior violations will be upheld. Proper authorities will be notified.</p>
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Administration & Counselor consultation will occur throughout the Rubric Process. After the fourth offense a student repeats a behavior in a year, the Principal will design an individual behavior plan. MCC administration and School Office personnel reserve the right to evaluate each situation and respond as necessary.

SCHOOL POLICY ON STUDENT DIGNITY

“Love one another; contribute to the need of others, live peaceably with all”

(Romans 12: 9-18)

The Catholic Church proclaims that human life is sacred and that the dignity of the human person is the foundation of a moral vision for society. This belief is the foundation of all the principles of our social teaching. Each member of our school is entitled to being treated with dignity. Muskegon Catholic Central expects all students to conduct themselves with dignity and with respect for fellow students, faculty, staff and others. Harassment of any nature includes any conduct that may reasonably be offensive to others in an educational organization harassing anyone, including sexual or racial harassment, will not be tolerated. Sexual harassment is a violation of the Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972, and the Michigan Elliott-Larsen Civil Rights Act.

Harassment includes:

1. Making threats, name-calling, feigning physical attack, lewd or obscene gestures, inappropriate digital communications and circulating derisive notes are some examples of harassment.
2. Harassment also includes conduct that has the purpose or effect of substantially interfering with other student’s education or creating an intimidating, hostile or offensive educational environment.

Sexual harassment includes:

1. Sexually inappropriate behavior means inappropriate touching, gesture, and language of a sexual nature directed at students faculty or staff.
2. Sexual harassment also includes conduct of communication that has the purpose of effect of substantially interfering with other student's education or creating an intimidating, hostile or offensive educational environment.
3. Examples of sexual harassment: sexual innuendoes, jokes of sexual nature; sexual propositions; sexual suggestive pictures or cartoons; foul or obscene language, jokes or gesture; unwanted and unnecessary physical contact; unwelcome comments about appearance.

Racial harassment includes:

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

Student Dignity Complaint Procedure

Any student who believes he/she has been subjected to harassment should report it immediately to a teacher, counselor or administrator. Each report will be given serious consideration and investigated promptly. Appropriate action will be taken. Administration will safeguard student confidentiality both during and after the investigation. Retaliation is forbidden and could result in expulsion.

SCHOOL POLICY ON CONTROLLED SUBSTANCE

This policy shall be enforced for all situations for which school officials have general supervisory jurisdiction including school functions held away from Muskegon Catholic Central.

SEARCH AND SEIZURE

The Administration reserves the right to conduct a reasonable search of an individual, his / her person, locker, purse or vehicle when there is a reasonable suspicion to believe the student is in possession of alcohol, narcotic drugs, e-cigarettes, tobacco, marijuana or other controlled substance. "Possession" is used to denote drugs, alcohol, e-cigarettes, tobacco, marijuana, look-alikes or other drugs and/or paraphernalia to be on a student's person, in his/her locker, purse, vehicle, etc. Administration will schedule unannounced canine searches of lockers and vehicles throughout the school year.

SALE OR DISTRIBUTION

Where school officials have evidence that a student has distributed any drugs, alcohol, Marijuana, controlled substance or any look-alike drug, regardless of quantity, the Administration will recommend expulsion of the student.

POSSESSION

Where a student is in possession of any drug, e-cigarettes, tobacco, marijuana, seeds, scraps, paraphernalia, pills, capsules, controlled substances, look-a-likes, or alcoholic beverages, on school property or at any MCC sponsored activity, where quantity suggests personal use, the Administration will place the student on "in-school suspension" for up to five days and

Administration may require the student to attend a substance abuse assessment from Mercy Life Counseling at 231-726-3582 at the expense of the student and/or parent. The student will also be placed on disciplinary probation for the remainder of the school year. Additional consequences may be imposed for a second or subsequent violation at the discretion of the building administrator, which may include, but is not limited to expulsion of the student from school.

UNDER THE INFLUENCE

When a student exhibits behaviors of or actions similar to being "under the influence" of a controlled substance, narcotic, marijuana, alcohol, or a look-alike drug, on school property or any Muskegon Catholic Central school sponsored activity: (a) the Administration will inform the parents; (b) if parents cannot be reached, or in an emergency case, the school reserves the right to seek professional medical aid unless specifically directed not to do so by the parents in advance; (c) the Administration will place the student on "in-school suspension" for up to five days and require the student to receive a substance abuse assessment from Catholic Social Services. The student will also be placed on disciplinary probation for the remainder of the school year. Additional consequences may be imposed for a second or subsequent violation at the discretion of the building administrator, which may include, but is not limited to the expulsion of the student from school.

ATHLETICS

The athletic and extracurricular programs function as part of the whole curriculum and contribute to the development of competitive, well-rounded Christian athletes and individuals. While the school believes those athletes are the most outward and public representation of the school and student body, we also recognize that all of our students must be held accountable to these higher standards. Muskegon Catholic Central student athletes and students must:

- Know and adhere to the Muskegon Catholic Central athletic code and school rules.
- Display the ideals of sportsmanship and ethical conduct.
- Practice and play fairly, giving total effort in all circumstances and credit in victory to teammates and to opponents in defeat.
- Show courtesy and respect to visiting teams and officials.
- Respect the integrity and judgment of sports officials, coaches and athletic depart. staff.
- Show leadership, initiative, and good judgment, and encourage other players on the team to do the same.
- Realize that the success of the program is measured not only by the win-loss records, but more importantly by the attitudes, spiritual and personal growth of the student athletes.

The Principal and Athletic Director have the duty and the right, based upon their discretion and judgment, to limit and/or revoke participation in extracurricular activities for non-athletes in a parallel manner to the athletic descriptors and penalties described below.

ELIGIBILITY

Students entering 9th grade receive automatic eligibility. Students on academic probation are ineligible to compete in any game or match. Practice is permissible. Eligibility is reinstated upon removal from academic probation.

ATTENDANCE

Attendance in **ALL CLASSES** is required in order to practice or participate in any extracurricular or co-curricular activities. Absences not subject to this policy are bereavement leave, health, dental, orthodontia appointments, summons to appear in court, or if prior permission has been secured from the Administration for absences other than noted above. **If absent due to a health, dental, or orthodontia appointment, provider verification of the appointment must be provided to the school office upon return to school.** This policy applies to athletics, band, choir, school plays, etc.

TRANSPORTATION

Unless otherwise stipulated by the administration, athletes are responsible for their own transportation to and from athletic events, with the exclusion of the football program. An exception to this policy requires the completion of the Muskegon Catholic Central Alternate Transportation Permission form by the athlete's parent or guardian.

COMMUNICATION

Good communication is important to the success of any team and is the responsibility of the coach, players, and parents. If problems arise, students should attempt to solve the concern with his/her coach before or after practice. If the solution is not acceptable to the student, a private conference with the coach should be the first effort to resolve the situation. If further assistance is needed, the next level of authority to be involved, **in this order** includes: Athletic Director, Principal, President, and the Board of Education. Playing time is excluded from this concern beyond the student/coach conference, especially at the Varsity and Junior Varsity level, as it is coach's discretion. Coaches will give suggestions on how students may improve and therefore potentially earn more playing time. It is encouraged that athletes participate in middle school contests. We will follow a twenty-four hour rule for all parental concerns following an athletic contest.

TRAINING RULES

Participation in interscholastic athletics is a privilege, not a right. Muskegon Catholic Central hold their student athletes to a high level of behavior that represents our school community in a positive manner at all times. Therefore, all training rules will be observed whether the student athlete is in season or out of season. The athletic code of conduct is in effect three-hundred and sixty-five days a year. Training rules violations will be recorded beginning with the student's first enrollment into Muskegon Catholic Central and accumulate throughout their high school career. Transfer students with training rules violations incurred while a student at the previous school will be subject to enforcement of violation at Muskegon Catholic Central. Muskegon Catholic Central prohibits the use and / or possession of alcohol, tobacco, electronic cigarettes, marijuana, illegal drugs of any type, look-a-likes, or other non-prescribed controlled substances. The coaching staff expects full compliance to this training rule by the young men and women

who participate in interscholastic competition regardless of age. The coaching staff fully realizes that within the privacy of the home and supervision of the parents, their jurisdiction is limited. However, parental assistance in this matter is expected. Students will not be disciplined on hearsay evidence. Persons making charges must be willing to identify themselves and provide charges in writing to school officials, if requested. This policy will be in force on all school property or at any school sponsored functions and in all situations resulting from any reports received from law enforcement agencies. (i.e. – MIP, OWI, OUIL, UBAL, or violation of Michigan Code of Law).

VIOLATION CATEGORIES

Category “A” violations are acts that are illegal or seriously disrupt the accomplishment of the school and/or athletic mission. They may occur in school, at school events, away from school or in or out of a sport season. Category “A” violations *include, but are not limited to*, the following:

1. Possession, use or transfer of controlled substances or any item represented to be a controlled substance
2. Possession, use or transfer of alcoholic beverages
3. Possession, use or transfer of weapons (includes personal protection spray)
4. Major theft
5. Arson
6. Possession of fireworks or explosives
7. Malicious destruction of property
8. Striking or threatening school personnel
9. Actions, in or out of school, which would be deemed felonies under the criminal code

Category “B” Violations relate to conduct unbecoming of a Muskegon Catholic Central student-athlete. They may occur in school, at school events, away from school or in or out of a sport season. They *include, but are not limited to*, the following:

1. Possession or use of tobacco in any form, including paraphernalia
2. Vandalism
3. Minor theft
4. Actions, in or out of school, which would be deemed misdemeanors under the criminal code.

DISCIPLINARY ACTIONS FOR VIOLATIONS

After confirmation of the violation, the student athlete shall lose athletic privileges for the seasonal contests authorized by the MHSAA for that sport (or next scheduled sport for that student) according to the chart below. Violations carry over from year to year, covering the entire period of enrollment in Muskegon Catholic Central.

Category:	<u>A</u>	<u>B</u>
First Offense:	50%	25%
Second Offense:	100%	50%
Third Offense:	Permanent	100%

Example: Basketball is authorized 20 contests per season. A First category “A” offense will result in suspension from 10 games. All fractions round up to the higher full game. Unless directed otherwise, all suspended athletes will attend all practice sessions and contests however not participate in any game or scrimmage.

GAME EJECTION

When a student/athlete is disqualified for flagrant or unsportsmanlike conduct, the student will not be allowed to participate for at least the next competition date for that team. In addition, the student athlete will be required to perform up to ten hours of service to the Athletic Department under the Athletic Director’s supervision. Per MHSAA, when a student/athlete is ejected from three athletic contests during a season, the student is not allowed to participate in any MHSAA postseason contests for that sport in that season.