

St. Philip
Catholic Central
High School



School Handbook

Updated: August 2011

Dear Parents, Students, Staff and Friends,

Welcome to a new school year that promises to be full of exciting activities! St. Philip is a safe and structured environment where the students can thrive academically, athletically, and spiritually. These rules and guidelines allow for students to make educated decisions. The handbook allows for the structure to be in a written format and for all students and staff to use as a reference while in school.

I would encourage all students and parents to read through this document to be prepared for the expectations we have for our school. If there is any question please feel free to call.

Thanks,

Donald Shafer, Principal
St. Philip Catholic Central High School

Elastic Clause

This school and administration reserve the right to establish fair and reasonable rules and regulations for issues requiring action that are not covered in the handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with established precedents. Matters omitted from this handbook should not be interpreted as a limitation to the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students of the high school. The policies and regulations within this handbook apply to all school sponsored activities, including those held before or after school and those held away from St. Philip Catholic Central.

Mission Statement

St. Philip Catholic Central High School is dedicated to the individual development of the student academically, socially, and spiritually. The commitment of parents, students, staff, community and the Church will result in educated, responsible and faith-filled citizens.

School Philosophy

We at St. Philip Catholic Central High School believe in Catholic education which develops a Catholic Christian attitude for the total person: mind, body and spirit, through faculty, student and parent cooperative involvement. We believe in providing opportunities for a variety of religious understanding of the Catholic community and an awareness of one's personal commitment to God, neighbor and self. We believe that St. Philip Catholic Central fulfills its role as an extension of the family, the Church and the State by assisting adolescents in their growth toward full personal maturity. Through the educational process, we foster parent awareness of student progress, teach the basic skills, augment skills of critical and analytical thinking, comprehensive listening, practical applications and the evaluations which are necessary to function in future society as a contributing person. St. Philip offers a quality academic program, but with an added difference. We strive to relate education in the classroom to the values that Christ showed us: love, hope, faith, charity, forgiveness and self-discipline. What the student does in the classroom relates to his/her life as a Christian. Our program of academic studies and co-curricular activities functions in a family atmosphere of cooperation, mutual respect, Christian concern, dedication and service among all members of the school community.

We believe.....

- ...Catholic education promotes a Christian way of life.
- ...in the cooperative involvement of students, parents and staff..
- ...learning and self-esteem increase when parents are actively.
- ...involved in their students education.
- ...our school community is also a family.
- ...that leadership and learning are everyone's responsibility.
- ...that all students can be successful learners.
- ...in providing an atmosphere conducive to learning.
- ...in welcoming people of diverse faiths and backgrounds.
- ...in the development of each student's unique skills and talents.
- ...in community service as a reflection of our faith.
- ...in providing a variety of Catholic worship experiences.
- ...in providing a variety of academic experiences.
- ...in providing a variety of co-curricular activities.
- ...in integrating the gospel message into our daily lives.
- ...in the acceptance of personal responsibility.
- ...in the importance of good citizenship.
- ...student government is an active participant in the decision-making process.
- ...in ongoing staff development.

St. Philip Catholic Central High School Staff

Principal	Mr. Donald Shafer	dshafer@bcacs.org	x502
Administrative Asst.	Mrs. Mary Rabbitt	mrabbitt@bcacs.org	x503
Athletic Director/Asst Principal	Mrs. Vicky Groat	vgroat@bcacs.org	x504
Student Services/Internship Coordinator	Mr. Adam Dingwall	adingwall@bcacs.org	x509
Counselor	Mrs. Cathy Smith	casmith@bcacs.org	x523
Campus Ministry Coordinator	Mrs. Carolyn Curtis	ccurtis@bcacs.org	x520
Technology Coordinator			
Maintenance/Custodial	Mr. Chuck McIntyre	cmcintyre@bcacs.org	x505
Cafeteria Supervisor	Mrs. Michele Schultz	mschultz@bcacs.org	x
Art	Mrs. Suess-Brandow	gsuessbrandow@bcacs.org	x516
Health	Mrs. Robekah Warner	rwarner@bcacs.org	x515
Choir/Liturgical Music	Mrs. Carolyn Curtis	ccurtis@bcacs.org	x520
English	Mrs. Sheila Wood	swood@bcacs.org	x513
	Mrs. Laura Miller	lmiller@bcacs.org	x514
	Ms. Danielle Orton	dorton@bcacs.org	x519
Foreign Language	Ms. Danielle Orton	dorton@bcacs.org	x519
Mathematics	Mrs. Robekah Warner	rwarner@bcacs.org	x515
	Ms. Angela Caulley	acaulley@bcacs.org	x531
Psychology	Mrs. Angela Caulley	casmith@bcacs.org	x523
Science	Ms. Stephanie Halbert	shalbert@bcacs.org	x533
Theology	Mrs. Carolyn Curtis	ccurtis@bcacs.org	x520
	Mr. Trevor Scoles	tscoles@bcacs.org	x532
	Mrs. Laura Miller	lmiller@bcacs.org	x514
Social Studies	Ms. Katie Reed	kreed@bcacs.org	x518
	Mr. Trevor Scoles	tscoles@bcacs.org	x532
	Mrs. Kyra Rabbitt	krabbitt@bcacs.org	x524
Physical Education	Mr. Ted Fitzgerald	tfitzgerald@bcacs.org	x507

Chapter 1 -- Academics

1.0

St. Philip Catholic Central High School *Graduation Requirements*

Content	Classes of 2011 and beyond
Theology	4 credits
English	4 credits
Mathematics	4 credits (One credit required in the Senior year)
Science	3.5 credits
Social Studies	3 credits
Foreign Language	2 credits
Physical Education	.5 credit
Health	.5 credit
Fine Arts	1 credit
Internship	1 credit
Technology	Integrated into core classes
Core Credits	23.5 credits
Elective Credits	.5 credits
Graduation Total	24 credits

Notes

-Credit adjustments may be necessary for Math & Science Center and Career Center students.

St. Philip Catholic Central High School
2010-2011 Course Offerings

Theology

Scripture Studies
Church History
Morality/Social Justice
Faith and Revelation

English

English 9 & Honors
American Literature & Honors
British Literature & Honors
World Literature & Honors
Creative Writing*

Science

Biology
Chemistry
Physics
Astronomy
Adv Biology

Social Studies

US History
American Government
Economics
World History

Mathematics

Algebra I
Algebra II
Geometry
Precalculus*
Calculus*
Statistics and Probability*
Accounting and Finance

Foreign

Language

Spanish I
Spanish II
Advanced Spanish*
Online Foreign
Language:*
-German
-French
-Latin

Fine Arts

Choir
Music Exploration

Social Sciences

Psychology*
Advanced Psychology+

Child Psychology and
Development*
Sociology*
Psychology or Persuasion

Personal Fitness

Physical Education
Weight Lifting/Conditioning

Art-Choice of:

- Sculpture
- Drawing
- Ceramics
- Glass
- Mixed Media
- Painting

Other Electives

Presentation Skills/Debate*
Yearbook*
Internship

* = Electives (Note: Classes of 2011 and beyond will need to take one of the Mathematic electives their senior year.)

+ = Not offered this year but offered next year, as needed

1.1 Grading Scale

93-100	A	87-89	B+	77-79	C+	67-69	D+	0-59	E
90-92	A-	83-86	B	73-76	C	63-66	D		
		80-82	B-	70-72	C-	60-62	D-		

1.2 Academic Awards

A student who achieves a 3.3-3.7 grade point average for a semester will be placed on the **Honor Roll** for that semester. A student who achieves above a 3.7 will be placed on the **High Honors Roll** for that semester. To earn an academic excellence award a student must have a 3.5 or higher GPA for two semesters. The award will be given to sophomores, juniors and seniors in the fall. The awards to be given are:

- Two 3.5 GPA semesters – Letter
- Four 3.5 GPA semesters – Certificate
- Six 3.5 GPA semesters – Plaque
- Eight 3.5 GPA semesters -- Pin

1.3 Semester Grade Point

The semester grade point system is the system used to compute quarter, semester, and cumulative G.P.A. and is the scale used to provide G.P.A. information on transcripts.

A	4.0	B	3.0	C	2.0	D	1.0
A-	3.7	B-	2.7	C-	1.7	D-	0.7
B+	3.3	C+	2.3	D+	1.3	E	0.0

1.4 Semester Exams

There will be two exams given during the school year. The first will be given in January and the second will be given in June. Semester grades will be established by weighing the two-quarter grades given that semester with the semester exam grade. Each semester grade will carry a weight of 40% and the semester exam will carry a weight of 20%. See the teacher's syllabus for the exact method of grade determination.

>>>Seniors whose second semester grade averages to 90% or better may choose to waive their final exam. All seniors will take first semester exams regardless of their grade average for that semester.

Students are required to take their exams at the scheduled times. Exceptions require approval of the Principal and if granted, exams will be administered as soon as possible **BEFORE** the scheduled exam period. **Missing an exam will result in a 25% reduction of the final exam grade.**

1.5 College Classes

Students wishing to take college classes must have this approved by the Principal on an individual basis. Tuition and other expenses associated with college classes may be paid by the high school. If that is the case, students will be reimbursed at the end of the semester if the student has obtained a 'B' or better in the class.

1.6 Valedictorian and Salutatorian

The senior with the highest grade point average at the end of the 1st semester will be the class Valedictorian. The senior with the second highest grade point average at the end of the 1st semester of the senior year will be class Salutatorian. In order to be considered for the top ten, Valedictorian and/or Salutatorian, a student must attend St. Philip for a minimum of four semesters at the time of graduation.

1.7 Transcripts

All tuition and fees must be settled before transcripts will be released.

1.8 Parent-Teacher Conferences

Parent-Teacher conferences are usually held during the first and third quarters of the respective semesters. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year.

1.9 Community Service

Students are encouraged each year to give of their time, energy and material resources to the needy through a variety of means. In addition, each student is required to do 20 service hours each year as part of the Theology requirement as determined by the Theology instructor.

1.10 Report Cards

Report cards will be issued at the end of each semester during the school year.

1.11 Progress Reports

Progress reports are issued approximately halfway through each grading period. Students and parents on a daily basis can access student grades in all classes taught at St. Philip through Powerschool. Confidential user passwords and ID's are given to both students and parents to facilitate usage of the Power School software.

1.12 Incomplete Grades

An "I", meaning an incomplete grade is used during extraordinary circumstances such as when a student has been away from school due to a long illness or circumstances beyond the student's control. The student will have 14 calendar days from the end of the marking period to make-up incomplete work. Failure to make-up the work after the 14-day timeframe will receive a zero for the work.

1.13 Student Services

The Office of Student Services offers scheduling, academic advising, career planning and education, college and financial aid night, college and military visitation, financial aid and scholarship information, testing programs and referrals.

1.14 Schedule Changes/Withdrawals

A student will be permitted to add or drop a course only after consultation with parents, the Coordinator of Student Services and the teachers of the courses involved. Students are encouraged to make schedule changes before school begins. Once school has started, a 'schedule change form' must be signed by the teacher of the course being dropped and the teacher of the course being added, the parent/guardian and the principal. Courses may not be dropped after the third day of class for the course unless recommended by a teacher.

1.15 Special Needs

Allowances will be made for students who have special needs as evidenced by an IEP. These exceptions shall be specified through the IEP for each individual student and accommodation methods will be identified through the IEP's documentation.

1.16 Academic Probation

A student will be placed on Academic Probation after a bi-yearly review of academic progress. A student may be placed on Academic Probation for failing two or more classes in a semester. A student will be placed on Academic Probation a maximum of two times after which continued enrollment at St. Philip will be reviewed by the principal.

The first time a student is placed on Academic Probation, a meeting will take place with the student, parent(s)/guardian(s), principal and the Academic Student Support Specialist. At this meeting a contract will be drawn up, the contract will include the terms of the probation and when review of the student's progress will occur.

If the contract is not followed and/or the student fails one or more classes in a semester, a meeting will take place with the student, parent(s)/guardian(s) and the principal. Students who fail semester courses severely jeopardize their academic progress and may be removed from school. This will be done on an individual basis as determined by the number of courses failed and the realistic prospect of earning a diploma. Allowances may be made for students who have special needs as evidenced by testing and are deemed to be working to their ability.

1.17 Late Work

Homework, assignments, or class projects are assigned to enhance what is taught in the classroom. It is important that students complete this work in a timely fashion.

Consequences for course work not turned in on time will be addressed as follows:

- Students have three days to turn in late work. Work turned in at any time within that three-day limit will be deducted 25%.
- After three days, the student will receive a zero for that particular assignment.

Chapter 2 -- Attendance

2.1 Attendance

We believe that regular attendance and participation in classes are a vital and integral part of the learning process. Frequent absence from school disrupts the continuity of the instructional process. Chronic absences limit accomplishments and reinforce a habit, which will handicap the individual in future education or employment. Absences for each subject will be recorded on report cards and transcripts.

2.2 Absences/Tardies

Tardies

A student is tardy to class when he or she is not in the classroom when the bell rings to begin that class. Students will be allowed four tardies per semester. (This includes tardies at the beginning of the school day as well as those that occur during the school day.) ***An In School Detention will be issued on the 4th tardy.*** Although we appreciate when parents call to explain the reason a student is tardy, the student will still be marked tardy with the call.

Late

Any student who attends class but arrives after the class is in session will be counted as 'late'. The student will be required to obtain a 'Late Slip' from the office before coming into class. Late arrivals can be excused or unexcused and follow the same policy and guidelines as an absence. (See below)

Absences

A student that does not come to school at all or misses a complete class(es) during the school day is considered absent.

Parents are to notify the school of absences through one of the following ways:

- Phone: 963-4503
- Email: mrabbitt@bcacs.org
- Note: Given to Mrs. Rabbitt in the school office

Notification must occur NO LATER than 9:00 am the day following the absence.

NOTE: Athletes may not practice or compete on the day that an absence or late arrival occurs regardless of whether it is excused or unexcused. The exception to this is documented medical appointments or situations approved by the Athletic Director.

Absences/Late Arrivals are categorized as follows:

Excused absences/late arrivals: Excused absences/late arrivals are those that are satisfactorily explained by the student's parent or guardian and approved as excusable by the Principal. These explanations include:

- Illness
- Death of a family member or attendance at a funeral

- Family emergencies
- Preapproved family vacations
- College visits

Students will be allowed no more than eight (8) excused absences/late arrivals per semester. An ISD (In-School Detention) will be issued for the first absence/late arrivals beyond the eight (8) allowable per semester. An ASD (After school detention) will then be issued for every absence/late arrival beyond the 9th absence. (Extenuating circumstances will be reviewed by school administration— i.e. long term illness, family situations, etc.)

**Documented medical appointments are excused and do not count against the eight allowable absences/late arrivals.

Unexcused absences/late arrivals: Absences are considered unexcused if a parent does not notify the school by 9:00 am the day following the absence/late arrival **and/or** the explanation given for the absence/late arrival is not approved as excusable by the Principal. Examples of unexcused absences/late arrivals are:

- Transportation issues
- Oversleeping, alarm clock problems, etc.
- ‘Skip days’
- Staying home to complete a project or study for a test
- No explanation given by parent
- No parent notification by 9:00 am the day following the absence.

Students will be issued an ISD (In school detention) on the day following their unexcused absence/late arrival.

2.3 Early Dismissal

After arriving at school, if a student needs to leave the building for any reason, he/she must report to the Main Office where the school secretary will confirm the reason for leaving and issue an ‘early dismissal slip.’ Parent/guardians are asked to provide in writing the date, time and reason a student should be released from the school prior to the dismissal of the student. Failure to adhere to this may result in penalties due to absence/truancy from class or disciplinary action or both.

All doctor’s appointments require written documentation from the doctor’s office.

2.4 Confirming Advanced Absences

- a. Family vacations should be scheduled during school vacations.
- b. When it is known that the absence will be for more than two (2) days, arrangements must be made for class assignments using the Prearranged Absence form obtained from the school office. This form must be submitted to the Principal for his/her approval at least five (5) days prior to leaving.
- c. It is always the student's responsibility to notify teachers in advance and secure all assignments.
- d. Students must turn in completed assignments to the satisfaction of each teacher. The individual teacher will determine if the assignments are due before or after the absence.

2.5 Illness at School

If a student becomes ill at school and cannot remain in the classroom, the student should ask the teacher for a pass to the school office. When a student is too ill to remain in the classroom, the school office will notify parent in order to make the necessary arrangements to send the student home.

2.6 Homework/Test Missed Due to Absence

The deadlines for making up tests and/or homework are decided by the individual teacher. The procedure for making up work is determined by the teacher at the beginning of the course. Due to the nature of some assignments, it may not be possible to make up some assignments.

2.7 Field Trips

Field trips that are officially sponsored by the school are never considered absences. However, in order for a field trip to occur, the following must be strictly adhered to:

- Students who participate in any field trip must have a signed parent permission slip for the specific event on file in the school office.
- If a private passenger vehicle is used, a Volunteer Driver Information Sheet must be completed and placed on file with the school office, and the driver must meet Diocesan requirements for service as a driver.

2.8 Permission to Leave School Grounds

No student may leave the school grounds other than a normally designated time unless he or she has their parent/guardian's written permission. Failure to adhere to this may result in penalties due to absence/truancy from class or disciplinary action or both.

Chapter 3 – Conduct

One of the essential purposes of a St. Philip education is the formation of character. The rules of the school are designed for that purpose and are in the interest of good order. Rules are established to provide an atmosphere, which will expose the students to the best set of learning experiences and to promote a school in which we can take pride.

The intent of the Conduct System at St. Philip is to modify behavior. It will consist of a system of In School Detentions (ISD), After School Detentions (ASD), in-school suspensions, out of school suspensions and expulsions. When a student receives any kind of detention or suspension, parents will be notified. A student will receive an After School Detention (ASD) on the fourth offense that occurs during semester. Each subsequent offense during the semester will result in an ASD. There are some offenses that merit an automatic After School Detention in which case no In School Detention will be given first. Again, parents will be notified. Those offenses, as well as those that merit automatic in and out of school suspensions, are listed below. Please note that this list is not all-inclusive and indicates the minimum consequence received. Consequences may occur for offenses not appearing on any of these lists.

3.0 Typical In-School Detention (ISD) offenses

- Use of phones during class time (i.e. texting, talking on phone, etc.)
- Dress code violations (clothes, facial hair, hair length, etc.)
- Illegal Parking (parking in undesignated areas)
- Behavior which interferes with instruction/learning
- Inappropriate language
- Misuse of technology
- Disrespect to peers/school personnel
- Leaving campus without permission
- Mass behavior
- Cafeteria behavior
- Tardies

Typical After School Detention (ASD) offenses

- Reckless driving on school property
- Endangering the safety of others
- Cheating and or Plagiarism
- Truancy
- Vandalism/destruction of property
- Removal from class
- Bullying/Harassment/Intimidation
- Intentional disregard of the request and/or instructions from school personnel or other supervising adult
- 4 or more In-School Detentions (ISD)
- Failing to serve the In-School detention

Automatic out of school suspension

- Tobacco violation
- Alcohol violation
- Controlled & non-controlled substances/Drugs
- Drug paraphernalia
- Theft
- Violation of state/local fire codes
- Calling in Bomb threat
- Racial/Sexual Harassment
- Fighting

Automatic Expulsion

- Arson/attempted arson
- Weapons violation

3.1 Adult Supervision/Loitering

Only students involved in any activity supervised by an adult are permitted to be in the building after 3:00 p.m. There is no guarantee of adult supervision before 7:10 am or after 3:30 pm.

3.2 Detentions

In School (ISD)

In School Detentions will occur during school—7:45-2:40 pm and will be served the following day. Students will be directed to a specific room supervised by the Assistant Principal. Students failing to report to ISD will automatically be issued an after school detention. Juniors and seniors that have an ISD are permitted to leave at 2:40 pm.

After School (ASD)

A student is issued an After School detention when the In-School detention did not modify behavior or solve the issue. Or, the student's behavior or choices warranted an automatic After School detention. After School detentions will always occur on the Thursday of each week from 2:45-3:30 pm. Students will report to Mr. Shafer's office after school for detention. Students will work on projects around the school to help clean, fix, or empty trash. They also may be asked to assist with some other light classroom cleaning or other tasks deemed appropriate by the staff. Students, parents, and coaches will receive at least 24 hour notice of an after school detention thus allowing for schedule adjustments. Athletes will be permitted to participate in practices and games on the days of an after school detention but must serve the detention on the designated Thursdays until 3:30 pm.

3.3 Alcohol

This includes all alcohol, malt liquor and malt beverages labeled as non-alcoholic in any form. It should be noted that any violation of this policy is extremely serious and may result in more serious consequences than those listed above. Additionally, athletes will be held accountable to the Athletic Code of Conduct.

Policy Boundaries:

- a. The school day
- b. School activities (extension of the school day)
- c. Private social activities risk falling under school discipline procedures
- d. Pictures/text on school-owned computers as well as pictures and comments on Social Networking Sites. (i.e. Facebook, Myspace, etc.)

Clarification of alcohol use and abuse:

- Consumption of alcoholic beverages
- Being under the influence of alcohol
- Being in the possession of alcohol
- Student behavior involving the law

3.4 Assemblies

Student attendance is required. Good manners are expected of all students.

3.5 Book Bags

Lockers with locks are provided for all students. Book bags must remain inside or on top of the lockers. Book bags are not allowed to be carried from classroom to classroom. Laptop computer bags/cases are allowed in classrooms.

3.6 Cafeteria and Lunch Period

St. Philip maintains a cafeteria where students can eat lunch in a clean and orderly atmosphere. Students may purchase their lunch or bring their own. Students are expected to be courteous to all staff members and clean up after themselves. Inappropriate lunchroom behavior may result in an In School Detention.

All full-time students and freshmen and sophomores participating in the Battle Creek Area Math and Science Center programs are expected to arrive in the school cafeteria within the first five minutes of the beginning of the lunch period.

3.7 Cheating/Plagiarism

Any student caught cheating on quizzes or tests will fail that quiz or test. The teacher will notify the Principal and the parents. An after school detention will be issued for the first offense. Further cheating offense will result in a meeting of the Principal or his/her designee, the teacher involved, the student and the parents, in addition to the consequences as outlined in the conduct system.

Cheating includes but is not limited to:

1. The use of unauthorized assistance in taking quizzes, tests or exams

2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
3. The acquisition, without permission of test or other academic material belonging to an instructor.
4. Plagiarism includes, but is not limited to the use by paraphrase, direct quotation or idea of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in selling term papers or other academic materials.
5. Using a pre-prepared paper, or copying much of a papers content directly from the Internet or other sources.

Plagiarism is reviewed and clarified in the freshman language arts program.

3.8 Controlled Substances/Non-Controlled Substances

A controlled substance is to mean as defined by Michigan and Federal Law. It is against school policy to use, possess, deliver or attempt to deliver or cause to be delivered a non-controlled substance which the person:

- a. Represents to be a controlled substance; or
- b. Represents to be of a nature, appearance or affect which allows the recipient to display, sell, distribute or use the substance as a controlled substance.
- c. Proof of any one of the following in prima facie evidence of the above.
- d. The above substance substantially resembles a controlled substance.
- e. The substance is unpackaged or packaged in a manner normally used for illegal delivery of a controlled substance (baggie, etc.)
- f. The substance is not labeled as required by the F.D.A.
- g. The person states that the substance may be resold at a price that substantially exceeds the value of the substance. Sale of any drug whether or not it is properly labeled or in a sealed package is against school policy. No person may advertise a non-controlled drug.
- h. Promoting the sale of a drug, which has not been approved for human consumption for its physical or psychological effects.
- i. Which the person knows is manufactured to resemble a controlled substance or which the person represents to be of a nature, appearance or effect that will allow the recipient to display, sell, distribute or use the drug as a controlled substance.

Inhalants: The manufacture, distribution, sale, possession, use or being under the influence of the following substances is prohibited; any abusable glue, aerosol, or other chemical substance, including but not limited to lighter fluid, paint or gasoline for inhalation.

Drug Paraphernalia: It is against school policy to use or possess various instruments and materials commonly known to be intended for the use of, or preparation of illicit substances.

3.9 Disciplinary Probation

If a student is placed on Disciplinary Probation, a meeting with the student, parent or guardian and the administration will take place where a contract may be drawn up. If any further violation of the behavior code occurs during the time of probation, the student may be expelled. At the end of the probationary period, the Principal or his or her designee will review the student's record of behavior. If the student has complied with the terms of probation, they will be removed from probation.

3.10 Eating and Drinking Between Classes.

Individual classroom teachers can determine the extent to which students can eat or drink in class. This will be allowed as long as the building remains clean.

3.11 Electronic Devices

Cellular telephones and mp3 players, are not allowed in the classrooms. If these items are brought to school they are to be turned off and kept in the locker. Failure to follow this policy will result in these items being confiscated and consequences as outline in the Conduct system. Confiscated items will be returned to the student's parents at the end of the school day. Students possessing any electronic device during a test or exam will receive a zero on that test.

3.12 Off Campus Activities

During and event or function (e.g. athletic contest, field trip, etc.) at which the school is represented, students are expected to observe all regulations regarding proper student behavior.

3.13 Public Violation

If a student is in violation of the law outside of school, St. Philip Catholic Central reserves the right to take disciplinary action. Police may be called for any violation of the law while in school or at related school activities.

3.14 Restricted Areas

All students should respect the property and privacy of others, therefore students are not permitted:

- a. In faculty or school offices, locker rooms, gymnasium, workout rooms (including weight room), kitchen, boiler room, storage areas, inner office or teachers lounge without permission and in the presence of a faculty member.
- b. In all parking lots or areas designated for bikes and motorbikes at any time during school hours, without permission from the school office. When traveling to these parking lots, all students are to use the sidewalks and crosswalks.
- c. In all classroom corridors and stairways during class periods without a corridor pass.
- d. To tamper with another student's lock or locker.

3.15 Student Contracts

The administration may require a student contract. This contract will require the student to fulfill individualized obligations in order to remain at St. Philip. Contracts may be issued for academic, attendance and/or disciplinary reasons. The Principal, the student and the parent/guardian will sign the contract.

3.16 Student Vehicles

Automobile access to the campus is a privilege, not a right. Safe and courteous driving is expected of every student driver. It is only necessary to register once for each individual automobile driven to campus during the school year. Any student using the designated appropriate parking lot at school must register the vehicle at the school office. Parking stickers are to be displayed on the lower right side of the front window. All students are to park in the parking lot next to school.

3.17 Suspension

- a. In-School Suspension: (ISS) occurs when a student has served three after school detentions in one semester or chooses to demonstrate behavior or choices that warrant an automatic ISS. Students would be required to report to school at the regular time, 7:45 am to 2:40 pm. They would be asked to bring their own lunch. They will be assigned an office to work in for the day, supervised by a staff member. They will be permitted to work on assigned class work for the day and will be required to take scheduled quizzes or tests.

In cases where it was not feasible for the student to work on class assignments (i.e. labs) or take schedule quizzes or tests, (ISS) students have a limited number of days to make up any assignments, quizzes, or tests that were missed when the student was serving the ISS. The amount of time that a student has to make up the work will be determined by the individual teacher. Athletes forfeit the opportunity to participate in athletic contests or practices that coincide with the days of ISS. Students who are enrolled at the Math/Science Center, CACC or KCC will be required to serve two half-day sessions (the equivalent of one full day).

- b. Out-of-School Suspension: (OSS) students have a limited number of days to make up any assignments, quizzes, or tests that were missed when the student was serving the OSS. The amount of time that a student has to make up the work will be determined by the individual teacher. Athletes forfeit the opportunity to participate in athletic contests or practices that coincide with the days of OSS. Students may not attend extra-curricular activities during the suspension period.

3.18 Tobacco

This section refers to possession or use of tobacco in any form, in any area on school or church property. This is also meant to include school activities such as field trips, athletic contests or school activities. Any student providing tobacco to another student will receive the same consequences. It should be noted that any violation of this policy is extremely serious. Students in violation of the tobacco policy will be issued an automatic In School Suspension.

3.19 Truancy

Truancy (skipping) from school or class is defined as an absence from school, school functions or class without permission or knowledge of parents and school officials.

3.20 Use of Technology

The use of all technology resources at St. Philip Catholic Central are covered by the Technology Use Agreement and Permission Form to be signed by all students and parents. Minor violations will result in an In School detention, followed by the subsequent order of the Conduct System.

Some examples of inappropriate use of technology includes (but is not limited to):

- text messaging during school hours
- accessing inappropriate websites
- using cell phones or mp3 devices during school hours
- tampering with school computers (including adding games to our property)

3.21 Vandalism

Willfully damaging or destroying school property is cause for immediate suspension and possible expulsion. The school requires that the damage be paid for before a student is allowed to return to school. If a student accidentally causes damage, they should report it to their teacher immediately so that the damage is not misconstrued as vandalism.

3.22 Weapons

The safety and welfare of students must be a priority concern of all school community members. Therefore, the school environment must be kept free of all weapons and explosive devices. Students who use, possess, handle, transmit or conceal any object, which is or could be considered a dangerous weapon or instrument of violence shall face immediate suspension and/or expulsion.

Chapter 4 – Athletics and Eligibility

The following guidelines are just a few of the guidelines and policies as they relate to students participation in school athletics. Refer to the Athletic Handbook for a complete explanation and a more complete set of guidelines and policies.

4.0 Eligibility Requirements

- No I,E,F or NC in any one of the following Educational Institutions; Battle Creek Area Math and Science Center, Calhoun Area Career Center and St. Philip Catholic Central.
- Maintaining a course average of 60% or better. This is determined on a weekly basis by each teacher.
- Allowances may be made for students who have special needs as evidenced by testing. The parent at the beginning of the school year shall request these exceptions.

4.1 Parameters of Ineligibility

Students who are ineligible may not participate in games or scrimmages with teams other than St. Philip teams.

4.2 Length of Ineligibility

Eligibility will run from Tuesday to Tuesday and will be determined as of 8:00 A.M. each Tuesday. Teachers from all Educational Institutions will submit to the administrator names of students who still are failing courses by 8:00 A.M. on Tuesday morning. Eligibility will start on the Tuesday of the fourth week of a semester.

4.3 Regaining Eligibility

- All classes in all Educational Centers are at least 60%.
- All incomplete grades are made up

4.4 Attendance Requirement for Eligibility

Students not in school for a full day on the day of any extra-curricular activities are not allowed to participate unless approved by the athletic director. All athletes will be expected to be in attendance for every class if they are to be eligible for practice or competition. Athletes will only be excused if the absence from class is for a prearranged doctor appointment or medical treatment, school field trip, funeral or for other reasons at the discretion of the athletic director or principal.

Chapter 5 – General Information

5.0 Tuition

The Battle Creek Area Catholic School Board sets tuition annually.

5.1 Delinquent Tuition

Transcripts will not be released until bills are settled or arrangements made with the BCACS.

5.2 Tuition Assistance

Funds will be distributed on the basis of need. Application forms for tuition assistance are available at the BCACS office.

5.3 Title IX Compliance Statement

St. Philip Catholic Central in accordance with the Title IX regulations of the 1972 Education Amendments hereby declares that it does not discriminate on the basis of sex or race in its educational and employment policies and practices.

5.4 Sexual Harassment

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Act of 1972 and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is unacceptable to this school and it is against the policy of this school for any administrator, employee, student, resource and support staff, substitute teacher, independent contractor or volunteer, male or female, to sexually harass another employee, student or volunteer. The complaint procedure is available in the Principal's office.

5.5 Right to Access and Privacy of Records

All parents and guardians of students under 18 years of age and all students 18 years of age may examine the official records, files and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge, including hearings on a challenge, shall be established by the Academic/Discipline Review Board and be made available upon request.

5.6 Lockers

Hallway lockers are provided as a convenience to each student for the sole purpose of storing such materials that may be required for classroom work and necessary outdoor wearing apparel. These lockers are school property and the individual student's responsibility. Lockers may be opened by administrative directive at any time. The student is responsible to vacate the locker in the same condition it was assigned. The student will be charged for any damages.

Students who elect to decorate the interior of the locker should keep this in good taste. Decorations should not do permanent damage to the lockers or the paint on the lockers. All students are encouraged to keep their lockers locked at all times. The school will not

assume responsibility for lost and/or stolen items that are (or should be) kept in lockers. Lockers are expected to be completely closed between classes and after school hours.

5.7 Visitors

Any visitor entering the school building, including parents, must check in at the office upon entering the building. Parents are reminded that they should make arrangements in advance if they wish to consult with a teacher concerning their son or daughter or visit a class in session.

5.8 Work Permits

There are two types of work permits. One is for 11-15 year olds, and the other is for 16 year olds and older. Both types can be obtained from the Office of Student Services. You must show an I.D. such as a birth certificate, passport, school record or green card and must have the employer fill out the type of work, hours and wages. The original permit must be filed with the employer prior to beginning the job. Under no circumstances do we recommend students work more than 20 hours a week during the school year.

5.9 Driver Education

The student and his/her parents are responsible for their own drivers' education. However, a driving training school uses our facilities for driving instruction.

5.10 Non-Custodial Parents

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to their school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

5.11 Emergency Closing

When school must close with no more than the morning notice, it will be announced over WBCK (FM 95.3) and other local radio and television stations. It will also be posted on the BCACS website. (www.bcacs.org) Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure or public crises. The administrators are aware of the hardship caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means is used to notify parents of an impending cancellation, including radio, television and newspapers. In the unusual circumstance where school must be canceled during the school day, teachers will determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

5.12 Tornado Drills

The alarm for a tornado drill is an intermittent horn. Students will practice this drill twice during the year. Tornado watch means that the weather is conducive to the development of a tornado. A tornado warning means a tornado has been sighted. In the event of a

tornado warning during the school day, students will be directed to practiced areas of safety within the building. Students will be held at school in the event of a tornado warning that occurs at the end of the school day and all after-school activities will be canceled. This includes all athletic contests at home and away.

5.13 Fire Drills

The alarm sound for a fire drill is a continuous, high-pitched beep accompanied by flashing lights placed in the hallways and is the signal to leave the building. The building must be evacuated without fail, under all circumstances when the alarm sounds. This applies to noon hours, before and after school as well as when classes are in session. If an alarm is sounded when students are not in the classroom, they are to use the nearest exit. Students and teachers will return to their classrooms quickly and orderly when the proper all-clear signal has been given.

5.14 Lockdown Drills

An announcement to “Go into lockdown status” will come from the school office. All teachers will secure their students inside their classrooms. Students and teachers will remain in the lockdown status until an “All Clear” is issued from the school office.

5.15 Dances

- Any dance, which is held in school facilities, must be approved by the administration. A sponsor is required (such as a club or other organization), who will agree to be responsible for preparations and clean up. All dances held off campus are fully subject to the rules outlined in this handbook.
- Students are required to wear appropriate attire. Attire must conform to the standards of decency and good taste, as determined by St. Philip personnel. Persons in charge have the right to refuse admittance or to require persons to leave who are not properly attired.
- Guests of St. Philip students must be registered at the office by 2:40 pm the day before the dance. Guests must be a registered high school student in grades 9 through 12. Guests of St. Philip students who are not in high school, but are under the age of 21, may be admitted at the discretion of the Principal
- Each guest must present a current high school ID before entrance to the dance will be allowed. St. Philip students must accompany their guests to the dance.
- All students must arrive at the dance within one hour of the stated starting time. Doors close one hour after the dance begins.
- No student will be re-admitted after leaving the building.
- Students are not allowed to loiter in the parking lot or sit in parked cars. They must either enter the building or leave the premises.

- No backpacks, bottles or cans are allowed in the dance.
- Students may not participate in any type of dancing that may be considered lewd, objectionable or in poor taste. Any student participating in objectionable dancing will be asked to discontinue the objectionable behavior and may be required to leave the dance.
- School rules and athletic policy regarding alcohol and drugs are in effect.
- Students or their guests suspected of the use or possession of alcohol or illegal drugs may be subjected to a field sobriety test. If there is a strong concern of alcohol or drug use, parents will be notified and appropriate safety precautions will be taken in getting the student home.
- Smoking is not allowed.
- No refunds will be given if a student is not allowed into the dance or asked to leave the dance.

5.16 Textbooks

Textbooks are provided by the school (covered by a book fee). Students are responsible for the condition of the textbook they are assigned. Periodic “Book checks” may be conducted to insure that students are using their assigned books. Any student using any book other than their assigned number will be charged the cost of replacing the book. Charges will also be issued for damaged books (this includes writing in them).

5.17 Policies and Procedures for Administering Medications

The following definition of “medication” is adopted for use in the Diocese of Kalamazoo schools medication includes prescription, non-prescription and herbal medications and includes those taken by mouth, by inhaler, those that are injected and those applied as drops to eyes, nose or medication applied to skin.

Policies

- The pupil’s parent/guardian will give the school written permission and request to administer medications to their child.
- Written instructions from a physician, which includes the pupil’s name, name of medication, dosage of medication, route of administration and time the medication is to be administered to the pupil shall accompany the request and be kept on record by the school.
- Parental or guardian request/permission and a physician’s instructions for administration shall be renewed every school year.
- The building administrator will designate an individual(s) responsible for administering medications to pupils at that school.
- Medications must be administered by one adult in the presence of another, except where the person administering the medication is a licensed nurse or when emergency threatens the life or health of the pupil.

- Each building shall have a plan for handling medical emergencies.
- Students with disabilities should be included under the policy and procedures that govern administration of medications.

Procedures

- A building administrator may set a reasonable designated time for the administration of medications. The parent/guardian shall be informed of this time and communicate such to the child's physician. The school may request that the physician send a written explanation if an exception to the school's designated time is necessary.
- A building administrator shall request that the pharmacy supply the oral medication in the exact dosage prescribed so the person administering the medications is not responsible for dividing or splitting pills.
- Any adverse reaction to medication, as described on the physician's written instructions, shall be reported to the pupil's parent immediately.
- Any errors made in the administration of medications shall be reported to the building administrator immediately and a written report completed and entered into the students' school record. The school administrator is responsible for reporting the medication error to the pupil's parent immediately.
- When it is necessary for a pupil to have medication administered while on a school sponsored field trip, the individual designated to administer medication must carry the medication in the original container and record the necessary information on the medication log upon return from the trip.

5.18 Accreditation

St. Philip Catholic Central High School is accredited by the Michigan Association of Nonpublic Schools (MANS).

5.19 Wellness Policy

St. Philip Catholic Central High School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

5.20 OSHA Standards for Blood-Borne Pathogens

The staff of the Battle Creek Area Catholic Schools adheres to the standards set by OSHA for the handling of blood-borne pathogens and all other bodily fluids. All staff are trained annually in these standards.

5.21 Pesticide Use-Notification Policy

Annually, schools must advise parents of their right to be informed when any pesticide application is made to the school grounds or building. Every effort will be made to give prior notice through the monthly newsletter although in certain instances pesticides may be applied without prior notice. In those instances, you will be notified as soon as possible after application.

5.22 Asbestos Hazard Emergency Response Act (AHERA) Notification Requirements

The Environmental Protection Agency requires each year that district workers and building occupants receive notification of asbestos removal or abatement activities such as inspections and response actions.

This notice serves to inform all parents, teachers, administrators, and all other employees that the three-year re-inspection, as required by AHERA, was performed in 2010. The next three-year re-inspection will be conducted in 2013. The district has also recently completed a six-month periodic surveillance of all buildings, also required by AHERA, which reassessed all areas of known or assumed asbestos materials to determine if a change has taken place. The results of the six-month inspections will be added to the current AHERA management plans. Each building will continue to have a six-month periodic surveillance and a three-year re- inspection as required by AHERA. Licensed asbestos abatement contractors have performed all abatement projects.

Any damaged materials containing asbestos, such as floor tile or thermal insulation, found during the inspections has either been corrected or removed by a licensed asbestos abatement contractor. All materials containing asbestos that remain are in good condition and are located primarily in inaccessible areas. Updated asbestos management plans are available for review in the main office of each building. Any questions regarding asbestos removal projects or other related issues should be addressed to the school Principal.

5.23 Resolving Problems at School

Parents who feel there may be a problem at school should first call and speak with the teacher, administrator, or other staff member involved directly. If you would like, you could make an appointment to discuss the matter personally with the staff member involved. Many times, what a parent perceives as a “problem” turns out to be no more than a misunderstanding regarding what is actually happening at school.

If the phone conversation or meeting with the staff member does not resolve the situation, contact the school principal. Should the high school administration and staff be unable to make some desired progress on the matter, contact the Pastoral Administrator of the Battle Creek Area Catholic Schools.

Chapter 6 – Enrollment

6.0 Admittance of Transfer Students

The high school principal will identify and evaluate reasons and motivations of potential transfer students. Admittance will not be approved until the prospective transfer student and his/her parent(s) guardian(s) have met with the principal for a personal interview. The principal shall make an assessment of the student based on the personal interview with the student and parent(s)/guardian(s) and a review of the student's transcript and discipline record. Transfer students may also be required to take an academic assessment exam to aid in determining academic ability and placement. Acceptance or rejection to St. Philip Catholic Central is at the sole discretion of the school administrator. Students who are accepted will be admitted on a probationary basis, the terms of which will be at the sole discretion of the Principal.

6.1 Married Students

Generally, married students will not be accepted for admission to St. Philip Catholic Central. In the case where a student is presently enrolled in St. Philip Catholic Central and enters into marriage, the school administrator, with counsel from the appropriate clergy, will review each situation and make a determination as to their continued enrollment.

6.2 Pregnant Students and Students with Dependents

The school administrator, in cooperation with the parents and clergy, will review each situation as it arises.