



**Battle Creek Area  
Catholic Schools**  
Education for Living – Faith for Life

**St. Philip Catholic Central High School  
Parent and Student Handbook  
2017-2018**

*St. Joseph*  
elementary &  
preschool

*St. Joseph*  
catholic  
middle school

*St. Philip*  
catholic central  
high school

Students will know the Faith, share the Faith,  
and live the Faith.

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Dear Parents, Students, and Staff,

It is with great pleasure and the feeling of tremendous pride that I welcome everyone to the new 2017 – 2018 school year! I would like to extend a very special welcome to our new students and families. St. Philip has always been a high achieving Catholic High School in the Diocese of Kalamazoo. We are here to provide an excellent Catholic education for the entire Battle Creek Area. Elements of the Catholic education our students will experience include: service to others, participation in their faith in retreats, weekly Mass, and daily theology classes, while articulating the value of their education in the whole person: Mind, Body and Spirit. We hope to create responsible, adult Catholic Christian people who carry out the work of the Church here on earth.

God Bless,

Vicky Groat, Principal

### ***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.*

### **VIRTUS:**

All students K – 5 participate in lessons in Touching Safety as required by the diocese. In addition, the Diocese of Kalamazoo requires all volunteers within the parish and schools who work with children to participate in the VIRTUS Safe Environment program. This consists of a three hour “Protecting God’s Children” presentation and authorizing permission for a criminal background check to be done on each volunteer. To register for a Protecting God’s Children session go to [www.virtus.org](http://www.virtus.org) and click on the registration tab. Follow the prompts choosing the Diocese of Kalamazoo and then Battle Creek Area Catholic Schools. **The Safe Environment Coordinator for the Battle Creek Area Catholic Schools is Lee Papke. She can be reached at 269-965-7749 or [lpapke@bcacs.org](mailto:lpapke@bcacs.org)**

### **Volunteers:**

Volunteer help with many aspects of the school program are crucial to the overall success of St. Philip Catholic Central and BCACS. **All volunteers must sign in at the office upon arrival and pick up a volunteer badge.** Any volunteering can work toward fulfilling the 25-hour volunteer requirement. If you would like to volunteer at the elementary school, please call the school office at 965-7749.

Per the policy of the Diocese of Kalamazoo (#4500-P), all school volunteers are to abide by the regulations set forth in the Charter and to participate in the diocesan VIRTUS program. Volunteers who have regular contact with children must attend or be registered for a Protecting God's Children training session prior to volunteering. All volunteers who may have a regular contact with children are required to submit to a criminal background check to evaluate their suitability to work with children. Regular contact is defined as any contact that is planned and ongoing.

Every volunteer must complete the "Protecting God's Children" training (see VIRTUS above) and must also submit to the school office a Criminal Background Check form.

### ***Mission Statement***

Battle Creek Area Catholic Schools, in partnership with parents, community and the Catholic Church, provide students with an excellent education and a solid faith formation. Students will know the faith, share the faith, and live the faith.

### ***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.
- ...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 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 integrating the gospel message into our daily lives.
- ...in the acceptance of personal responsibility.
- ...in the importance of good citizenship.

### St. Philip Catholic Central High School Staff

Principal/Athletic Director	Mrs. Vicky Groat	<a href="mailto:vgroat@bcacs.org">vgroat@bcacs.org</a>	x504
Administrative Assistant.	Mrs. Mary Rabbitt	<a href="mailto:mrabbitt@bcacs.org">mrabbitt@bcacs.org</a>	x503
Student Services	Mrs. Kyra Rabbitt	<a href="mailto:krabbitt@bcacs.org">krabbitt@bcacs.org</a>	x509
Counselor	Mr. John Burrill	<a href="mailto:jburrill@bcacs.org">jburrill@bcacs.org</a>	x512
Campus Ministry Coordinator	Ms. Nicole Krajewski	<a href="mailto:nkrajewski@bcacs.org">nkrajewski@bcacs.org</a>	x532
English	Ms. Angelique Finch	<a href="mailto:afinch@bcacs.org">afinch@bcacs.org</a>	x505
Band	Mrs. Laura Bandlow	<a href="mailto:lbandlow@bcacs.org">lbandlow@bcacs.org</a>	x521
English	Mrs. Laura Miller	<a href="mailto:lmiller@bcacs.org">lmiller@bcacs.org</a>	x514
Foreign Language	Ms. Kaitlyn Stimson	<a href="mailto:kstimson@bcacs.org">kstimson@bcacs.org</a>	x519
Mathematics	Mrs. Nikki VanPelt	<a href="mailto:nvapelt@bcacs.org">nvapelt@bcacs.org</a>	x529
Science	Ms. Stephanie Halbert	<a href="mailto:shalbert@bcacs.org">shalbert@bcacs.org</a>	x533
	Ms. Deborah Evans	<a href="mailto:devans@bcacs.org">devans@bcacs.org</a>	x523
Theology	Ms. Nicole Krajewski Fr. John Fleckenstein Fr. Francis Marotti	<a href="mailto:nkrajewski@bcacs.org">nkrajewski@bcacs.org</a>	x529
Social Studies	Mrs. Abilyn Janke	<a href="mailto:ajanke@bcacs.org">ajanke@bcacs.org</a>	x518
	Mrs. Kyra Rabbitt	<a href="mailto:krabbitt@bcacs.org">krabbitt@bcacs.org</a>	x509
Cafeteria Supervisor	Mrs. Lorri Hedding	<a href="mailto:lhedding@bcacs.org">lhedding@bcacs.org</a>	x527
Maintenance/Custodial	Mr. John Sebright / Mr. Arlen Perry		

## Chapter 1 -- Academics

1.0

### **St. Philip Catholic Central High School Graduation Requirements**

<b>Content</b>		<b>Required Credits</b>
Theology		4 credits
English		4 credits
Mathematics		4 credits
Science		3.5 credits
Social Studies		3 credits
Foreign Language		2 credits
Physical Education		.5 credit
Health		.5 credit
Fine Arts		1 credit
Core Credits		22.5 credits
Elective Credits		1.5 credits
<b>Graduation Total</b>		<b>24 credits</b>

# St. Philip Catholic Central High School

## Course Offerings

### English

- (09) English 9
- (10) World Literature
- (10) Honors World Literature
- (11) American Literature
- (11) Honors American Literature
- (12) British Literature
- (12) AP Language & Composition

### Social Studies

- (09) Government/Economics
- (10) World History
- (10) AP World History
- (11) US History
- (11) AP US History

### Mathematics

- (09) Algebra I
- (09) Algebra II or (11) Algebra II
- (10) Geometry
- (11) Pre Calculus
- (12) Calculus
- (12) Statistics & Probability
- (12) AP Statistics
- (12) AP Computer Science

### Science

- (09) Physics
- (11) Chemistry
- (11) AP Biology
- (12) Senior Science Multi (S1)

### Theology

- (09) Freshmen Theology
- (10) Sophomore Theology
- (11) Junior Theology
- (12) Senior Theology

### P.E., Health, Art, & Electives

- Physical Education/Health
- Band
- Art
- (09) Freshmen Technology
- (11) SAT Prep & Career Development
- (12) Senior Internship

### Languages

- Spanish I
- Spanish II

### Other Dual Enrollment Offerings

- Online Learning
- Battle Creek Central High School
- Battle Creek Area Math & Science Center
- Calhoun Area Career Center
- Kellogg Community College



### 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 3.0 – 3.49 grade point average for a semester will be placed on the **Beta Honor Roll** for that semester. A student who achieves above a 3.5 or above will be placed on the **Alpha Honor Roll** for that semester. To earn an academic excellence award a student must have a 3.5 or higher GPA for two semesters.

The awards to be given are:

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

### 1.3 Semester Grade Point

This 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. The semester grade will carry a weight of 80% and the semester exam will carry a weight of 20%. See the teacher’s syllabus for the exact method of grade determination.

Students are required to take their exams at the scheduled times. Exceptions require approval of the Principal and if granted, exams will be administered at the teacher’s convenience **BEFORE** the scheduled exam period.

Students with outstanding debts will be allowed to take semester finals but grades will not be entered into RenWeb until **all** debts have been paid. This includes damage to textbooks which requires purchasing a new book.

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.

### 1.5 Dual Enrollment

Students wishing to take college classes must have this approved by the Principal & Student Services on an individual basis. Students may be eligible for the class to be paid for by the State of Michigan. Any fees not covered by the State of Michigan will be the student's responsibility. If a student withdraws from the class or fails the class, it is the student's responsibility to inform the office of Student Services and reimburse the college ASAP. As a result of a failed or dropped class the student will be ineligible for athletics and all extracurricular activities. Students are responsible for purchasing books/materials needed for the class.

### **1.6 Weighted Grading System**

A four point scale will be used with the exception of Advanced Placement Course(s) which will be based on a five-point scale.

### **1.7 Valedictorian, Salutatorian, and Class Rank**

The senior with the highest grade point average at the end of the 1<sup>st</sup> semester will be the class Valedictorian. The senior with the second highest grade point average at the end of the 1<sup>st</sup> 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. Foreign exchange students will not be eligible for Top Ten. To be considered Valedictorian or Salutatorian at St. Philip, the student must take and pass at least two AP courses at St. Philip or the Math/Science Center.

### **1.8 Transcripts**

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

### **1.9 Parent-Teacher Conferences**

Parent-Teacher conferences are usually held during October and March 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.

### **1.10 Community Service**

Students are required to do 20 service hours of community service each year as part of the Theology course requirement with 6 hours at school or your place of worship and the remaining 14 hours at approved non-profit agencies. Service hours need to be approved by school personnel and service hour logs are to be turned in to the theology instructor. All students will participate in May Day to receive credit.

### **1.11 Report Cards**

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

### **1.12 Parent Access**

Parents can access their student(s) work through RenWeb. Check with the school office to receive directions on how to set-up your private username and password.

### **1.13 Incomplete Grades**

An “I”, meaning an incomplete grade is used during extenuating 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 to make up the work upon his/her return to school.

### **1.14 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.

### **1.15 Schedule Changes/Withdrawals**

A student will be permitted to add or drop a course only after signatures from: parents, the Student Services Director / Principal, and the teachers of the courses involved are obtained. Students are encouraged to make schedule changes before school begins. Once school has started, a ‘Schedule Change Form’ must be filled out. Schedules must be finalized by the end of the first week of school or first week of the 2<sup>nd</sup> semester. The student services director or the principal may make changes as needed.

### **1.16 Special Needs**

Accommodations will be made for students who have special needs as evidenced by a service plan /accommodations plan. These exceptions shall be specified through the IEP accommodations plan for each individual student and accommodation methods will be identified through the IEP’s documentation. The Academic Success Coordinator will put the accommodations in writing and provide them to parents, students, and staff.

### **1.17 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.

### **1.18 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. A reduction may be given for late work. See individual teacher’s grading policies.

## **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, and must report to the office for a "Tardy Slip". ***A Detention will be issued on the 3<sup>rd</sup> tardy of a week.*** If a student does not show up for a detention an additional detention will be added.

### **Unexcused**

Any student who arrives to school after 10 minutes class is in session will be counted as unexcused. The student will be required to obtain a 'Slip' from the office before coming into class.

### **Absences**

A student that does not come to school at all or misses a class or classes 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](mailto:mrabbitt@bcacs.org)
- Note: Given to Mrs. Rabbitt in the school office

**Notification must occur by 3:30 pm. of the day of the absence.**

**NOTE: Athletes/participants in extra curricular activities 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 with time of appointment noted on the slip or situations approved by the Athletic Director. This also includes students participating in band, class events and dances.**

Excused Absences are categorized as follows:

**Excused absences:** Excused absences 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
- College visits

Students will be allowed no more than eight (8) excused absences per semester. A detention will be issued for the first absence beyond the eight (8) allowable per semester. An In School Suspension will then be issued for every absence beyond the 9<sup>th</sup> absence. (Extenuating circumstances will be reviewed by school administration—i.e. long term illness, family situations, etc.) In-school suspension or Saturday School will be issued to every absence beyond the 8<sup>th</sup>.

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

**Unexcused absences:** Absences are considered unexcused if a parent does not notify the school by 3:30 pm the day of the absence **and/or** the explanation given for the absence is not approved as excusable by the Principal. Examples of unexcused absences 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 3:30 pm the day of the absence.

**Students will be issued a detention on the closest Tuesday to their unexcused absence. On the third unexcused absence there will be a one-day in school suspension.**

### **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. All doctor's appointments require written documentation from the doctor's office. Parent's are asked to notify the school in advance so students can be ready and in the office to leave school.

### **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 3 or more 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 go to the office for the secretary to call the parent (students should not use their cellphones). 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 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. See 1.18. Mandatory Saturday School may be assigned as needed to make up work.

## **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.
- Field trips that are considered part of the class experience are required to attend. If a student does not attend the field trip it is considered an unexcused absence.

## **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 will result in a suspension.

# **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 improve behavior. It will consist of a system of Detentions, In School Suspensions (ISS), Out of School Suspensions (OSS) and potential Expulsion. When a student receives any kind of suspension, parents will be notified. There are some offenses that merit an In School Suspension where parents will be notified. Those offenses, as well as those that merit an In School or 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 Offenses and Consequences:**

#### **Detentions**

- Use of phones during school hours
- Dress code violations
- Behavior which interferes with instruction/learning
- Inappropriate language
- Misuse of technology
- Disrespect to peers/school personnel
- Mass misbehavior or late for mass
- Cafeteria misbehavior
- Tardies
- Cheating and or Plagiarism
- Failing to serve detention
- Unexcused Absences

#### **In School Suspensions:**

- Reckless driving on school property
- Endangering the safety of others
- Truancy
- Vandalism/destruction of property
- Removal from class
- Bullying/Cyber-Bullying/Harassment/Intimidation – *(May change due to Diocesan policy)*
- Intentional disregard of the request and/or instructions from school personnel or other supervising adult
- 3 or more Detentions
- Repeated cell phone violations
- Leaving campus without permission

#### **Out of School Suspension**

- Tobacco violation
- Alcohol violation
- Controlled & non-controlled substances/Drugs

- Drug paraphernalia
- Theft
- Violation of state/local fire codes
- Fighting
- Excessive bullying/cyber-bullying/harassment/intimidation (*see Diocesan policy*)

### **Expulsion**

- Arson/attempted arson
- Weapons violation
- Racial/Sexual Harassment
- Calling in Bomb threat

### **3.1 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. Plagiarism is reviewed and clarified in all classes. Future cases of cheating/plagiarism will be handled directly by the Principal. Students will also receive a detention.

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 content directly from the Internet or other sources.

### **3.2 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.

### **3.3 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.

### **3.4 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. Student(s) 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.

### **3.5 Detentions**

In School Detentions will occur Tuesdays 3:10 – 4:10 pm. Students will be directed to a specific room supervised by high school staff. If the principal determines it is necessary a Saturday detention may be issued.

#### **In School Suspension**

A student is issued an In School Suspension when the detention did not modify behavior or solve the issue. Or, the student's behavior or choices warranted an In School suspension. In School Suspensions will always occur on the day after it is assigned. A designated staff member will be assigned to supervise the ISS each week. They may be asked to assist with some light classroom cleaning or other tasks deemed appropriate by the staff. Students, parents, and coaches will receive a notice of an In School Suspension thus allowing for schedule adjustments. Students will not be permitted to participate in any extracurricular activities on the day(s) of the ISS.

#### **Types of Suspension**

In-School Suspension: (ISS) occurs when a student has served three detentions in one semester or chooses to demonstrate behavior or choices that warrant an In School Suspension. Students will be required to report to school at the regular time, 8:20 am to 3:00 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. Students who are enrolled at the Math/Science Center or CACC will be required to serve the In School Suspension at St. Philip and be out of school at the other institution(s). This does not include KCC classes.

Students may not attend extra-curricular activities during the suspension period.

Out-of-School Suspension: (OSS) students will be responsible for all missed work during the suspension time. Athletes and extra-curricular activities participants forfeit the opportunity to participate in athletic contests, extra curricular activities, and or practices that coincide with the days of Out of School Suspension. Students may not attend extra-curricular activities during the suspension period.

### **3.6 Alcohol**

It should be noted that any violation of this policy is extremely serious and may result in more serious consequences than those listed above. Athletes and

students participating in any extra-curricular activities will also be held accountable by the Athletic Code of Conduct.

**Policy Boundaries:**

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

**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
- Pictures, texts, social media sites depicting students holding or consuming alcoholic beverages

**3.7 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
- 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 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.

### **3.8 Tobacco**

Students found to be in possession, sharing, selling or using tobacco will serve a three day Out of School Suspension. There needs to be tobacco counseling (with an outside approved agency) established before the student can re-enter St. Philip.

### **3.9 Assemblies**

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

### **3.10 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.** Chromebook and the cases are allowed in classrooms.

### **3.11 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. **Fast food is not allowed to be brought in by parents or students. Students cannot have food delivered to the school or brought in by other students.**

### **3.12 Eating and Drinking in class**

**There will be no eating in any class, students may drink water in a spill proof re-sealable container. Any food or drink brought into the building before school must be consumed in the lobby before entering school. This includes coffee, latte's, iced drinks etc.**

### **3.13 Electronic Devices**

Cellular telephones and headsets are not allowed in any classroom. **Cellphones may be used during lunch in the cafeteria only.** 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. **If a phone is taken away students will pay a \$10.00 fee or their parent will need to pick up the phone from the school office.**

### **3.14 Off Campus Activities**

During an 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.

### **3.15 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.

### **3.16 Restricted Areas**

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

- a. In faculty or school offices, faculty workroom, 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. Students need a hall pass to be in the hallway in non passing times.
- d. To tamper with another student's lock, locker, piece of technology.

### **3.17 Adult Supervision/Loitering**

Only students involved in any activity supervised by an adult are permitted to be in the building after 3:30 p.m. There is no guarantee of adult supervision before 7:15 am or after 3:30 pm. **Students waiting for rides after 3:30 must be picked up at Willard Library.**

### **3.18 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.

### **3.19 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 (\$5.00) 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.

### **3.20 Truancy**

Truancy (skipping) from school or class is defined as an unexcused absence from school, school functions or class without permission or knowledge of parents and school officials. There will also be an official report filed with the ISD for truancy behavior from St. Philip.

### **3.21 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 a detention & potential loss of technology privileges, 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
- tampering with school computers
- accessing server or other protected areas

## **Chapter 4 – Eligibility for Athletics and All Student Activities**

*The following guidelines and policies as they relate to students participation in school activities. The athletic handbook will be used for further clarification.*

### **4.0 Eligibility Requirements**

- Students are not allowed to participate if they have an I or E in any one of the following Educational Institutions; Battle Creek Area Math and Science Center, Calhoun Area Career Center, St. Philip Catholic Central or any on-line class.
- Must maintain a course average of 60% or better. This is determined on a weekly basis. Eligibility is checked every Tuesday morning by the Athletic Director.
- 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.
- Online classes are semester in length and will be checked 3 times during the semester. Students must be 1/3 completed and passing at each check date to maintain eligibility. Dates will be determined once online classes begin.

### **4.1 Parameters of Ineligibility**

Students who are ineligible may not participate in games, scrimmages or any other school extra-curricular activity.

### **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 and on-line classes 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 and on-line classes are at least 60%.
- All incomplete grades are made up

#### **4.4 Summer School**

Students must attend summer school at St. Philip in order to recover credits due to the failing of class(s) during the school year. Parents are responsible for the cost of summer school.

#### **4.5 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 principal/athletic director. All athletes will be expected to be in attendance for every class if they are to be eligible for practice or competition. Students/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 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.

#### **5.1 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.

#### **5.2 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.

#### **5.3 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.

#### **5.4 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.

#### **5.5 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. 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.

#### **5.6 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.

#### **5.7 Emergency Closing**

When school must close with no more than the morning notice, it will be announced over local radio and television stations. It will also be posted on the BCACS website. ([www.bcacs.org](http://www.bcacs.org)) and parents and students will receive an email. 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.

#### **5.8 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 specified 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.

### **5.9 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.

### **5.10 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 the principal comes to each classroom door.

### **5.11 Dances**

All dances must be approved by the Principal and sponsored by a club/organization who will be responsible for preparation and clean up when using school facilities. All dances held on or off campus are fully subject to the rules outlined in this handbook.

Student’s ineligible the week a dance is held will not be allowed to attend.

- Students are required to wear appropriate attire. 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 3:00 pm on the Wednesday before the dance. Guests must be in grades 9<sup>th</sup> -12<sup>th</sup> or no older than the age of 20. School ID’s must be shown upon entering the dance, St. Philip students must accompany their guest. Dance participants must arrive within one hour of the start of the dance. Any student leaving the dance will not be re-admitted. No refunds will be given if a student is not allowed into the dance or asked to leave the dance.
- No backpacks, or any outside food or drink will be allowed in 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.

- 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.

### **5.12 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).

### **5.13 Policies and Procedures for Administering Medications**

State law and diocesan policy state that we limit the dispensation of medications to only those students who suffer from chronic health conditions. Parents are required to obtain a copy of the “Authorization for Administration of Medication” form from our office for each and every medication dispensed at school. The form must be completed and signed by both the parent/guardian **AND** the child’s physician. **WHEN POSSIBLE ANY MEDICATION SHOULD BE GIVEN BY THE PARENT IN THE HOME.**

Parents are also required to deliver any prescribed medications in person to the school office **IN THE ORIGINAL CONTAINER**. We **CANNOT** accept medications delivered by students. We are not allowed to accept more than a 30-day supply of medication.

All medications will be counted when they are brought to our office. They will be kept in a locked cupboard and dispensed according to the doctor’s order on the “Authorization for Administration of Medication” form.

Students who use inhalers for asthma and other respiratory problems must also provide the school with the “Authorization for Administration of Medication” form completed by the parent and signed by the child’s physician. The doctor must indicate on the form whether the student may carry their inhaler or whether it should be kept in our locked storage cabinet. If the doctor indicates that the student may “self-medicate”, it is the student’s responsibility to inform our office when they have used the inhaler so that it can be properly recorded.

We will keep Epi-pens for students who suffer from specific allergies, (such as bee stings and/or food allergies). Parents must provide our office with the Epi-pen (also packaged in its original container), along with the “Authorization for Administration

of Medication” form completed by the parent or guardian and signed by the child’s physician.

**St. Philip Catholic Central will not administer any over the counter medication, it is the responsibility of the parent to come and personally administer medication to their child.**

#### **5.14 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.

#### **5.15 Accreditation**

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

#### **5.16 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.

#### **5.17 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 is trained annually in these standards.

#### **5.18 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.

#### **5.19 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. 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.

## **Chapter 6 – Tuition and Enrollment**

### **6.0 Tuition**

The Battle Creek Area Catholic School Board sets tuition annually.

### **6.1 Delinquent Tuition**

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

### **6.2 Tuition Assistance**

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

### **6.3 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.

### **6.4 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.

### **6.5 Pregnant Students and Students with Dependents**

The school administrator, in cooperation with the parents and clergy, will review each situation as it arises. This is being reviewed by the diocese and may be changed without notice.

**ST. PHILIP CATHOLIC CENTRAL HIGH SCHOOL**  
**DRESS CODE – 2017-2018**

*This dress code applies to every school day and every field trip unless excused by the school administrator. At all times, attire must be neat and clean.*

**SHIRTS**

“Uniform” is defined as an approved shirt that bears the official crest of St. Philip or St. Joseph Catholic Schools, which can be obtained through **Action Gear**, the official vendor of St. Philip Catholic Schools.

All students must wear the school’s uniform shirt that displays the St. Philip or St. Joseph Catholic School’s logo.

- Students in both the middle school and the high school may wear the following color *uniform* shirts: Red, White, Black, long or short sleeved.
- Only the top button may be unbuttoned. Shirts must never be form-fitting, and they must fall below the beltline.
- **Only plain, white non-logo t-shirts may be worn under the approved uniform shirt. No undershirt of any color shall extend past the hemline of the uniform shirt at any time. Colored undershirts (t-shirts) are not allowed.**

**SWEATERS/SWEATSHIRTS**

- V-neck, crew-neck or cardigan sweaters may be worn with the approved uniform shirt. The collar of the shirt must be visible. A cardigan is defined as a collarless, knitted sweater that opens down the front. Cardigans with hoods shall not be permitted.
- **Sweaters must be a solid color.**
- ONLY St. Philip crew-neck sweatshirts may be worn, and St. Philip uniform shirts must be worn underneath (in case the student wants to take the sweater or sweatshirt off). Torn sweatshirts are strictly prohibited.
- Additional approved dress code items can be found at the Spirit Shop.

**PANTS**

- Cotton twill/Docker-style, waisted pants in Khaki or Black. Corduroys are not permitted. Capri pants may be worn only during the “shorts season”.
- Jeans or jean material in any color is not permitted
- Pants with cargo pockets are not allowed.
- Pants with outside stitching or metal rivets on seams or pockets are not allowed.
- Pants must be fitted properly. **Form fitting pants are never permitted at any time.**

**SKIRTS**

- Skirts, culottes, or jumpers in khaki, or black are permitted for girls. Denim material is not permitted. Skirts must measure to the knee or below. **Form fitting skirts are never permitted.** (this standard applies to skirts on “ Dress Down Days”).

### **SHORTS**

- Shorts may be worn from the beginning of the school year until October 31, and from the first day following Spring break until the end of school.
- Cotton twill/Docker style shorts in khaki or black are allowed. Shorts must fall to the knee or below.
- Cargo pockets on shorts are not allowed.
- Shorts with outside stitching or metal rivets on seams or pockets are not allowed.

### **SHOES**

- Rubber or plastic “flip-flops” are not allowed
- Leather sandals are permitted
- Socks are required with shoes, but socks need not be worn with sandals.
- Dress boots can be worn from Thanksgiving to the end of March.

### **ADDITIONAL ITEMS**

- St. Philip fleece jackets may be worn. – Hats are never allowed in school
- For boys, the length of hair may not exceed the top of the collar. For boys and girls, hair coloring (including colored sprays) that are unnatural are unacceptable.
- Facial hair is not permitted, and sideburns may be worn only to the bottom of the ear.
- Visible tattooing or body piercing is not permitted.
- Simple jewelry may be worn.
- Headbands should be simple and of solid color, no a distraction.

### **SPIRIT DAYS**

- Clean, neat (no tears) jeans, sweats or shorts to the knee may be worn with a St. Philip shirt/sweatshirt.

### **DRESS DOWN DAYS**

- Only jeans that are not ripped or torn, sweats or shorts to the knee may be worn. Tank tops, halter tops, cannot be worn. No yoga pants, no hats, no jackets.
- Articles of clothing may never advertise or refer to tobacco or alcoholic products, or anything contrary to the mission of a Catholic school, as determined by the School administrator.

### **FIELD TRIPS**

- Dress attire will be determined by the teacher and principal

***School administration has the final word in what is considered acceptable and in compliance with the intent of the code. Dress code violations may result in the student contacting parent/guardian to bring in an appropriate change of clothes.***

*Any student out of dress code will be sent out of class and will be required to go home with parent permission or parent(s) will need to bring clothes to change into. This will be considered an unexcused absence which will require student(s) to attend Saturday School and will not be allowed to participate in extra-curricular activities on the day of the infraction.*

#### HANDBOOK AGREEMENT

I have read and agree to abide by the rules and regulations set forth by St. Philip Catholic Central High School in the 2017/2018 student handbook.

\_\_\_\_\_  
Student Name (print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Signature

As the student's parent or legal guardian, I agree to the rules and regulations set forth by St. Philip Catholic Central High School in the 2017/2018 student handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**PLEASE PRINT THIS PAGE AND RETURN TO THE SCHOOL OFFICE.**