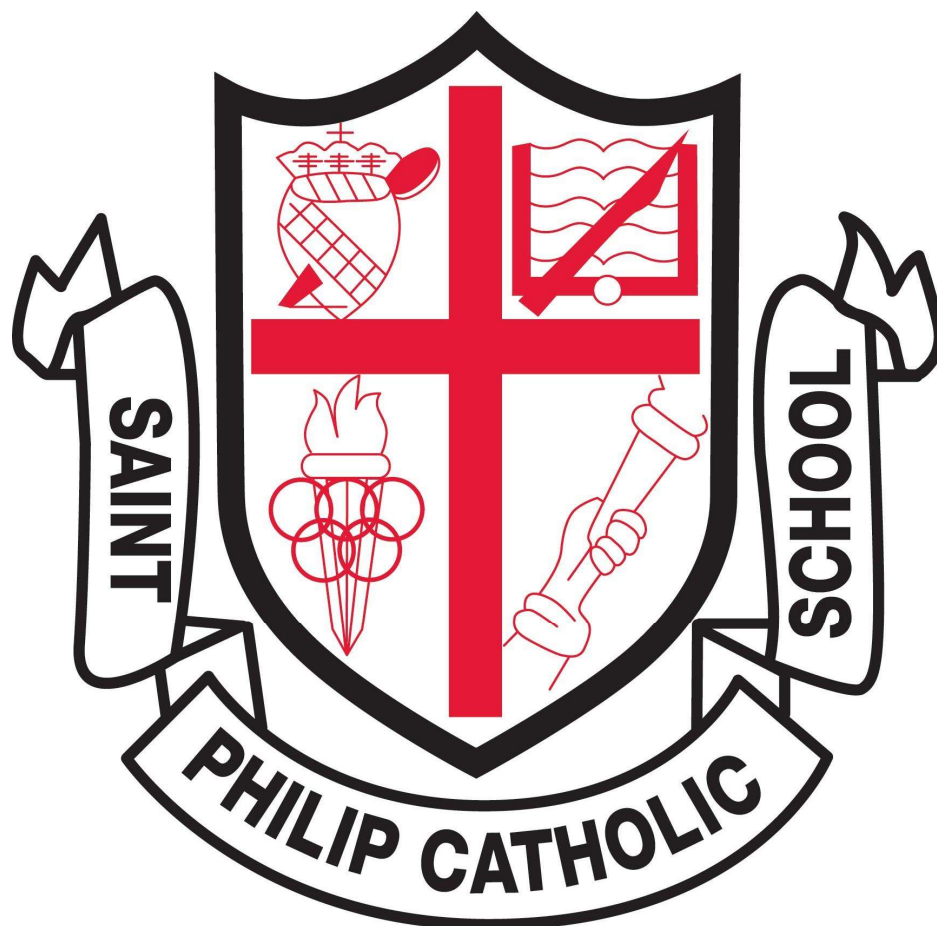


St. Philip Catholic Central High School



Student-Parent Handbook

Updated August 2023

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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 2023–2024 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 spiritual formation, 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–12 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 (available online) 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 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 Stacy Lightfoot. She can be reached at 269-963-4503 or slightfoot@bcacs.org.**

Volunteers:

Volunteers who 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 annual 25-hour volunteer requirement. If you would like to volunteer at the high school, please call the school office at 963-4503.

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 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 that 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 basic skills, augment skills of critical and analytical thinking, comprehensive listening, practical applications, and the evaluations that 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 active.
- ...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	vgroat@bcacs.org
Administrative Assistant	Mrs. Stacy Lightfoot	slightfoot@bcacs.org
Student Services Internship	Mrs. Michelle Fuller	mfuller@bcacs.org
English Spanish	Mrs. Dani Cook	dcook@bcacs.org
English Latin	Mr. Nathan Payne	npayne@bcacs.org
Mathematics	TBD	
Science French	Ms. Stephanie Halbert	shalbert@bcacs.org
Social Studies	Mrs. Amanda Hammock	ahammock@bcacs.org
Theology	Mr. David Houseal	dhouseal@bcacs.org
Art	Mrs. Joy Finnilla	jfinnilla@bcacs.org
Maintenance/Custodial	Mr. John Sebright Mr. Arlen Perry	

Chapter 1 -- Academics

1.0 Graduation Requirements & Course Offerings

Content		Required Credits
Theology*		4 credits
English**		4 credits
Mathematics (Algebra I, Geometry, and Algebra II are required.)		4 credits One credit must be 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
Core Credits		22.5 credits
Elective Credits		1.5 credits
Graduation Total		24 credits

* Theology course is required each year of High School. Transfer students do not have to complete full graduation requirement and will be required to take theology each year they are enrolled.

** Colleges/Universities require English coursework in each year of High School.

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 Literature & Composition*
 (11) or (12) Creative Writing

Mathematics

(09) Algebra I
 (09) or (10) Geometry
 (10) or (11) Algebra II
 (11) or (12) Pre-Calculus
 (12) Calculus
 (11) (12) Statistics/Personal Finance
 (11) or (12) AP Statistics*
 (11) or (12) AP Computer Science*

Science

Physics
 Chemistry
 Biology
 AP Biology*
 (12) Senior Science Multi (S1)

Social Studies

(11) or (12) Government/Economics
 (09) or (10) World History
 (10), (11), or (12) AP World History* (odd years)
 (09) or (10) US History
 (10), (11), or (12) AP US History* (even years)

Theology

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

Foreign Languages

Spanish I Latin I
 Spanish II Latin II
 French I
 French II

P.E., Health

Gym (as needed)
 Health (as needed)

Fine Arts

Band
 Art
 Yearbook

Electives

(12) Senior Internship
 Sociology
 Psychology
 Journalism

Other Dual Enrollment Offerings

Online Learning
 Battle Creek Area Math & Science Center
 Calhoun Area Career Center
 Kellogg Community College

NOTE: Course offerings are subject to change based on teacher availability.

*All students that take an AP course are required to take the AP national test and final exam.
 The cost of the AP test is \$97.00.

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 a 3.5 or above will be placed on the **Alpha Honor Roll** for that semester. To earn an academic excellence award as a senior a student must have a 3.5 or higher GPA for at least two semesters.

The awards to be given are:

- Two 3.5 GPA semesters - Certificate
- Four 3.5 GPA semesters - Letter
- Six 3.5 GPA semesters - Pin
- Eight 3.5 GPA semesters - Crystal

1.3 Semester Grade Point

This is the scale used to provide GPA 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 December and the second will be given in May. 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 FACTS or caps and gowns handed out until **all** debts have been paid and uniforms turned in. 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, except for AP classes. 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 director of student services and the principal 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; these fees include but are not limited to books and lab fees. 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 Graduating with Academic Honors

Seniors achieving a 3.5 or better cumulative grade-point average at the end of the first semester of the senior year will graduate with academic honors. The senior with the highest cumulative grade-point average at the end of the first semester of the senior year will be the class Valedictorian and graduate with highest honors. The senior with the second highest cumulative grade-point average at the end of the first semester of the senior year will be class Salutatorian and graduate with high honors. In order to be considered for academic honors, 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 academic honors. 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 and Science Center. Students may be denied recognition and honors associated with the above-mentioned designation as a result of conduct violations or discipline issues that occur up to and including graduation day.

1.8 Transcripts

All tuition and fees must be settled before final 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, i.e. school community

1.10 Community Service

St. Philip is a school body focused on Christ and building community. The curriculum leads and encourages sensitivity, involvement, and continuous response to social responsibility within the school and the community. Students are led to realize that they are responsible for their actions, their immediate community's actions as well as the larger community.

Service is one aspect in the overall preparation of students for their effective leadership and service in and through the church as well as in the broader community. The

importance which St. Philip Catholic Central gives to experiential learning is underscored by the requirements of a designated number of hours per year of service.

Service Objectives:

- a) To stimulate and to cultivate competencies necessary service, to promote Catholic attitudes toward services in a variety of situations, i.e. school community, family, parish life and church community, and human services in the greater community.
- b) To engage students in a well-supervised process which will support the personal and spiritual growth and development of the whole person.
- c) To integrate Catholic service experience with reflection and evaluation in order to appreciate the Gospel mandate to serve one another.

Service is possible within a variety of settings. Students are required to do twenty (20) service hours of community service each year as part of the Theology course requirement with ten (10) hours at school or your place of worship and the remaining ten (10) hours at approved non-profit agencies. Service hour logs are to be turned in to and approved by the Theology instructor. See Service hour pamphlet for further information.

1.11 Report Cards

Report cards will be published through FACTS at the end of each semester.

1.12 Parent Access

Parents can access their student(s) grades through [FACTS](#). 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 at the end of any semester, is used during extenuating circumstances, such as when a student has been away from school due to a long illness or family emergency. Upon the student's return, a plan to complete missed work will be developed by the student, parent, teacher, student services, and principal. If the work is not completed according to the agreed upon plan, the student's grade will reflect a zero for the missing work.

1.14 Student Services

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

1.15 Schedule Changes/Withdrawals

Students are encouraged to make schedule changes before school begins through the Student Services Office. Once school has started, a Schedule Change Form must be completed and finalized by the end of the first week of school or first week of the second semester. 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. 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 three (3) appearances in a semester on the weekly ineligibility report for the same class, after six (6) appearances in a semester on the weekly ineligibility report regardless of the class or for being caught cheating (see policy 3.4). A letter of academic standing will be sent home when the student is placed on academic probation. A student on academic probation will be expected to spend one hour per week with an approved tutor until all classes are passing and will not be eligible to participate in athletic competitions or attend dances. A student will remain on academic probation until all classes are passing at which time the student will be removed from academic probation. 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. A reduction or no credit may be given for late work. See the individual teacher's grading policy.

1.19 Saturday School

Saturday school is offered multiple times throughout the school year as extra support for students. Students with a grade point average of 60% or below in any class the week of Saturday school will be required to attend. See also Absences policy 2.1.

1.20 Summer School

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

Chapter 2 – Attendance

2.0 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.

2.1 Absences

A student who does not come to school at all or misses a class or classes during the school day is considered absent.

Parents/guardians are to notify the school of absences through one of the following methods:

- Phone: 269-963-4503
- Email: slightfoot@bcacs.org
- Signed note: Given to Mrs. Lightfoot in the school office

Notification must occur by 9:00 am. of the day of the absence.

NOTE: Athletes/participants in extracurricular activities (i.e. band, class events and dances, etc.) may not practice or compete on the day that an absence or late arrival occurs regardless of whether it is excused or unexcused. The only exception is documented medical appointments with time of appointment noted on the slip or situations approved by the athletic director.

Excused absences: Excused absences are those that are satisfactorily explained by the student's parent/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
- Medical appointments (Must bring in written documentation from the office.)

Students will be allowed **no more than six (6) excused absences per semester**. After six (6) excused absences, a meeting between the student, the parent/guardian, and school administration will be held to discuss a plan to eliminate barriers to attendance and plan for making up time. The student will be required to make up time at a rate of up to seven (7) hours per day absent, as determined by school administration, either during detention, Saturday school, or approved time with a teacher. (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 six excused absences.**

Unexcused absences: Absences are considered unexcused if a parent/guardian does not notify the school by 9:00 am the day of the absence **and/or** the explanation given for the absence is not on the excusable list above or approved as excusable by the principal.

Examples of unexcused absences are:

- Transportation issues
- Oversleeping, alarm clock problems, etc.
- 'Skip days'
- Driver's education training
- Staying home to complete a project or study for a test
- Prearranged absences (i.e. extended vacation)
- No parent notification by 9:00 am the day of the absence or no explanation given

Students will be issued a detention on the closest Tuesday to their unexcused absence. Additionally, after the second unexcused absence per semester, and every absence thereafter, the student will be required to make up time at a rate of up to an hour for each class hour or partial class hour missed either, as determined by school administration, during "detention," Saturday school, or approved time with a teacher.

Total Absences: After twelve (12) total absences per semester, the student's grade will be reduced 10%; after fifteen (15) total absences per semester, the student's grade will be reduced 20%; and after eighteen (18) total absences per semester, no credit will be awarded.

2.2 Truancy

Truancy (skipping) from school or class is defined as follows: any deliberate absence from school or class without the knowledge or consent of a parent and without approval by the school prior to the absence; leaving school without permission or without signing out with consent from the office; leaving a class before the end of the class period without the consent of the teacher. Any absence considered truancy will count towards the twelve (12) allowable absences. There will also be an official report filed with the ISD for truancy behavior from St. Philip.

2.3 Tardies

Teachers and students are both expected to make use of the three-minute passing period between classes for restroom and water breaks. A student is tardy to class when he or she is not in the classroom when the bell rings. ***A detention will be issued for each accumulation of three (3) unexcused individual tardies.*** Accumulation does not reset each week.

Excused: Any student tardy to class due to working with another teacher or staff member should receive an excused tardy slip from said teacher/staff member and provide to the teacher upon entrance.

Unexcused: Any student who arrives to class 10 minutes or more after class has been in session will be counted as an unexcused absence.

2.4 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 will inform appropriate teacher. Parents/guardians are to provide in writing the date, time, and reason a student should be released from the school **prior** to the dismissal of the student. Parents are asked to notify the school in advance so students can be ready and in the office to leave school. **All doctor's appointments require written documentation from the doctor's office following the visit for reentrance and excusal of absence.**

2.5 Advanced Absences

- a. Family vacations should be scheduled during school vacations.
- b. When it is known that the absence will be outside of school vacations, arrangements must be made for class assignments using the **Pre-arranged Absence Form** obtained from the school office. **This form must be submitted to the principal for her approval at least five (5) school 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. All assignments will be due upon return. Missed quizzes or tests will be required to be made up within **five (5)** school days of returning to school.
- e. **If a prearranged absence form has not been submitted and approved, students may not make up work missed during their absence.**
- f. Approved prearranged absences will be considered unexcused and included within in the two (2) allowed unexcused absences.

2.6 Illness at School

If a student becomes ill at school and cannot remain in the classroom, the student should ask the teacher to go to the office for the secretary to call the parent **(students are not to use their cellphones)**.

2.7 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. It is the student's responsibility to ask the teacher for missed work and its due date and to arrange to makeup missed quizzes and/or tests.

2.8 Field Trips

Field trips that are officially sponsored by the school are not considered absences. Field trips are privileges, and no student has the absolute right to participate in a field trip. Students may be denied participation in non-academic field trips if they fail to meet academic, attendance, or behavioral requirements.

However, in order for a field trip to occur, the following must be strictly adhered to:

- a. Students who participate in any field trip must have a signed parent permission slip for the specific event on file in the school office on the designated due date.
- b. Students are to make arrangements with their teachers prior to the field trip to make up assignments, quizzes, or tests.

- c. 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 to service as a driver.
- d. Field trips are considered part of the class experience and students are required to attend them. If a student does not attend the field trip, the student is required to attend school that day and complete an alternate assignment for a grade. If the student does not attend the field trip and does not attend school, it is considered an unexcused absence.

2.09 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 and on file in the school office. Failure to adhere to this will result in an in-school suspension. The only exception is preannounced "open" lunch as approved by the principal.

2.10 BCAMSC, CACC, and KCC attendance

Students who attend the Battle Creek Area Math and Science Center (BCAMSC), Calhoun Area Career Center (CACC), or Kellogg Community College (KCC) are expected to attend even if St. Philip Catholic Central is closed.

Chapter 3 – Conduct

One of the essential purposes of a St. Philip Catholic 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 that will expose the students to the best set of learning experiences and to promote a school in which we can take pride. When we focus on the values behind the rules we are giving the students placed in our care one of the greatest gifts of a Catholic education – **a moral compass**. In the end, it is a learned and internalized value that changes behavior. A behavior which will stay consistent when neither fear of punishment nor the promise of reward is present; that is the student will do what is right and good when no one is looking. Therefore, when a student breaks a rule, it is not the rule itself, which is the greatest concern, but our concern is the value behind the rule that the student has yet to make part of his or her moral fiber. It is our hope that conversations and consequences will aid in the teaching of values. Experience has taught us that mistakes and consequences, if linked to values, can lead to wisdom.

Consistent, mature, and compassionate conduct is fundamental to forming students in ethical thought. Furthermore, all members of the St. Philip Catholic Central community have rights to a healthy and safe environment, respectful treatment by others, freedom from harassment and abuse, and to a positive learning environment.

In support of these rights, all students are expected to:

- 1) Work diligently toward achieving educational and personal goals.
- 2) Accept responsibility for personal decisions and actions.
- 3) Be truthful.
- 4) Exhibit Christian behavior at all time: respect, kindness, compassion, and consideration.
- 5) Maintain self-control, avoid disruptive behavior, harassment, and abuse towards others.
- 6) Treat all members of the school community with respect and dignity.
- 7) Obey instructions of staff, teachers, and administrators.
- 8) Follow policies and procedures of the school.
- 9) Respect the property of individuals and the school.

Students learn the importance of making positive choices as levels of consequences are made clear. We believe that not only students must have a good understanding, but also parents and staff must realize the importance of acceptable student behavior. We all must play a major role in the educational processes of the child where the pursuit of academic excellence and high moral standards are developed and expected at St. Philip. 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. A list of offenses and consequences is noted below. Please note that this list is not all-inclusive and indicates the minimum consequence received. Consequences may also occur for offenses not appearing on any of these lists.

Policy Boundaries:

- a. The school day (7:30 a.m.–2:33 p.m.)
- b. School-sponsored activities and athletic events (extension of the school day)
- c. School property
- d. Private social activities fall under school discipline procedures
- e. Pictures/texts on school-owned computers as well as pictures and comments on social networking sites. (i.e. Facebook, Messenger, Myspace, Twitter, Snapchat, Instagram, etc.)

3.0 Offenses and Consequences:**Detentions**

- Use of phones during school hours (outside of lunch period) unless permitted by teacher or administrator
- Dress code violations
- Behavior which interferes with instruction/learning
- Inappropriate language
- Misuse of technology (see use of technology policy 3.23)
- Disrespect to peers/school personnel
- Mass misbehavior or late arrival to Mass
- Cafeteria misbehavior
- Accumulated tardies (see tardy policy 2.4)
- Cheating and or plagiarism (see cheating policy 3.3)
- Failing to serve assigned detention

In-School Suspensions

- Reckless driving on school property
- Endangering the safety of others
- Truancy
- Removal from class
- Bullying/cyber-bullying/harassment/intimidation
- Insubordination (see insubordination policy 3.4)
- Repeated cell phone violations
- Leaving campus without permission
- Second violation of cheating/plagiarism
- More than ten detentions per semester

Out-of-School Suspensions- Level 1

- Theft
- Vandalism/destruction of property (see vandalism policy 3.5)
- Violation of state/local fire codes
- Fighting
- Excessive bullying/cyber-bullying/harassment/intimidation ([*see Diocesan policy 4166.4*](#))

Out-of-School Suspensions- Level 2

- Nicotine violation (see tobacco policy 3.9)

- Alcohol violation (see alcohol policy 3.7)
- Controlled & non-controlled substances/Drugs (see drug policy 3.8)
- Drug paraphernalia

Expulsion

- Arson/attempted arson
- Weapons violation (see weapons policy 3.6)
- Racial/Sexual harassment
- Threats against the school or its students; including but not limited to bomb threats, lethal weapons, or other threats of violence (written, electronic, or oral).

3.1 Consequences

Detentions: Detentions will occur **Tuesdays 2:45–3:45 p.m.** Students will be directed to a specific room supervised by high school staff. Students serving detention will not be allowed to work on homework, listen to music, watch videos, or sleep. Students may engage in bible study or be asked to provide service to the school (this service will not count towards service hours) as determined by the principal. Students who do not show up, on time, to serve their detention will receive an additional detention. Repeated no shows will result in meeting between student, parent/guardian, and principal. Detentions will not be adjusted to fit the student's schedule and will not be served in less than one-hour increments. Additionally, students who receive ten detentions in a semester will be required to attend a meeting with principal and their parent/guardian to discuss further consequences, up to and including suspension.

In-School Suspension: Students will be required to report to school at the regular time and stay for the entire day, 7:30 am to 2:33 pm. An in-school suspension will always begin on the day after it is assigned and can range from 1 to 3 days as determined by the principal. Students placed on in-school suspension will also be on disciplinary probation until the end of the semester. Subsequent violations resulting in in-school suspensions may result in disciplinary action up to and including expulsion. Students, parents, teachers, and coaches will receive a notice of an in-school suspension to allow for school assignments to be given and schedule adjustments as needed. Students will not be permitted to participate in or attend any athletic or extracurricular activities/events on the day(s) of the ISS. They will be assigned a space to work in for the day, supervised by a staff member. They will bring their own lunch and eat in the assigned space. Students will serve ISS during the time they are normally on campus. If the student attends the Math and Science Center, Calhoun Area Career Center, or KCC, the student is expected to attend their respective classes unless notified otherwise.

Out-of-School Suspension: Out-of-school suspension (OSS) occurs when a student's behavior or choices warrant as determined by the principal. Students placed on out-of-school suspension will also be on disciplinary probation until the end of the school year. Students, parents, teachers, and coaches will receive a notice of an out-of-school suspension to allow for school assignments to be given and schedule adjustments as needed. Students will be responsible for all missed work during the suspension period. Students will not be permitted to participate in or attend any athletic or extracurricular activities/events on the day(s) of the OSS.

Level I – First offenses will normally result in a 1–5 day OSS as determined by the principal. Subsequent violations may result in disciplinary action up to and including expulsion.

Level II – First offenses will normally result in a 5–10 day OSS as determined by the principal. Subsequent violations may result in disciplinary action up to and including expulsion.

Expulsion: Expulsion will be for the remainder of the school year. Students who are expelled are prohibited from attending all events on the St. Philip campus (dances, athletic events, meetings, etc.)

3.2 Disciplinary Probation

Disciplinary probation occurs if a student has been suspended or has excessive detentions. 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 will 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 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 Cheating/Plagiarism

Any student caught cheating on quizzes or tests will receive a 0 on that quiz or test and receive a detention. The teacher will notify the principal and the parents. Plagiarism is reviewed and clarified in all classes. Any student caught plagiarizing, may be asked to redo the assignment, asked to complete an equivalent assignment or receive a 0 based on the teacher policy and discussion with administration. Student may also be required to attend a training session with a teacher. Future cases of cheating/plagiarism will be handled directly by the principal.

Cheating includes but is not limited to:

- a. The use of unauthorized assistance in taking quizzes, tests, or exams
- b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
- c. The acquisition, without permission, of test or other academic material belonging to an instructor.

Plagiarism includes but is not limited to:

- a. The use by paraphrase, direct quotation, or idea of the published or unpublished work of another person without full and clear acknowledgment.
- b. The unacknowledged use of materials prepared by another person or agency engaged in selling term papers or other academic materials.
- c. Using a pre-prepared paper or copying content directly from the Internet or other sources.

3.4 Insubordination

Insubordination is defined as the intentional disregard of a request and/or instructions from school personnel or another supervising adult.

3.5 Vandalism

Willfully damaging or destroying school property is cause for immediate suspension and possible expulsion. Length of suspension or possible expulsion will be dependent upon the extent of the damage. The school requires that the damage be paid for before the 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.

3.6 Weapons

The safety and welfare of students is 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 that is or could be considered a dangerous weapon or instrument of violence shall face immediate suspension and/or expulsion.

3.7 Alcohol

It should be noted that any violation of this policy is considered extremely serious and may result in more serious consequences than those listed above. Athletes and students participating in any extracurricular activities will also be held accountable by the Athletic Code of Conduct.

Alcohol Use and Abuse:

- Consumption of alcoholic beverages
- Being under the influence of alcohol
- Being in the possession of alcohol
- Student behavior involving law enforcement
- Pictures, texts, social media sites depicting students holding or consuming alcoholic beverages

3.8 Controlled/Non-Controlled Substances

A controlled substance is to mean as defined by Michigan and Federal Law and is against school policy to use, possess, deliver, or attempt to deliver. 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 effect that allows the recipient to display, sell, distribute, or use the substance as a controlled substance.
- c. 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.
- d. Promotes the sale of a drug that has not been approved for human consumption for its physical or psychological effects.
- e. 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 or proof of any one of the following in prima facie evidence of the above.

- i. The substance substantially resembles a controlled substance.
- ii. The substance is unpackaged or packaged in a manner normally used for illegal delivery of a controlled substance (baggie, etc.).
- iii. The substance is not labeled as required by the FDA.

3.9 Nicotine

Nicotine includes but is not limited to cigarettes, cigars, pipes, vapes, and all supplies and accessories. Students found to be in possession, sharing, selling, or using nicotine or related supplies will serve a **five day out-of-school suspension**.

3.10 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.

3.11 Drug Paraphernalia

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

3.12 Assemblies

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

3.13 Book Bags

Lockers 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 cases are allowed in classrooms at the teacher's discretion.

3.14 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. **Students cannot have food delivered to the school or brought in by other students.**

3.15 Eating and Drinking in class

There will be no eating in any class with the exception of special occasions with permission. Students may drink water in a spill-proof resealable container. Any food or drink brought into the building before school must be consumed in the lobby before entering school. This includes coffee, lattes, iced drinks, etc.

3.16 Electronic Devices

Electronic devices, such as games, iPods, cell phones, and smart watches are inappropriate during school hours and may be confiscated. Headphones, earbuds, or other listening devices are **not** allowed in any classroom unless directly requested by the teacher. **Cellphones may be used during lunch period only or when directly allowed by teachers or administrators.** If these items are brought to school, they are to be turned off and kept in the student's locker. Students are **not** allowed to keep cellphones

in their pockets. Failure to follow this policy will result in these items being confiscated. **Students found with a cell phone for any reason outside of the lunch period will have their phone confiscated and be issued a detention.** For the first offense, parents will be notified, and the student can pick up their cell phone from the school office as they leave the building. For any additional offenses, the parent will need to pick up the cell phone from the office and the student will be required to surrender their cell phone to the office upon arrival to school for the next five school days and retrieve it as they leave the school building each day. They will not be allowed access to it during the lunch period.

3.17 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.

3.18 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.

3.19 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 teacher's lounge without permission and in the presence of a faculty member.
- b. In 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. To be in the halls during non-passing periods without a pass.
- d. To tamper with another student's locker, piece of technology, or personal property.

3.20 Adult Supervision/Loitering

Only students involved in any activity supervised by an adult are permitted to be in the building after 3:15 p.m. There is no guarantee of adult supervision before 7:15 am or after 3:15 pm. **Students waiting for rides after 4:00 must be picked up at Willard Library.**

3.21 Student Contracts

The administration may require a student contract in certain circumstances. 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 or director of student services, the student, and the parent/guardian will sign the contract.

3.22 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 and purchase a parking sticker (\$5.00). 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 unless directed otherwise.

3.23 Use of Technology

Students lease Chromebooks for use at the beginning of the school year. These are the only devices authorized for use at St. Philip Catholic Central. The use of all technology resources at St. Philip Catholic Central are covered by the Technology Use Agreement and Permission Form which is to be signed by all students and parents. Minor violations will result in a detention and potential loss of technology privileges. Further violations will result in disciplinary action up to and including expulsion.

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

- text messaging during school hours
- accessing inappropriate websites
- using cell phones, including use as a hot spot
- tampering with school computers
- accessing server or other protected areas

3.24 Displays of Affection

Student interaction is expected to be appropriate for a high-school setting. Excessive displays of affection in a high-school setting is considered to be inappropriate. Please note displays of affection are not limited to actions between couples in “dating” relationships or even between members of the opposite sex. Examples include, but are not limited to, hugging, kissing, hand holding, playing with someone’s hair, or inappropriate touching (i.e. touching that lasts more than a couple of seconds).

- 1st offense – warning
- 2nd offense – detention
- 3rd offense – discussion with the principal

3.25 Dress Code

A dress code promotes a more serious school atmosphere which emphasizes academics and promotes good behavior. The dress code is meant to reduce social conflict and peer pressure that may be associated with appearance. Students are expected to look neat and clean at all times. School administration has the final word on what is considered acceptable and in compliance with the intent of the dress code. Dress code violations may result in the student contacting the parent/guardian to bring in appropriate change of clothes before the student is allowed back to class. Students are prohibited from wearing or displaying drug, alcohol, or violence-related materials in school or at school functions, on or off campus.

See Appendix A for the full dress-code policy.

Chapter 4 – Eligibility for Athletics and All Student Activities

The following guidelines and policies relate to students' participation in school activities. Further clarification can be found in the athletic handbook.

4.0 Eligibility Requirements

- Eligibility will start on the Tuesday of the fourth week of a semester.
- 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 online 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 Director of Student Services and the School Administrative Secretary.
- Allowances may be made for students who have special needs as evidenced by testing. The parent/guardian, at the beginning of the school year, shall request these exceptions.
- Online classes are a semester in length and will be at a minimum checked three (3) times during the semester. Students must be on target for completion 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 extracurricular activity. Athletes are still expected to practice.

4.2 Length of Ineligibility

Eligibility will run from Tuesday to Tuesday and will be determined as of 8:00 A.M. each Tuesday based on FACTS. The school secretary will also gather eligibility each Tuesday from BCAMSC and CACC.

4.3 Regaining Eligibility

Students can regain eligibility, after the minimum of one week of ineligibility when all classes in all Educational Centers and online classes are at least 60% after the minimum of one week of ineligibility.

4.4 Attendance Requirement for Eligibility

Students not in school for a full day on the day of any extracurricular 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. Vicky Groat, Principal, serves as the Title IX coordinator.

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 question any of the contents of said records to ensure their accuracy and fairness. Questions can be directed to the director of student services or principal.

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. 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. Nothing should be stored on top of lockers other than book bags and nothing should remain on top of lockers overnight.

Students are to utilize only the locker to which they are assigned. They are not to share, switch or utilize a second locker. Locker concerns should be directed to the school secretary for evaluation.

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

St. Philip Catholic 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), school Facebook page, 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 email. 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.

During school closings, students are required to check Google Classroom for online classwork. After the sixth (6th) closing, school work will be assigned for all classes to minimize make-up days that may be required.

5.8 Tornado Drills

The alarm for a tornado drill is an intermittent horn. Students will practice this drill 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 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. Students will practice this drill during the year.

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. Students will practice this drill during the year. This applies to lunchtime, 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. Students will practice this drill during the year.

5.10 Lockdown Drills

An announcement to “Go into lockdown status” will come over the PA system by school administration. All teachers will secure their students inside their classrooms. Students and teachers will remain in the lockdown status until the principal or designee comes to each classroom and unlocks the door. Students will practice this drill during the year.

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 ineligible (per policy 4.0) the week a dance is held will not be allowed to attend.
- Students are required to wear appropriate attire. Persons or administrators 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. Forms are available in the school office. Guests must be in grades 9–12 or no older than the age of 20. School or state IDs must be shown upon entering the dance; St. Philip students must accompany their guests at all times.
- Dance participants must arrive within one hour of the start of the dance. Any student leaving the dance will not be readmitted. 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 policies 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.
- 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 ensure students are using their assigned books. Charges will also be issued for damaged books (this includes writing in them).

5.13 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 the school 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 the school 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 the school 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 are 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 reinspection 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 have 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. Any questions regarding asbestos removal projects or other related issues should be addressed to the school principal.

5.20 Contact Information

Up to date records are essential in handling both routine communication and emergency situations. Any change to physical address, phone numbers or email addresses must be communicated to the school office or can be updated directly in FACTS via the parent portal.

Chapter 6 – Tuition and Enrollment

6.0 Admission Hierarchy

St. Philip Catholic Central offers priority admissions based on the following:

- all currently enrolled students not on academic or disciplinary probation
- siblings of currently enrolled students
- new students of any subsidizing parish
- new students of any non-subsidizing parish
- all others

6.1 Tuition

The Battle Creek Area Catholic School Board sets tuition annually.

6.2 Delinquent Tuition

Transcripts will not be released, or student allowed to reenroll until bills are settled or arrangements made with BCACS.

6.3 Tuition Assistance

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

6.4 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 Foreign Exchange Students

St. Philip Catholic Central welcomes exchange students to our school with the following guidelines:

- Exchange students are taken on a case-by-case basis and will be considered transfer students subject to the admittance criteria described in 6.4 above.
- Applicants will provide a copy of the English language proficiency test (such as WIDA) prior to being accepted.

6.5 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.

6.6 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 2023-2024

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.

FACE COVERINGS

Currently, are not required but can be worn at the discretion of the family. If masks are worn, they must meet the following criteria:

- Must cover your mouth and nose and secure under your chin.
- Must be in a solid color or subtle pattern and may not feature characters, logos, or any words except St. Philip Logos or sports teams or a school sports team we co-op with.

SHIRTS

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

- Students in both the middle school and the high school may wear the following color uniform shirts: Red, White or Black and may be long- or short-sleeved.
- Only the top button may be unbuttoned.
- Shirts must never be form-fitting and must fall below the beltline.
- **Only plain, solid, non-logo t-shirts may be worn under the approved uniform shirt and shall not extend past the hemline of the uniform shirt at any time.**
- ¼ zip St. Philip wear is allowed.

"Uniform" is defined as an approved shirt that bears the official crest of St. Philip or St. Joseph Catholic Schools and can be obtained through [Action Gear](#), the official vendor of St. Philip Catholic Schools.

SWEATERS/SWEATSHIRTS

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

PANTS

- Cotton twill/Docker-style, **straight leg, open bottom** pants in Khaki or Black. Corduroys are not permitted. Pants can be ordered from [Flynn O'Hara](#).
- Capri pants may be worn only during the "shorts season".
- Jeans or jean material in any color are not permitted
- Pants with cargo pockets are not permitted.
- Pants with outside stitching or metal rivets on seams or pockets are not permitted.
- Pants must be fitted properly. **Form-fitting pants are never permitted at any time; this includes but is not limited to slim leg, skinny, yoga pants, and leggings.**

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 also applies to skirts on “Out of Dress Code” 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 permitted.
- Shorts must fall to the knee or below.
- Cargo pockets on shorts are not permitted.
- Shorts with outside stitching or metal rivets on seams or pockets are not permitted.
- Shorts are not permitted at Mass. (students are responsible to know mass days via the calendar or announcements)

SHOES

- Tennis shoes or dress shoes may be worn at any time.
- Leather sandals are permitted
- Rubber or plastic “flip-flops”, slides, crocs, Ugg’s, Birkenstocks, or slippers are not permitted
- Socks are required with shoes, but socks need not be worn with sandals.
- Dress boots can be worn and must be below the knee.

ADDITIONAL ITEMS

- St. Philip fleece jackets or team spirit wear may be worn.
- Hats are not allowed.
- 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 not permitted.
- 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, boys may have a single stud earring.
- Headbands should be simple and of solid color and not a distraction.
- Head coverings are not permitted except in cases of religious affiliation.
- All clothing must be free of holes, rips, tears, split seams, fraying, or any unsuitable alterations.

SPIRIT DAYS

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

OUT OF DRESS CODE DAYS

- Only jeans that are not ripped or torn, sweats, or shorts to the knee may be worn.
- Tank tops, halter tops are not allowed.
- Yoga pants, leggings, hats, or jackets are not allowed.
- 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 on 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 or borrowing from the used uniforms.