

Battle Creek Area Catholic Schools
STUDENT AND
PARENT HANDBOOK



Updated August 2025

Mission Statement

Battle Creek Area Catholic Schools, in partnership with parents, the 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.*

Welcome Message from the Principals

Dear Parents, Students, and Staff,

Welcome to a new school year at Battle Creek Area Catholic Schools! We are excited to partner with you in providing your child with a solid foundation in both academic excellence and spiritual formation. At BCACS, we are committed to nurturing each student's growth, ensuring they are immersed in a faith-filled environment that encourages a deep relationship with Christ through prayer, the sacraments, and daily spiritual life.

Our curriculum is designed to build consecutive academic skill levels, helping students develop critical thinking and problem-solving abilities that will serve them throughout their lives. With the dedicated support of our exceptional teachers and staff, we strive to offer the best educational experience for every child.

We believe that education is a partnership between the school and parents. Together, we can foster an environment where your child not only excels academically but also grows in faith, character, and service to others. We are honored to walk with you on this journey and are certain that we will have a successful and fulfilling school year.

May God bless you and your family as we embark on this academic adventure together!

Amy Schaub, Principal
St. Joseph School Preschool, Elementary, and Middle School

Danielle Cook, Interim Principal
St. Philip Catholic Central High School

Battle Creek Area Catholic Schools Vision

Students are engaged in a meaningful, relevant and secure learning environment that utilizes current, state-of-the-art resources. We inspire, excite and challenge a diverse student population to reach their potential. As the times change, we adapt and grow, always focusing on the most important part of what we do: creating and implementing Christ-centered, nurturing and disciplined education programs. St. Joseph Preschool and Elementary, St. Joseph Middle School and St. Philip Catholic Central High School are dedicated to the deepest level of spiritual, moral and academic growth for your students.

School System Philosophy

We at St. Joseph Elementary/Middle School and 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 our schools fulfill their 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. Battle Creek Area Catholic Schools offer quality academic programs but with an added difference. We strive to relate education in the classroom to Christ's values: 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 function in a family atmosphere of cooperation, mutual respect, Christian concern, dedication, and service among all members of the school community.

BCACS Advisory Board

The Advisory Board is part of the Battle Creek Area Catholic School system. Positions may be elected or appointed by the parish priests. Anyone interested in serving a term of one year on the board is welcome to contact the pastors or either building principal for complete information.

BCACS Board members are expected to serve on a committee that will work for the benefit of our system. Parents and school personnel members also serve on these important school committees. Any time spent working on any of these committees counts toward required parent volunteer hours. Meetings are open to the public.

BCACS Foundation

The Battle Creek Area Catholic Schools (BCACS) Foundation was established in 1981 by a group of school parents and community leaders who realized that maintaining academic excellence meant continually facing escalating costs of instructional and facility improvements. To meet ongoing financial needs, these leaders concluded that continued success required cooperative resource management and innovative development efforts. The work of the BCACS Foundation ensures the future of Catholic education in Battle Creek. The BCACS Foundation President is Nicole Shugars.

The Foundation was incorporated as a 501(c)3 non-profit organization in July 1983. The BCACS Foundation's tax identification number is 38-2477841.

BCACS School Policy Sections

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1. COMMON BCACS INFORMATION

1.1 Accreditation

St. Philip Catholic Central High School, St. Joseph Middle School and St. Joseph Elementary School are accredited by the Michigan Association of Nonpublic Schools (MANS).

1.2 Elastic Clause

The Battle Creek Area Catholic Schools administration reserves 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 Battle Creek Area Catholic Schools. 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, St. Joseph Middle School and St. Joseph Elementary School.

1.3 Volunteers:

Volunteers are crucial to the overall success of BCACS. Any volunteer activities through BCACS or our affiliated parishes can count toward fulfilling the annual 25-hour volunteer requirement. Volunteers who will be in direct contact with students must:

- Submit a form to the office for a criminal background check to evaluate their suitability to work with children.
- Every volunteer must complete the "Protecting God's Children" training (see VIRTUS below) before volunteering.
- Register in the office upon arrival and pick up a volunteer badge for the time in the school.

Please call the school office for more information if interested in volunteering.

1.4 Virtus Training

All students K–12 participate in lessons in Touching Safety as required by the Diocese of Kalamazoo. The Diocese requires all volunteers within the parish and schools who work with children to participate in the VIRTUS Safe Environment training. This consists of a "Protecting God's Children" online presentation and authorizing permission for a criminal background check. 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.

Safe Environment Coordinators for the Battle Creek Area Catholic Schools are designated at the school level:

St. Joseph Elementary School: Christy Riley, criley@bcacs.org, 269-965-7749

2. SCHOOL COMMUNICATION

St. Philip Catholic Central High School

20 Cherry Street
Battle Creek MI 49017

Office Hours: 7:00 am-3:00 pm

School Hours: M-Th 7:30 am-2:33 pm; F 7:30 am-2:00 pm

Phone Number: (269) 963-4503

Fax Number: (269) 359-3711

St. Philip Catholic Central High School Staff Directory

Staff Member Role	Staff Member Name	Email
Principal & Spanish	Dani Cook	dcook@bcacs.org
Administrative Assistant	Stacy Lightfoot	slightfoot@bcacs.org
Student Services Director	David Ouellette	douellette@bcacs.org
English	Sherri Crane	scrane@bcacs.org
Mathematics	Laura Oliver	loliver@bcacs.org
Mathematics and Science	Deb Evans	devans@bcacs.org
Science & Health	Stephanie Halbert	shalbert@bcacs.org
Social Studies	Mike Kimber	mkimber@bcacs.org
Theology	David Houseal	dhouseal@bcacs.org
Art	Joy Finnila	jfinnila@bcacs.org
Maintenance/Custodial	John Sebright Arlen Perry	jsebright@bcacs.org aperry@bcacs.org

St. Joseph Middle School
 44 North 25th Street
 Battle Creek, MI 49015
Office Hours: 7:30 am-3:30 pm
School Hours: 7:50 am-2:50 pm
Phone: (269) 963-4935
Fax: (269) 359-3709

St. Joseph Elementary and Preschool
 47 North 23rd Street
 Battle Creek, MI 49015
Office Hours: 7:30 am-3:30 pm
School Hours: 8:00 am-3:00 pm
Phone: (269) 965-7749
Fax: (269) 965-0790

Extended Day Hours: 3:10 pm-5:30 pm
Phone: 269-969-0056

St. Joseph Elementary and Middle School Staff Directory

Staff Member Role	Staff Member Name	Email
Principal	Amy Schaub	aschaub@bcacs.org
Executive Assistant, Middle School	Katy Arnson	karnson@bcacs.org
Executive Assistant, Elementary	Christy Riley	criley@bcacs.org
MS Art	Joy Finnilla	jfinnilla@bcacs.org
Health & Physical Education	Ellie Tribbett	etribbett@bcacs.org
Choir	Jen Aurand	jaurand@bcacs.org
Band	Shauneene Crowe	scrowe@bcacs.org
ELA	Elizabeth Casterline	lcasterline@bcacs.org
Social Studies/Assist. AD	Blake Shaw	bshaw@bcacs.org
Mathematics	Susie Ramhap	sramhap@bcacs.org
Science	Tina Sprague	tsprague@bcacs.org

Theology	Hayden Schaub	hschaub@bcacs.org
EL Art and Music	Stephanie Stahlhood	sstahlhood@bcacs.org
5th Grade	Heather Worden	hworden@bcacs.org
4th Grade	Kathy Isaacson	kisaacson@bcacs.org
3rd Grade	Patti Kuenzel	pkuenzel@bcacs.org
2nd Grade	Amy Doyle	amydoyle@bcacs.org
1st Grade	Nancy Lussier	nlussier@bcacs.org
1st Grade	Sara Bellin	sbellin@bcacs.org
Kindergarten	Brooke Schmitz	bschmitz@bcacs.org
Transitional Kindergarten	Amiee Downey	adowney@bcacs.org
4 year old Preschool	Kelly Francisco	kfrancisco@bcacs.org
3 year old Preschool	Kaylynn Fields	kfields@bcacs.org
Reading Interventionist	Susie Labrecque	slabrecque@bcacs.org
Classroom Aide - TK	Meghan Darlington	mdarlington@bcacs.org
Classroom Aide	Michelle Fields	mfields@bcacs.org
Classroom Aide - Preschool	Karli Rutherford	krutherford@bcacs.org
Extended Day Coordinator	Amy Schaub	aschaub@bcacs.org
Maintenance	Joe Sayers	jsayers@bcacs.org

BCACS Administration Directory

Staff Member Role	Staff Member Name	Email
Pastoral Representative, St. Joseph and St. Jerome	Fr. Christopher Ankley	frchris@bcacs.org
Pastoral Representative, St. Philip	Fr. James Richardson	frjames@bcacs.org
Enrollment Management, Communications and Marketing	Cathy Erskine	cerskine@bcacs.org
Business Administrator	Kristen Leifeld	kleifeld@bcacs.org
Business Director	Ed Bauman	ebauman@bcacs.org
K-12 Athletic Director	Vicky Groat	vgroat@bcacs.org
K-12 Assistant Athletic Director	Blake Shaw	bshaw@bcacs.org
BCACS Foundation Development Director	Abby Lumbard	alumbard@bcacs.org

2.0 Contact Information

Up-to-date records are essential in handling both routine communication and emergencies involving your student. 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.

2.1 FACTS Family App

Download FACTS Family App for a convenient hub on your phone to stay up to date with important announcements, access grades, view attendance, financial information, and much more. You may also log into your FACTS account on your computer to access many of these topics.

- District code: BCCS-MI

2.2 Collaborative Steps to Resolving Conflict

We value strong partnerships between families and educators, recognizing that open and respectful communication is key to student success. If you have any questions or concerns regarding your child's experience, we encourage you to reach out directly to the relevant teacher, administrator, or staff member. Initiating contact through a phone call or email often leads to prompt and effective resolutions. Should you prefer a face-to-face discussion, you're welcome to schedule an appointment at a mutually convenient time.

Many situations that initially seem concerning can often be clarified through direct

communication, as misunderstandings are common and easily addressed when all parties are engaged in dialogue. If, after these initial conversations, you feel further discussion is needed, please contact the school principal for additional support.

For matters requiring further attention, you may reach out to the Superintendent of Schools for the Diocese of Kalamazoo or your Pastor(s). We're committed to working together to ensure the best outcomes for our students.

Contact Information:

- Office of Schools: 269-349-8714
- St. Philip Parish Office: 269-968-6645
- St. Joseph Parish Office: 269-962-0165

2.3 Child Abuse and Neglect Guidelines

All school staff members are mandated reporters of suspected neglect or abuse. Under the Child Protection Law, childcare providers and school staff must contact Child Protective Services (CPS) immediately when they suspect child abuse and/or neglect. Reporting the situation to administration or other staff does not relieve the caregiver of their mandated responsibility to report to CPS.

When child abuse and/or neglect is suspected, the caregiver/licensee makes a report of available information at that time but does not make a determination. If a child starts disclosing information regarding abuse and/or neglect, the caregiver/licensee must ask only open-ended questions, if necessary, to determine whether a report needs to be made to CPS. The caregiver/licensee must not attempt to conduct their own investigation either before reporting it to CPS or during the CPS investigation.

To assist in protecting children from sexual abuse, BCACS adheres to the Diocesan requirements of "Protecting God's Children". All staff members participate in the initial training and ongoing bulletins.

3. GENERAL INFORMATION FOR ALL SCHOOLS

3.0 Eating and Drinking in Class

There will be no eating in any class except for special occasions with permission. Students may drink water in a spill-proof resealable bottle. Outside food/drink must be consumed before entering the building.

3.1 Right to Access Student Records and Privacy of Records

Student records are kept locked in the school offices. All parents/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 system directly relating to the student, with an administrator present. They also have the right to question any of the contents of said records to ensure their accuracy and fairness. Parents/guardians may request copies of documents but are not to take the original documents. Questions can be directed to the principal.

3.2 Lockers

Hallway lockers are provided as a convenience to each student for the sole purpose of storing materials that may be required for classroom work and necessary outdoor apparel. These lockers are school property and the individual student's responsibility. Lockers may be opened by school personnel 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 do so in good taste. Decorations may not permanently damage the lockers or the paint on the lockers (no adhesives). 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 before 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 administrative assistant or administrator for evaluation.

3.3 Work Permits

There are two types of work permits required by the State of Michigan. One is for 11 to 15-year-olds, the other for 16 years and older. Both types can be obtained from the appropriate school office. The original permit must be filed with the employer prior to beginning the job. We do not recommend students work more than 20 hours a week during the school year.

3.4 Non-Custodial Parents

Battle Creek Area Catholic Schools abide 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 school-related information regarding the student. If there is a court order specifying 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, which will remain in the student's permanent file.

3.5 Dances

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

- Students academically ineligible 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.**
 - Female students must wear dresses that extend below the fingertips when arms are at their sides. Dresses with plunging necklines are not permitted.
 - Male students must wear pants or shorts that extend below the fingertips. Shirts may have the top two buttons unfastened, but no additional buttons may be left open.

- Students and guests should dress in a manner that reflects the values of modesty, professionalism, and respect that define our community.
- 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. *Middle School students will not be allowed to leave without a parent/guardian pick up.
- 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.
- Guests of high school 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 age 20. School or state IDs must be shown upon entering the dance; St. Philip students must accompany their guests at all times.

3.6 Retention

Determination of retention is done on an individualized basis. We do not have a “No Retentions” policy.

3.7 Personal items

Toys (with the exception of playground balls), phones, tablets, electronic devices, fidgets, etc. are not to be brought to school unless the classroom teacher gives permission.

3.8 School Pictures

School pictures are taken each year. Traditional fall pictures are typically taken in September. We ask that students dress in uniform for fall pictures. There will be an opportunity for retaking pictures. Senior picture information will be released from the high school.

3.9 Fundraising Responsibilities

Students are expected to fundraise at various times. The following experiences are what those fundraising efforts support:

- 6th grade camp at Sherman Lake YMCA
 - A portion of camp is paid directly by families. A larger portion is paid through fundraising activities.
- 6th & 7th grade end of the year trip to Eagle Lake
- 8th grade end-of-year trip to Cedar Point
- Prom; hosted by the 11th grade class

Traditional fundraising efforts include:

- Daddy/Daughter Dance (sponsored by the 6th grade)
- Middle School Annual Candy Bar Sale (each student's proceeds go to their class)
- Out-of-Dress-Code Days, Popsicle, Bake Sales, etc.

Parent fundraising efforts include:

- Superfest
- Full House Drawdown
- Big Red Open
- Sporting Events
- Do we want to include more information about volunteers at athletic events?

3.10 Michigan Tax Code

The Battle Creek Area Catholic Schools follow all applicable Michigan tax codes.

4. Grading Scale and Academic Requirements

Homework is assigned as part of a child's learning experience. Parents should provide a suitable atmosphere and set aside a specific time for study. Parents are encouraged to help with the homework but should not complete homework assignments for their student. A general guideline when your child does not have specific homework would be to work approximately ten minutes per grade level of your child (i.e. ten minutes in first grade, etc.) on skills such as silent reading or math facts. This helps establish good study habits and discipline regarding schoolwork.

4.0 Parent-Teacher Conferences

Parent-teacher conferences are typically held during October and March. It is not necessary to wait for the regular conference time if a parent has a special concern. Parents are encouraged to arrange a meeting at any time during the school year.

4.1 Grading Scale for St. Joseph Middle School and St. Philip Catholic Central High School

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-		

4.2 Academic Awards

A high school 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 GPA of 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 given are:

- Two (2) semesters 3.5 GPA or above - Certificate
- Four (4) semesters 3.5 GPA or above - Letter
- Six (6) semesters 3.5 GPA or above - Pin
- Eight (8) semesters 3.5 GPA or above - Crystal

4.3 Special Needs

Accommodations will be made for students who have special needs as evidenced by a service/accommodation plan. Although parents waive their right to FAPE services for their student, BCACS will make every effort to accommodate a need within our ability. Administration will consider a student's previous IEP accommodations and create a BCACS accommodation

plan with methods identified through the previous IEP documentation as closely as possible. For example, while BCACS does not have resource rooms, we do have staff that can give students additional support throughout the day.

4.4 Report Cards

Report cards for St. Joseph Middle School and St. Philip Catholic Central High School will be published through FACTS (app or online) at the end of each semester. Parents can access their student(s) grades through [FACTS](#) at any time. Elementary report cards will be emailed.

4.5 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.

4.6 Academic Probation

A middle school or high school 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 class
- Cheating (see policy 6.7)

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 extracurricular activities and events. 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 BCACS will be reviewed by the principal.

4.7 Late Work Policy

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.

MS and HS Students submitting late work:

- **With a prearranged note or proper documentation for an excused absence**
 - Have two days per absence to turn in missed work due to their absence.
 - Receive full credit provided they turn in all assignments before their two day per absence deadline.
- **Without a prearranged note or proper documentation for an excused absence**
 - Have one day per absence to turn in missed work due to their absence.
 - Receive a 10% grade reduction each day, up to a 50% maximum penalty, for all summative assignments
 - Receive a 50% grade reduction for all formative assignments prior to the chapter or unit test

- Will not receive any credit for formative assignments after the chapter or unit test is assigned to the class as a whole.

For elementary students, please see the teacher's class policy.

4.8 Textbooks

Textbooks are provided by the school. 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).

4.9 Standardized Testing

Teachers give tests for diagnostic purposes, and to assist in evaluating a pupil's progress in school. National and state achievement and assessment tests are given in reading, math, science, and general academic ability.

HS: Fall of 9th grade - Social Studies PSAT; Spring of 9th & 10th - PSAT; Spring of 11th - SAT

MS: September, January and May - NWEA-Map assessment.

EL: September, January and May - NWEA-Map assessment

5. ATTENDANCE

The Battle Creek Area Catholic Schools 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.

5.0 Absences

A student who does not come to school at all, or misses a class, or multiple classes, during the school day is considered absent. Absences will be considered unexcused until proper written documentation is presented to an office staff member.

At St. Philip High School, if a student arrives later than 10 minutes to a class period, they will be marked absent. Parents/guardians are to notify the school of the absence through one of the following methods:

St. Philip High School	St. Joseph Middle School	St. Joseph Elementary School
Phone: 269-963-4503 Email: slightfoot@bcacs.org Signed note: Given to the school office	Phone: 269-963-4935 Email: karnson@bcacs.org Signed note: Given to the school office	Phone: 269-965-7749 Email: criley@bcacs.org Signed note: Given to the school office

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

NOTE: Athletes/participants in extracurricular 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 only exception is documented medical appointments with time of appointment noted on the slip or situations approved by the athletic director or principal.

5.1 Absences

Students will be allowed **nine (9) absences per semester**. Excused absences are those that are satisfactorily explained by the student's parent/guardian and approved as excusable by the principal or athletic director. These explanations include:

- Illness with documentation
- Death of a family member or attendance at a funeral
- Family emergencies
- College visits
- Medical appointments (With written documentation from the office.)

5.2 Unexcused Absences

Absences will be considered unexcused until proper written documentation is presented to an office staff member.

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 or approved as excusable by the principal/athletic director within the week of the absence.

Examples of unexcused absences are:

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

Consequence for excessive unexcused absences: When a student accrues more than nine absences in a class, the student will be required to make up each hour missed *outside of the school day* before the student's grades can be released to the student and the student's family.

5.3 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/guardian, and without approval by the school prior to the absence, including:

- 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.

There will be an official report filed with the ISD for truancy behavior from BCACS when a student's unexcused absences have reached/exceeded **10% of the total school year**.

5.4 Tardiness

A student is tardy to class when he or she is not in the classroom when the bell rings. Students (and teachers) are both expected to make use of the passing period between classes for restroom and water breaks.

Consequence to tardiness: A detention will be issued for each accumulation of three (3) unexcused individual tardies. (Accumulation does not reset each week, but at each semester)

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

5.5 Early Dismissal

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. After arriving at school, if a student needs to leave the building for any reason, he/she must report to the office where the school administrative assistant will confirm with parents the reason for leaving.

5.6 Permission to Leave School Grounds

No student may leave the school grounds, other than a normally designated release times, unless he/she has their parent/guardian's written permission on file in the school office. Failure to adhere to this will result in an in-school suspension.

High School Only: One exception is preannounced "open" lunch as approved by the principal.

5.7 Vacations Outside of School Scheduled Breaks

Family vacations should be scheduled during school scheduled vacations. 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.** It is always the student's responsibility to notify teachers in advance and secure all assignments. 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. Approved pre-arranged absences will be considered unexcused.

If a prearranged absence form has not been submitted and approved, students may not make up work missed during their absence.

5.8 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 administrative assistant to call the parent. Students are not to use their cellphones. All students must be fever-free for 24 hours (without fever-reducing medication) before returning to school.

5.9 Homework/Test Missed Due to Absence

The procedure for making up work is determined by the teacher. Due to the nature of some assignments, it may not be possible to make them up. It is the student's responsibility to ask the teacher for missed work, and its due date, and to arrange to make up missed quizzes and/or tests. (See late homework policy above.)

5.10 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 field trips if they fail to meet academic, attendance, or behavioral requirements.

For a field trip to occur, the following must be strictly adhered to:

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

5.11 Assemblies

Student attendance is required and will be monitored by teachers and administration. Appropriate behavior is expected of all students.

6. CONDUCT AND DISCIPLINE POLICIES

6.0 Policy Boundaries:

- The school day (HS 7:30 am–2:33 pm, MS 7:50 am–2:50 pm, EL 8:00 am–3:00 pm)
- School-sponsored activities and athletic events
- School property
- Private social activities fall under school discipline procedures (i.e.: illegal behaviors outside of the school sponsored activities)
- Pictures/texts on school-owned computers as well as pictures and comments on social networking sites (i.e. Facebook, Messenger, Twitter, Snapchat, Instagram, etc.)

6.1 Wellness Policy

Battle Creek Area Catholic Schools are 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.

6.2 Moral Compass

One of the essential purposes of the Battle Creek Area Catholic School's 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 that 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 that is the greatest concern, but the value behind the rule that the student has yet to make part of his or her moral fiber. We hope that conversations and consequences will aid in the teaching of values. Experience has taught us those 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 school community have rights to a healthy and safe environment, respectful treatment by others, freedom from harassment and abuse, and a positive learning environment.

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

- Work diligently toward achieving educational and personal goals.
- Accept responsibility for personal decisions and actions.
- Be truthful.
- Exhibit Christian behavior at all times: respect, kindness, compassion, and consideration.
- Maintain self-control, and avoid disruptive behavior, harassment, and abuse toward others.
- Treat all members of the school community with respect and dignity.
- Obey instructions of staff, teachers, and administrators.
- Follow the policies and procedures of the school.
- 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 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 BCACS. The Conduct System in our schools intends 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.

6.3 Offenses and Consequences

Detentions

- Dress code violations
- Behavior which interferes with instruction/learning
- Inappropriate language
- Misuse of technology (see use of technology policy 8.2)
- Disrespect toward peers/school personnel
- Mass misbehavior or late arrival to Mass
- Cafeteria misbehavior
- Accumulated tardies (see tardy policy 5.4)
- Cheating and/or plagiarism (see cheating policy 6.7)
- Failing to serve an 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 6.8)
- Repeated cell phone violations
- Leaving campus without permission
- Second violation of cheating/plagiarism
- More than ten (10) detentions per semester

Out-of-School Suspensions- Level 1

- Theft
- Vandalism/destruction of property (see vandalism policy 6.9)
- Violation of state/local fire codes
- Fighting
- Excessive bullying/cyber-bullying/harassment/intimidation (section 7)

Out-of-School Suspensions- Level 2

- Possession or use of alcohol (policy 6.11)
- Possession or use of Controlled & non-controlled substances/Drugs (policy 6.12)
- Possession or use of nicotine products (policy 6.13)
- Possession or use of Drug paraphernalia (policy 6.14)
- Use of inhalants (policy 6.15)

Expulsion

- Arson/attempted arson
- Weapons violation
- 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).

6.4 Potential Consequences to Violations

Detentions:

- Detentions will occur on **Tuesdays after school** (HS 2:45-3:45 pm, MS 3-4 pm)
- Students will be directed to a specific room supervised by 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 meetings 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.
- Students who receive ten (10) detentions in a semester will be required to attend a meeting with the principal and their parent/guardian to discuss further consequences, up to and including suspension.

In-School Suspension:

- In-school suspension will always begin the day after it is assigned, and can range from 1 to 3 days as determined by the principal. Students will be required to report to school at the regular time and stay for the entire day.
- HS 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.
- Students will not be permitted to participate in, or attend, any athletic or extracurricular activities/events on the day(s) of the ISS.
- 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 placed on in-school suspension will also be on disciplinary probation (see policy 6.5) until the end of the semester. Subsequent violations resulting in in-school suspensions may result in disciplinary action up to and including expulsion.
- Students 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.

Out-of-School Suspension:

- Out-of-school suspension (OSS) occurs when a student's behavior or choices warrant removal from the school 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 BCACS campuses (dances, athletic events, meetings, etc.)

6.5 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.

6.6 Student Contracts

The administration may require a student contract in certain circumstances. This contract will require the student to fulfill individualized obligations to remain part of BCACS. Contracts may be issued for academic, attendance, and/or disciplinary reasons. The principal, or director of student services, or athletic director, the student, and the parent/guardian will sign the contract.

6.7 Cheating/Plagiarism

Any student caught cheating on quizzes or tests will receive a zero 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 reattempt the assignment, to complete an equivalent assignment, or receive a zero based on the teacher's policy and discussion with administration. Students 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:

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

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.
- The unacknowledged use of materials prepared by another person or agency engaged in selling term papers or other academic materials.

- Using a pre-prepared paper or copying content directly from the Internet or other sources.

6.8 Insubordination

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

6.9 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.

6.10 Weapons Free Schools Policy

The safety and welfare of students is a priority 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. The possession or use of weapons, ammunition (including empty ammunition or casings), firecracker-type objects, "look-alike" weapons, or objects that could be considered weapons are considered very dangerous and will be dealt with severely. Any student found to be in possession of any of the above objects, or involved in their use, in school or during school related activities, will immediately be investigated. An extended suspension and/or expulsion from school, as well as police involvement, could result from this internal investigation.

All school and parish grounds must be kept free of weapons and explosive devices. We respectfully ask that family members certified to carry a concealed weapon **DO NOT** carry on our school grounds or facilities.

6.11 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 includes:

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

6.12 Controlled/Non-Controlled Substances

A controlled substance, as defined by Michigan and Federal Law, refers to a drug or chemical whose manufacture, possession, or use is regulated by the government due to its potential for

abuse or addiction. It is against school policy to use, possess, deliver, or attempt to deliver a controlled substance.

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:

- Represents to be a controlled substance.
- 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.
- 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.
- Promotes the sale of a drug that has not been approved for human consumption for its physical or psychological effects.
- 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.
 1. The substance substantially resembles a controlled substance.
 2. The substance is unpackaged or packaged in a manner normally used for illegal delivery of a controlled substance (baggie, etc.).
 3. The substance is not labeled as required by the FDA.

6.13 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 (5) day out-of-school suspension**.

6.14 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.

6.15 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.

6.16 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.

6.16 Public Violation of the Law

If a student violates the law outside of school, BCACS 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.

6.17 Displays of Affection

Student interaction is expected to be appropriate for the school setting. Excessive displays of affection in a school setting are inappropriate.

Please note displays of affection are not limited to actions between students 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, including touching that lasts more than a couple of seconds.

- 1st offense – warning
- 2nd offense – detention
- 3rd offense – discussion with the principal and possible further consequence

6.18 Dress Code

Our dress code is designed to promote a school atmosphere that emphasizes academics and good behavior, and 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 an 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 BCACS full dress code policy.](#)

[See Visual Dress Code Parent Sheet](#)

7. HARASSMENT AND BULLYING POLICY

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Harassment, intimidation or bullying can take many forms including: racial or sexual slurs, rumors, jokes, innuendos, demeaning comments, unwanted videos, unwanted pictures, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, bullying or other distinguishing characteristic(s).

7.0 Title IX Compliance Statement

BCACS, 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.

7.1 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.

7.2 Bullying In and Out of School of Students and Staff

BCACS is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, non-verbal, or physical act, when the intentional written, verbal, or physical act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

7.3 Harassment of Students or Staff

Intentional acts of harassment refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s). "I was just kidding around" is not an acceptable excuse for unkind behavior. Harassment may be considered to have happened in or out of school in person, in writing, or online in apps such as Snapchat. If the administration deems that harassment did in fact occur, corrective discipline will take place as appropriate for the age and situation of the students involved which may include:

- Counseling to both parties
- Restorative practices to create a positive relationship
- Corrective discipline of the perpetrator
- Referral to law enforcement

False reports or retaliation for harassment, intimidation or bullying constitute violations of this policy.

8. ELECTRONIC DEVICE POLICY

8.0 Electronic Devices

Electronic devices, such as games, tablets, 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 for instructional purposes.

8.1 Cell Phones

Cell phones should be kept in lockers at all times, including lunch time, and if students are found using the phone, it may be confiscated and turned into the office. A parent/guardian will be required to pick up the phone from the office. Students are **not** allowed to keep cell phones in their pockets. Parents should not text their students during school hours so that students can focus on academic growth. Please call the main office if you need to get a message to your student.

Students found with a cell phone for any reason 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 (5) school days and retrieve it as they leave the school building each day.

8.2 Use of Technology

Students are provided Chromebooks for use at the beginning of the school year. These are the only devices authorized for use at BCACS. The use of all technology resources 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 are not limited to:

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

9. MEDICATIONS, SAFETY, AND SECURITY

9.0 Administering Medications

State law and Diocesan policy state that the dispensation of medications is limited to only those students who suffer from chronic health conditions. WHEN POSSIBLE, MEDICATION SHOULD BE GIVEN BY THE PARENT IN THE HOME.

The following outline the policy:

- Parents are required to obtain a copy of the “**Authorization for Administration of Medication**” form from the school office for each medication dispensed at school. The form must be completed and signed by both the parent/guardians AND the **child’s physician**.
- Parents are required to deliver prescribed medications in person to the school office **IN THE ORIGINAL CONTAINER**. We CANNOT accept medications delivered by students.
- We can accept no more than a **30-day supply** of medication. Medications will be counted when they are brought to our office, will be kept in locked storage, 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.

9.1 Self-Administration/Self-Possession of Medication

The following definition of “self-administration/self-possession” is adopted for use in diocesan schools: Self-administration means that the student is able to consume or apply medication in the manner directed by the physician without additional assistance or direction. Self-possession means that the student may carry medication on his/her person to allow for immediate and self-determined administration.

- Self-Possession/Self-Administration applied to Epinephrine Auto Injectors and Inhalers only. Students are not allowed to self-possess/self-administer any other prescription medications. Students may self-possess/self-administer over the counter non-spray topical medications (ie., hand sanitizer, sunscreen, bug repellent) with written parent/guardian permission.
- Any student grade 6-12 whose parent/guardian and physician provide written permission will be able to self-possess/self-administer his or her own prescription medication. It must be documented by the health care provider that the student has received the proper instruction regarding self-possession/self-administration and has the cognitive ability and maturity to alert and report to school personnel when administration occurs.
- Each of the student’s teachers and necessary staff or volunteers (e.g., playground or lunch supervisors, room parent) will be notified of the student’s self-possession/self-administration permission by the building administrator.
- A medication that a student possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration.
- The student must report to the designated medication person when self-administration has taken place. This must be recorded in their student medication log and signed by a witness.
- A student’s use cannot be denied if the conditions of written permission and physician direction are met. A building administrator may discontinue a student’s right to self-possess and self-administer if there is a misuse by the student. The denial shall follow a consultation with the parent and/or guardian.

9.2 EpiPen Injections

School offices will keep EpiPens for students who suffer from specific allergies. Parent/guardians must provide the school office with the EpiPen (packaged in its original container), along with the Authorization for Administration of Medication form completed by the parent/guardian and signed by the child’s physician.

Note: If an EpiPen is used, a student must be transported to the hospital of choice by a parent/guardian or by ambulance for observation. Parents/guardians are responsible for the resupply of the EpiPen to the school.

9.3 Over the Counter Medication Policy

No school in BCACS will administer any over-the-counter medication; it is the responsibility of the parent to come and personally administer medication to their child.

9.4 Safe Environment Coordinators

Battle Creek Area Catholic Schools safe environment coordinators are assigned at the school level and are currently the administrative assistants at each school building.

9.5 Book Bags

Lockers are provided for 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.

9.6 Cafeteria and Lunch Period

BCACS maintains a cafeteria where students can eat lunch in a clean and orderly atmosphere. High school students have a free hot lunch option or may choose to bring a lunch from home. Middle School and Elementary students may purchase their lunch or bring their own. Students are expected to be courteous to all staff members and volunteers, and clean up after themselves. **For safety, students may not have food delivered to the school or brought in by other students.**

9.7 Restricted Areas

To maintain the safety and supervision of all students in addition to respecting the property and privacy of others, students are not permitted:

- 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.
- 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. Middle school and Elementary students will be supervised.
- To be in the halls during non-passing periods without a pass.
- To tamper with another student's locker, piece of technology, or personal property.

9.8 Adult Supervision/Loitering

Only students involved in an activity supervised by an adult are permitted to be in the building after 3:15 pm. There is no guarantee of adult supervision before or after school unless students are enrolled in an activity or before/after-school care.

9.9 Emergency Closing

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.

When school closes with no more than the morning notice, it will be announced over local radio and television stations (specifically WBCK-95.3 FM, 103.3 FM, and television channel 3 and 8). It will also be posted on the BCACS Facebook and Instagram pages, and parents and students will receive an email/text alert. Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crises.

In the unusual circumstance where school must be canceled during the school day, teachers will determine that all students have satisfactory transportation and supervision to their home before releasing them from school.

At St. Philip Catholic Central High School, after the sixth (6th) closing, schoolwork will be assigned for all classes to minimize make-up days that may be required.

9.10 Visitors

Our school values the strong relationships that extend beyond graduation and takes pride in welcoming back former students. At the same time, the safety of our current students and staff is our top priority.

General Guidelines for All Visitors

- All visitors (including parents) must enter through the main office, present a valid ID, and sign in using our visitor management system.
- Visitors will receive a badge that must be worn at all times while on campus.
- Visitors may only access areas of the building with prior approval or when accompanied by staff.

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.

Former Students / Alumni / Visitors

- Alumni and former students are always part of our community. However, for safety reasons, unannounced “drop-in” visits during the school day are not permitted.
- Visitors wishing to visit teachers or staff must arrange their visit in advance through the main office or directly with the teacher.
- Visits should take place during non-instructional times (before/after school or during staff planning periods) unless part of an approved school activity.
- Alumni are encouraged to connect through school-sponsored events such as Homecoming, Career Day, or volunteer opportunities

Current Student Safety

- Visitors, including alumni, may not visit classrooms or interact with students without prior approval.
- All staff should redirect unannounced visitors to the main office immediately.

We remain committed to celebrating our alumni, and remaining a family with our former students, while ensuring that our building remains a secure environment for everyone.

9.11 Tornado Drills

Students will practice a tornado safety drill three (3) times a year. The alarm for a tornado is an intermittent horn. A tornado watch means that the weather is conducive to the development of a tornado. Students will not be released to drive home independently during a tornado watch.

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 (including athletics) will be canceled. Students will not be released due to the safety risks associated with a sighted tornado.

9.12 Fire Drills

Students will practice fire drills five (5) times per year. The alarm for a fire drill is a continuous, high-pitched beep accompanied by flashing lights in the hallways, and is the signal to leave the building. Buildings must be evacuated without fail, under all circumstances when the alarm sounds, including 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.

9.13 Lockdown Drills

During situations of imminent danger, an announcement will come over the PA system by the school administration. All teachers will secure their students inside their classrooms. Students and teachers will remain in lockdown status until the principal or designee comes to each classroom and unlocks the door. Students will practice this drill during the year. In the event of an actual lockdown, students will not be released to parents until the lockdown is lifted.

A restricted access status may be called if there is cause for alarm in the greater community. During this time, students will continue their day with minor safety considerations, and parents can pick up their students. Students will not be allowed outside during a restricted access period.

9.14 OSHA Standards for Blood-Borne Pathogens

The staff of 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 and gain school certification for completion.

9.15 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, although in certain instances pesticides may be applied without prior notice. In those instances, you will be notified as soon as possible after application.

9.16 Asbestos Hazard Emergency Response Act (AHERA) Notification Requirements

The Environmental Protection Agency requires that district workers and building occupants receive notification of asbestos removal or abatement activities such as inspections and response actions each year. Each building will continue to have 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, 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 primarily located in inaccessible areas. Updated asbestos management plans are available for review in the school office. Any questions regarding asbestos removal projects or other related issues should be addressed to the school principal.

9.17 Communicable Diseases

Parents/Guardians are required to report to the school office any communicable diseases their child(ren) may have. Whenever a student is suspected of having a communicable disease, immediate arrangements will be made for the student to leave the school environment.

Students are excluded from classes and school-sponsored events for the following diseases: Chicken Pox, Conjunctivitis (Pink Eye), Covid-19, Diphtheria, German Measles, H1N1, Impetigo, Meningitis, Pediculosis (Head Lice), Ringworm, Smallpox, Streptococcal Infections (including Scarlet Fever and Strep Throat), Tuberculosis, Whooping Cough, and any other infectious diseases.

9.18 Lice

If a student is suspected to have head lice, the child's parents will be notified, and the child will need to be picked up from school immediately to begin treatment. The CDC recommends that a "NO NIT" policy, which means that until treatment has been completed at home (thorough cleaning, as well as removal of all lice, eggs (nits and egg cases), that the student not be allowed back into the classroom environment. It is critical that parents continue screening for lice up to a month after diagnosis.

So as not to embarrass students, screenings are done in a professional and confidential manner. Due to the highly contagious nature of head lice, it is important that we communicate any outbreaks to parents. Any student who has been sent home for lice treatment must report to the school office to be re-checked PRIOR to returning to the classroom.

9.19 Concussion Law

BCACS follows Diocesan policy regarding concussion laws and procedures. (See attachments at the back of this document.) The "Concussion Awareness Acknowledgement" needs to be completed and returned to the appropriate school office.

9.20 Corporal Punishment

Diocesan policy strictly prohibits corporal punishment.

9.21 Crisis Management Plan (EOP)

All schools within the Diocese of Kalamazoo are mandated to keep a Crisis Management Plan in the school office. Parents are welcome to examine the plan at any time. In the event of a crisis, we will contact you via email or phone regarding any changes in dismissal information. For this reason, please keep your email address and phone numbers updated with the school office or in the RenWeb system.

9.22 Insurance

BCACS carries liability insurance through Gallagher/Bassett of Lansing. The diocese also provides accident coverage for all students, which includes interscholastic sports programs sponsored by our school.

9.23 Food Allergies

Parents should notify school staff of food allergies and note allergies on the student information form they complete each school year. Parents will work with staff to develop an individual management plan for their student. Plans shall include type of allergy, level of severity, symptoms, treatment, and special accommodations that are necessary for their student's health and safety. These plans will be reviewed and shared with all staff that are responsible for the care of the student.

The school will maintain a safe environment for students with food allergies. Classrooms and other locations known to be used by students with a food allergy must be kept free of the allergen. Identification of "Peanut Free/Tree Nut Free Zones" will be used as needed. Activities, projects, and special events in the classroom will remain free of foods that contain identified allergens.

All school staff that are responsible for the care of a student with a food allergy, will review the student's individual management plan and sign off that he/she has reviewed the plan. Copies of the plan will be kept in the student's file, in the student's medical binder, and with the classroom teacher.

At any time, parents may ask to make revisions to their student's individual management plan.

10. TUITION AND ENROLLMENT

The Schools of the Roman Catholic Diocese of Kalamazoo admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. This applies to administration of education policies, admission policies, scholarship/loan programs, athletic and other school-administered programs and activities. This Title IX law applies to employment policies/contractual agreements. The school administrator shall be the coordinator for this title.

10.0 Admission Hierarchy

New students are accepted on a 90-day probationary period. BCACS 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 (St. Philips, St. Joseph, St. Jerome)
- new students of any non-subsidizing parish
- all others
 - If for any reason the principal feels that the school cannot meet the needs of the student, they reserve the right to deny admission.

10.1 Tuition

The Battle Creek Area Catholic School Advisory Board sets tuition annually.

10.2 Delinquent Tuition

Students will not be allowed to re-enroll until outstanding balances are settled, or arrangements are made with the BCACS enrollment office.

10.3 Tuition Assistance

Funds will be distributed based on need. Application forms for tuition assistance are completed online with the enrollment process.

10.4 Admittance of Transfer Students

The 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) or guardian(s) have met with the principal for a personal interview. The principal shall assess 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 Battle Creek Area Catholic Schools 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.

10.5 International Students

The Battle Creek Area Catholic School welcomes international students to our school with the following guidelines:

- International 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 IELTS or TOEFL iBT) prior to being accepted.

10.6 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.

10.7 Pregnant Students and Students with Dependents

The school administrator, in cooperation with the parents and clergy, will review each situation as it arises. BCACS will default to any updates to Diocesan policy on this matter.

10.8 Immunizations

Michigan law requires that each child be immunized. Parents are required to submit proof of an up-to-date immunization record prior to admission.

11. Eligibility

The following guidelines and policies relate to student participation in school activities. Further clarification can be found in the athletic section of this handbook. The goal is all student

assignments be completed and turned in. School staff, parents, and students need to work together to ensure students complete their work.

11.0 Eligibility Requirements

- Eligibility will start on the Tuesday of the fourth week of the semester.
- Students are not allowed to participate if they have an “I” or “E” at any of the following educational institutions: Battle Creek Area Math and Science Center, Calhoun Area Career Center, St. Philip or St. Joseph, or any online class.
- Students must maintain a course average of 60% or better. This is determined weekly. Eligibility is checked Tuesday mornings.
- Allowances may be made for students who have special needs as evidenced by testing. The parent/guardian shall request these exceptions at the beginning of the school year.
- Online classes that are a semester in length will be checked at a minimum 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 the online class begins.
- Lunch detentions may be assigned to students who have neglected to turn in work on time. Three lunch detentions in a semester will result in an afterschool detention.

11.1 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.

11.2 Length of Ineligibility

Eligibility will run from Tuesday to Tuesday and will be determined as of 8:00 AM each Tuesday based on FACTS. For high school, the administrative assistant or student services director will also gather eligibility each Tuesday from BCACS, BCAMSC and CACC. Students are expected to complete and hand in missing assignments, tests, retakes and late work by 3:00 pm the Friday before the eligibility report is generated to allow teachers time for grading.

11.3 Regaining Eligibility

Students can regain eligibility, after the one week minimum of ineligibility, when all class grades at all educational institutions, including online classes, are at least 60%.

11.4 Attendance Requirement for Eligibility

Students must attend school for the full day to participate in any extracurricular activity, including athletic practices and competitions, unless approved by the principal or athletic director.

12. High School Specific Information

12.0 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 completed during Senior Year
Science	3 credits
Social Studies	3 credits
Foreign Language	2 credits
Physical Education	.5 credit
Health	.5 credit
Fine Arts	1 credit
Computer Science	1 credit
Core Credits	23 credits
Elective Credits	1 credit
Graduation Total	24 credits

*Theology is required each year of high school. Transfer students will only be required to take theology each year they are enrolled.

**The State of Michigan and most Colleges/Universities require English coursework in each year of high school.

12.1 Course Offerings

Course offerings are subject to change based on teacher availability.

English

(09) English 9
(10) World Literature
(10) Honors World Literature

Theology

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

(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)
 Computer Science

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)

(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

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

12.2 Grade Point Scale

The scale used to provide GPA information on transcripts is as follows:

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

12.3 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.

12.4 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 each 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.

Seniors whose second semester grade averages to 90% or better may choose to waive their final exam, with the exception of AP classes. All seniors will take first-semester exams regardless of their grade average for that semester.

12.5 Dual Enrollment

Students wishing to take college classes must have approval of the student services director and the principal. 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 student services director and pay any reimbursements ASAP. A failed or dropped class will result in the student being ineligible for athletics and extracurricular activities. Students are responsible for acquiring the needed books/materials for the class.

12.6 Graduating with Academic Honors

Seniors achieving a 3.5 or better cumulative grade-point average at the end of the first semester of their 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. 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.

12.7 Transcripts

BCACS asks that all tuition and fees be settled prior to final transcripts being released.

12.8 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:

- To stimulate and to cultivate competencies necessary for 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.
- To engage students in a well-supervised process which will support the personal and spiritual growth and development of the whole person.
- 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 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 the service hour pamphlet for further information.

12.9 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.

12.10 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.

12.11 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.

12.12 Summer School

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

12.13 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.

12.14 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.

13. Elementary and Middle School Specific Information

Mass for St. Joseph Students

Students will attend Mass each Tuesday at 8:00 am (MS) and Thursday morning at 9:00 am (K-8). All are welcome to join us for Mass each week. During these weekly Masses, students in each grade plan and participate in the various parts of the Mass. Students serve the church community by participating as altar servers, ushers, greeters, readers, and choir members.

Students will receive the Sacrament of Reconciliation twice (or more) a year during the school day. Students who are not Catholic, but desire to receive Communion are asked to meet with the theology teacher, the building principal, or one of the parish priests to discuss the Catholic guidelines for receiving Communion.

Middle School Specific Information

SJMS 13.0 Arrival and Dismissal Times and Procedures

Parents are to drop-off and pick-up middle school students at the main entrance on 25th Street. **Students are not to arrive prior to 7:30 am.** since supervision is not available until that time.

School is dismissed at 2:50 pm. All students are to be picked up by 3:15 pm. Since the safety of each child is our primary concern, please make the necessary arrangements to work within these timeframes. Outdoor supervision ceases at 3:00 pm. Students who are not picked up by 3:15 pm are subject to being billed for after school care.

Students are not allowed to go out onto Walsh or 25th Streets for drop-off or pick-up. Parents must wait in line for student drop-off and pick-up at the base of the main school sidewalk that leads from the office area to the middle school parking lot. If time is an issue for parents, we ask that cars be parked in a legal parking spot, and that the student(s) be escorted from the building

to the parked car by their parent(s). Do not park in the driveway that separates the middle school from the playground area. That area is designated for emergency vehicles.

SJMS 13.1 Birthday Parties

Do not send party invitations to students through school unless ALL students from the class are invited. Gifts of any kind should be given outside of school.

Classroom treats should be coordinated with a student's advisory teacher.

SJMS 13.2 Lunch and Lunch Accounts

Lakeview Public School's food services department determines the daily menu for St. Joseph. It is sent by email monthly. Extra copies of the menu are available in the office, and you can also access the menu from the website.

Middle school students may pay for hot lunch daily or their parents may deposit funds into an "account" established by the Lakeview Lunch program (all checks should be made payable to Lakeview Schools).

Each student is issued an account number that he/she will use to charge their lunches. Once an account reaches a -\$5.00 deficit, students will no longer be allowed to charge lunches until the balance is paid (students will be provided with a peanut butter and jelly sandwich).

To check the balance or to view your child's purchases, go www.sendmoneytoschool.com. Our cashiers are very good about verbally notifying students when their lunch account balances are getting low (or in the negative). Please check this information online so a positive balance can be maintained.

Our lunch program provides a variety of beverage choices including milk, juices, and water. A-la-carte items (such as chips, cookies, etc.) are also available and can be charged on their account. Students are asked not to bring/consume soda/pop during the school day (including lunchtime). Please refrain from sending it as part of your child's lunch.

Snacks are offered daily around 10:45 am. Since middle school lunch is at 12:20 pm, this break helps keep energy and attention up throughout the morning. Students may bring a healthy snack from home, or may choose from a variety available for sale in the Snack Shack. The cost for snacks is between \$.25-\$.75.

SJMS 13.3 Class Offerings

Core Subject Areas:

Each core class is taught daily.

- Language Arts
- Mathematics
- Science
- Social Studies

- Theology

Elective Classes (subject to change):

6th Grade Elective	7th Grade Elective	8th Grade Elective
<ul style="list-style-type: none"> • Art • Band or Choir • Physical Education • Creative Writing • STEM • Intervention • Drama 	<ul style="list-style-type: none"> • Art • Band or Choir • Physical Education • Creative Writing • STEM • Intervention • Drama 	<ul style="list-style-type: none"> • Art • Band or Choir • Physical Education • Creative Writing • STEM • Intervention • Drama

SJMS 13.4 Extra-Curricular Activities

Students who qualify and/or are interested may participate in the following extra-curricular activities:

National Junior Honor Society*
St. Joseph MHSAA Sports
Chapel Society

Dances/Social Events
Breakfast with Jesus

Robotics
Clubs

*Students meeting the GPA/academic requirements are encouraged to apply. Written invitations and information are mailed home.

SJMS 13.5 Athletic Sports Available at the MS

During each athletic season, athletes are to be picked up by parents after school and brought back to practice/game at the designated time. NON-ATHLETES (including siblings of athletes) are not allowed to attend athletic practices.

The following interscholastic sports are offered:

Boys

Football (fall)
Basketball (winter)
Track (spring)
Cross Country (fall)

Girls

Volleyball (fall)
Basketball (winter)
Track (spring)
Cross Country (fall)

There is a middle school athletic fee of \$50/student per sport.

MHSAA physical forms need to be updated yearly and kept on file at school, per state regulations. Physicals must be completed **BEFORE** the first day of practice.

SJMS 13.6 Recess Rules

Students have recess for approximately 10-15 minutes after lunch. Recess will be outside, weather permitting. Students are expected to observe the following recess rules:

- Students are to observe the designated playground boundaries.

- Students are not allowed to leave the area without permission.
- Respect for all is expected; no offensive language, name calling, or other signs of disrespect will be tolerated.
- Space and equipment are to be shared.
- Playground equipment is to be taken care of and used appropriately.
- Rough play and physical contact are not permitted.
- Students are expected to wear appropriate outerwear for the weather.
- Winter recess temperature for indoor recess is a “feels like 10 degrees”- otherwise, it will be outdoors.

SJMS 13.7 Student Service Hours

All middle school students are required to fulfill student service hours as part of the theology curriculum. These hours are split into semesters and the required number of hours is below:

- **6th Grade:** 10 hours for the year. Five (5) hours due at the end of semester one and five (5) due at the end of semester two.
- **7th Grade:** 15 hours for the year. Eight (8) hours due at the end of semester one and seven (7) due at the end of semester two.
- **8th Grade:** 20 hours for the year. Ten (10) hours due at the end of semester one and ten (10) due at the end of semester two.
- **NJHS students are also required to fulfill five (5) additional student service hours, to be completed throughout the year, by May.**

SJMS 13.8 Middle School Immunization Information

For the best protection of your child, call a doctor early in any illness. For more information, please call the Calhoun County Health Department at (269) 969-6384.

Preteens and adolescents need vaccines to protect them from serious illnesses. Immunizations begin at birth and continue throughout life. These shots are an important step to maintain your child's health.

Meningococcal disease (meningitis) is a serious illness caused by bacteria which infect the blood or tissues around the brain and spinal cord.

- This germ can be spread from person to person by close contact.
- Common symptoms include a fever, rash, headache or stiff neck.
- It can lead to brain damage, disability and death.
- Meningococcal vaccine (MCV4) can protect children and adolescents from this disease.
- This vaccine is usually given to 11-12 year olds (6th graders).
- Because it is a newer vaccine, older adolescents may not have received it. Teens that have not had meningococcal vaccine should be given a dose.
- Ask your child's health care provider if he/she needs meningococcal vaccine.
- To obtain meningococcal vaccine and other immunizations for your child, see your child's health care provider or your local health department.

For more information about meningococcal vaccine or other immunizations talk to your child's health care provider or call your local health department. Information is also available at Centers for Disease Control and Prevention (CDC) website: www.cdc.gov/nip

There are vaccines that can protect preteens and adolescents from other serious diseases. 6th graders and teens need the following shots if they have not already received them:

- 1 dose of meningococcal vaccine (MCV4)
- 1 dose of tetanus, diphtheria and pertussis vaccine (Tdap)
- 3 doses of hepatitis B vaccine (hep B)
- 2 doses of measles mumps and rubella vaccine (MMR)
- 2 doses of chickenpox vaccine (var), if they did not have the disease
- At least 3 doses of polio vaccine (IPV or OPV)
- Some children & teens may need hepatitis A and flu vaccine

Elementary Specific Information

SJE 13.9 Human Sexuality

Students in fifth grade participate in lessons in human sexuality as required by the Diocese.

SJE 13.10 Playground Rules

Students have a half-hour daily recess. At that time, children may play on the playground, grass field, or on the blacktop, depending upon where their class is assigned for that day. Teachers or staff will monitor this area for the safety of the children. Playground equipment is provided for the children. Students must remain inside the fenced areas unless otherwise directed by a supervisor or teacher. Students are allowed to bring balls from home. Please remember to mark them with a name before they are brought to school. **The school will not be responsible for any items brought from home.** Scooters, Heelys, or any other type of wheeled toy, cannot be brought to school.

- Tire swings are for 3 people at a time. **Do not stand** on the tire swings.
- The tire swings are not soft. Push children on the swing from a safe distance. Do not follow the swing you push. Only one person can push the swing.
- Only preschool-first graders are allowed on the springy toys and the small child swings. Do not stand on this equipment.
- No balls, or other objects, in your hand while on the equipment.
- Ground covering needs to stay on the playground. Do not carry any with you anywhere or throw it up in the air or at someone, or something. Do not pile wood chips at all, especially on the equipment.
- Do not climb up the slides.
- Do not climb on the outsides of the slides.
- Slide down the slides facing forward, on your bottom.
- Do not jump off the bridge, or any other playground equipment.
- Do not climb from the ladder to the bridge. Get to the bridge by using the stairs.
- Do not climb on top of, or sit on top of, the blue monkey bars.

- After playing in the sandbox, brush yourself off well.
- Stay out of puddles or wet sand/mud.
- When the whistle blows at the end of recess, please line up immediately.
- The use of wheeled toys is prohibited.
- Throwing of any objects, except balls, is not allowed.
- No snowball throwing.
- Always remain inside fenced areas unless otherwise directed by a supervisor or teacher.

14. APPENDIX A

DRESS CODE

The dress code applies to every school day and every field trip unless excused by the school administrator. Attire must be neat and clean.

Face Coverings

Currently, they 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 BCACS 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 Battle Creek Area 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 white 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.
- Quarter- zip BCACS wear is allowed with a uniform collared shirt underneath.

"Uniform" is defined as an approved shirt that bears the official crest of BCACS and can be obtained through **Jack Pearls Sport Center**, the official vendor of Battle Creek Catholic Schools.

Sweaters and Sweatshirts

- V-neck, crewneck, 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 BCACS or co-opting school crew-neck sweatshirts may be worn, and our school 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.

- Colors: red, black, white

Pants

- Cotton twill/Chino-style
- Preference: straight leg, **open bottom** pants in tan, tan khaki or black. Corduroys are not permitted. Pants can be ordered from Flynn O'Hara, Amazon, Gap, Lands End, Old Navy (examples only).
- 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.
- **Form-fitting pants are never permitted at any time; this includes but is not limited to slim leg, skinny, yoga pants, spandex, and jeggings, leggings.**

Skirts

- Skirts, culottes, or jumpers in tan, tan 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 31st and from the first day following spring break until the end of school.
- Cotton twill/Chino style shorts in tan, tan khaki or black are permitted.
- Shorts must fall to the knee or below.
- Cargo pockets, spandex, jean material, tight bermuda shorts are not permitted.
- **HS Only:** 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.
- Socks are required with shoes, but socks need not be worn with sandals.
- Dress boots can be worn and must be below the knee.
- **HS Only:** Leather sandals with a heel strap are permitted. Rubber or plastic "flip-flops", slides, crocs, oversized boots, or slippers are not permitted
- **EL and MS:** No sandals due to recess and gym.

Additional Items

- BCACS fleece jackets or quarter zip pullovers (with tiger or logo) 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 and distract from the learning environment 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 on the face are not permitted.
- Simple earrings are allowed, no gages.
- Headbands should be simple, 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/St. Joseph shirt/sweatshirt. **No yoga pants, no leggings, cargo pockets, or hats.**

Out of Dress Code Days


- Jeans that are not ripped/torn, or shorts to the knee, may be worn.
- Tank tops, halter tops are not allowed. Shirts must have a sleeve.
- Yoga pants, jeggings, 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.

BCACS Dress Code Visual Chart

	Acceptable	Not Acceptable
Shirts	 <p>School shirt colors: Black, White, Red</p> <p>With the school crest, from Action Gear, worn at all times in middle school and high schools.</p>	

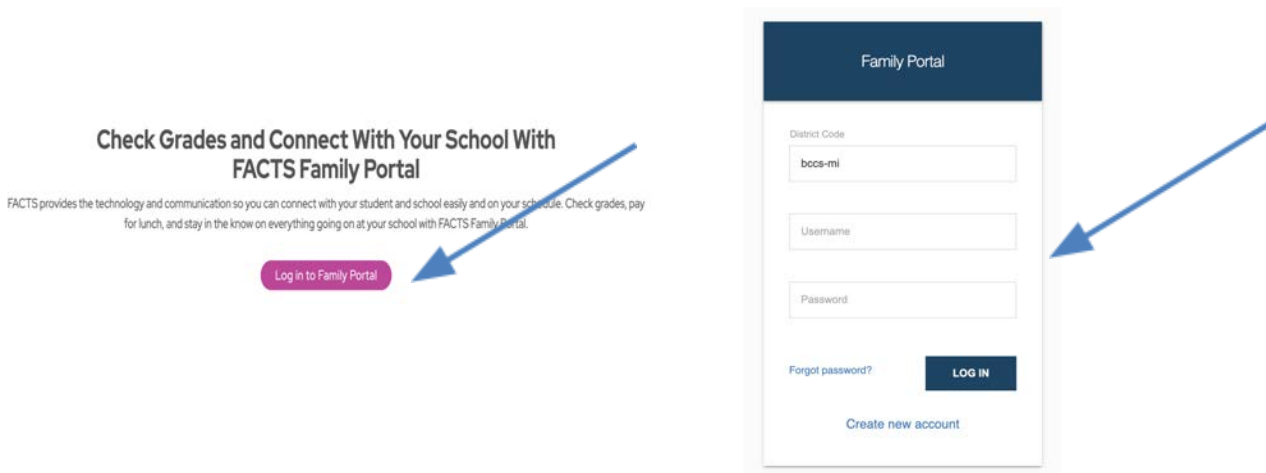
	<p>**Exception for the beginning of 2024-25: rising 6th graders may opt out of the crest while a new emblem is designed.</p> <p>Polos must be worn under an approved pullover fleece or sweatshirt. Only white undershirts allowed.</p>	
Pants	 <p>Boot cut at the bottom, chino-style Tan, Black, Khaki Tan</p>	 <p>No skinny pants, jeans, jeggings, tight-legged pants, parachute pant material, joggers, cargo pockets</p>
Skirts and Shorts	 <p>Shorts and skirts must be at the knee, prefer cotton twill</p>	 <p>No mini-skirts, tight pencil skirts, tight Bermuda shorts, running shorts, spandex, cargo shorts</p> <p>*** No shorts on Mass days.</p>
Hair		No hair color that distracts from the academic setting, boy's hair cannot touch the collar, no facial hair
Shoes	White, black athletic shoe is preferred Leather sandal with a heel strap	No Crocs, flip-flops, slippers, or heels (out of dress code day exceptions)
Store Links	Amazon Skirt https://a.co/d/3g8hH8j Old Navy Gap	
Additional Items	School Fleece (color and symbol) and jackets allowed with dress code polo underneath	No hats, sunglasses, or scarves on heads. No visible tattoos or piercings on the face. No gages in ears. (out of dress code day exceptions)

15. Appendix B

FACTS Reenrollment

Step 1

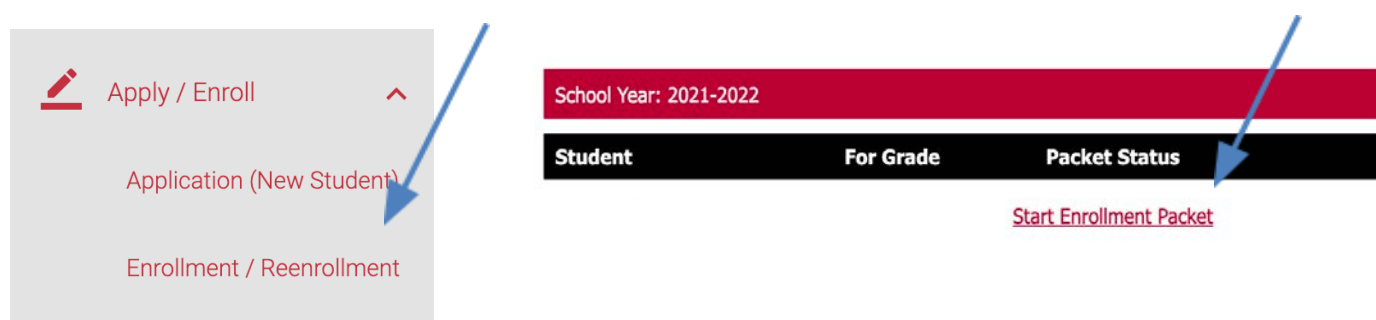
Go to <https://factsmgt.com/> > in the top right corner, select **Parents** > select **FACTS Family Portal** > select **Log in to Family Portal** > use the district code (**BCCS-MI**) > select **Login** enter your username and password then select **Log In**.



*If you do not remember your username/password, you will need to follow the appropriate prompts to retrieve this information to your email address.

Step 2

Once logged in, select **Apply / Enroll** > then **Enrollment/Reenrollment**. To begin the enrollment packet, select **Start Enrollment Packet**.



FACTS Tuition

The \$150.00 family registration fee will be billed on the current year's FACTS account. Please submit your Federal Tax return to the BCACS office to complete the enrollment process.

If your family would like to apply for Tuition Assistance (students entering TK-12 grades) the application can be found in your FACTS account and should be completed by Wednesday, May 1st.

16. Diocese of Kalamazoo Office of Schools

Concussion Awareness Educational Material Acknowledgement

By my name and signature below, I acknowledge per Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and Students provided by Battle Creek Area Catholic Schools.



Student Name (Printed)

Parent or Guardian Name (Printed)

Student Name Signature

Parent or Guardian Signature

Date

Date

Please return this signed form to the School/Parish office. The School/Parish must keep this on file for the duration of enrollment/ participation and until age 25.

17. APPENDIX C

Battle Creek Area Catholic Schools Agreement for Student Access, Use of Technology Policies for Device Loan and Internet Technology

Polices for Computer/Device and Internet Technology

1. BCACS reserves the right to monitor usage of the Internet and related technology including but not limited to electronic mail and frequented websites. ***Periodic device checks will occur throughout the school year for the purpose of routine maintenance and assurance of appropriate use.***
2. Use of the Internet, computer equipment and computer software must be in support of the educational program at BCACS.
3. Internet, computer equipment and computer software will not be used for illegal activity, for profit purposes, non-school related activities, lobbying, advertising, to transmit or receive offensive violent or discriminating materials or media.
4. Students shall not intentionally seek information on, obtain copies, or modify files, other data, or passwords belonging to other users or misrepresent other users on the BCACS network or Internet.
5. Students shall only use their assigned device, not that of any other student.

6. The downloading and usage of unauthorized games, programs, or files or other electronic media, including music is prohibited. **Downloading of Apps is to be done by technology personnel only.**
7. The network shall not be used to disrupt the work of others. Hardware or software shall not be destroyed, modified or abused in any way.
8. User shall be responsible for reporting damages to equipment, system, and software.
9. Apps purchased by BCACS may be installed (by technology staff only) and will be used on school devices and networks. Unauthorized apps and all associated files will be deleted if found during periodic device checks.
10. The use of technology resources, including the Internet, is a privilege. Failure to follow the policies listed above may result in the student losing all technology privileges.

Examples of Inappropriate Use of Technology, Internet and Devices

- Using, obtaining, or sharing anyone's password other than your own.
- Harassing, insulting, or bullying others via technology resources. (See Diocesan policy in handbook)
- Accessing inappropriate web sites (i.e. sites containing information that is violent, illegal, satanic, sexual, racist).
- Sending, displaying, downloading, or printing offensive messages or pictures.
- Using obscene, racist, profane, discriminatory, threatening, or inflammatory language.
- Posting false or hurtful information (on social media) about other people, the schools, or other organization may result in the loss of technology privileges for the remainder of the school year.
- Plagiarism of materials found on the Internet or other electronic sources.
- Posting inappropriate information, conversations, pictures about the school or school staff within social networking sites.
- Downloading Apps, music, or movies legally or illegally is prohibited.
- Disabling or changing another student's passcode
- Playing games during instruction time

Consequences for Inappropriate Use of Technology or Violation of Agreement

- Detention
- Suspension of technology and/or Internet access
- Complete loss of technology and/or Internet access
- Legal action, if necessary

Policies for Device Loan and Internet Technology

- Devices are owned and remain the property of the Battle Creek Area Catholic Schools.
- If you choose to leave BCACS your student(s) device must be turned into the school.

Damaged Devices

- Your device is not covered for the potential loss of data, so backup your important files and keep your device safe.
- There is a \$100 fee for each repair incident. This includes: broken screen, liquid spill, or any damage caused to the assigned device. Parents will be notified of the cost of the repair incident. It is the responsibility of the student to pay all the damage for the assigned charger.

Damage or Hardware/Software Issue (resulting in the device becoming unusable)

Turn the device into the technology department for repairs. DO NOT attempt to repair on your own. BCACS will assess damages and communicate all results and costs associated with damage.

Device Usage Rules

- Devices must never be left unattended. During the day, students must have their device with them. They may not be left in lockers.
- At the end of each day, the device must be plugged in and charging in the advisory classroom.
- Devices must be kept in an approved case.
- BCACS staff reserves the right to view the contents of the student devices and will do so during periodic checks. Students with any derogatory or inappropriate music, pictures, or additional paraphernalia will have their device wiped clean. **If there is a second offense with any inappropriate or derogatory music, pictures, or additional paraphernalia all technology privileges can and may be taken away for the remainder of the school year.**

As the student(s) parent or legal guardian, I agree to the terms and conditions of this agreement and I understand that my student will not be able to use District technology resources and the District's Internet and wide area connections until this agreement has been signed by both my student and me. I also understand that my student has been taught the proper use of District technology resources and the District's Internet and wide connection. I agree to indemnify the District for any fees, expenses, or damages incurred as a result of my student's use or misuse of these tools.

Parent Signature: _____

Date: _____

Student Name: _____

18. BCACS Parent/Student Handbook Agreement

Parents and middle school and high school students are required to sign the acknowledgement below and return this form to the school office within five days of receipt.

I have read and reviewed the contents of the Battle Creek Area Catholic Schools Handbook with my student:

Student Name: _____ Grade: _____
(Print first and last name)

Student Signature: _____ Date: _____

Student Name: _____ Grade: _____
(Print first and last name)

Student Signature: _____ Date: _____

Student Name: _____ Grade: _____
(Print first and last name)

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____

Date: _____

Battle Creek Area Catholic Schools

ATHLETIC HANDBOOK

2025-26

INTRODUCTION

This handbook is designed for coaches, student-athletes, and parents to help define the role of educational athletics in the Battle Creek Area Catholic Schools. The basic goal of interscholastic athletics is defined, and the policies and regulations necessary to achieve these goals are presented. It is imperative that athletes, parents, and coaches have knowledge of this material.

"The Battle Creek Area Catholic Schools is dedicated to personal, athletic, and academic excellence and is committed to providing an accepting and nurturing Catholic Christian environment. BCACS fosters the development of faith by building a strong relationship with God through spiritual formation at all levels and in every part of our schools."

A committee of teachers, coaches, and the athletic director initially developed the standards presented in this handbook. The material was compiled, reviewed, and revised by the committee prior to being adopted by the BCACS advisory board and pastors. The document will be reviewed by committee each year, and revisions and amendments made as needed.

PHILOSOPHY OF THE ATHLETIC PROGRAM

The athletic program in the Battle Creek Area Catholic Schools is a vital part of the total educational program, and an integral part of the extracurricular activities. Athletics affirm, promote, and model Catholic values and engage student-athletes fully in mind, body, and spirit. Through athletic participation, we strive to help our students accomplish the following goals:

Participation in athletics offers unique lessons and experiences that prepare students for life in the community, workplace, and family. Students will participate in athletics with the long-term goal of preparing for a life of faith and service to others.

God has bestowed skills, abilities, and talents upon each of us. Students will develop known and unknown talents that promote confidence, self-discipline, leadership, and an appreciation of physical activity and healthy lifestyle choices.

The development of well-rounded, faith-centered individuals, as well as the safety and welfare of our student-athletes, is the primary focus of the athletic programs at the Battle Creek Area Catholic Schools. These programs complement the academic and spiritual focus of the school and strive to assist students in reaching their full potential as witnesses to Christ's teachings.

TO THE PARENTS

Your child has indicated a desire to participate in interscholastic athletics and as parents; you have expressed your willingness to permit him/her to compete. Your family's interest in this phase of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences, which assists students in personal adjustments and enhances classroom learning.

We who are concerned with the educational development of students through athletics feel that a properly controlled, well-organized sports program meets the student's needs for self-expression, mental alertness, and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.

A student who elects to participate in athletics is voluntarily making a choice of self-discipline and increased responsibility. These are the reasons we place such stress on good training habits. Failure to comply with the rules of training and conduct means exclusion from the team. This concept of self-discipline is tempered by our responsibility to recognize the rights of the individual within the objectives of the team. There is no place in high school athletics for students who will not discipline their minds and bodies for rigorous competition. (We are striving for excellence and do not want our athletes to compromise with mediocrity.)

The BCACS Administration is committed to certain responsibilities and obligations, as follows:

1. To provide adequate equipment and facilities;
2. To provide well-trained coaches;
3. To provide equalized contests with skilled officials; and
4. To provide adequately supervised transportation.

Likewise, we feel that athletes, parents and coaches have committed to certain responsibilities and obligations. We feel that the specific policies and guidelines outlined in this handbook are necessary for a well-organized program of athletics.

It is the role of the Athletic Department to make rules that govern the spirit of competition for the school. These rules can only be achieved through communication with the parent. It is our hope to accomplish this objective through this athletic publication for coaches, students, and parents.

TO THE COACHES

The National High School Athletic Coaches has issued the following Coaches Code of Conduct: As a professional educator and leader, the high school Coach or Athletic Director will:

- Exemplify the highest moral character as a role model for young people.
- Recognize the individual worth and reinforce the self-image of each team member.
- Encourage and assist team members to set personal goals to achieve their highest academic potential.
- Create a set of training rules for athletes, which reflect the positive values of abstaining from the use of drugs, alcohol and tobacco.
- Strive to develop the qualities of leadership, initiative, and good judgment in each team member.

- Communicate program goals and objectives to parents through a mandatory parent meeting.
- Provide a safe environment for practice and competition.
- Gain awareness of the importance of prevention, care, and treatment of athletic injuries.
- Respect the integrity and judgment of the game official.
- Teach and abide by the rules of the game in letter and in spirit.
- Build and maintain ethical relationships with coaches and administrators.
- Strive for excellence in coaching skills and techniques through professional improvement. Promote personal fitness and good nutrition.
- Be modest in victory and gracious in defeat.
- Encourage a healthy respect for the overall athletic program and its vital role in education.
- Communicate team results and other important athletic events/activities to the media.
- Recognize that each sport is part of a total athletic and educational program at BCACS.
- Work with other coaches to build upon necessary skills throughout the program.
- Responsible for attending Protecting God's Children workshop and fulfilling other responsibilities associated with working with students in a school setting. The coach is also responsible for any assistant coaches or volunteer coaches to attend the workshop and fulfill other requirements.

TO THE ATHLETE

Being a member of an athletic team is the fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic squad of Battle Creek Area Catholic Schools, you have inherited a wonderful tradition, a tradition you are challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with honor to our athletes and our school. Such a tradition is worthy of the best efforts of all concerned. Over many years, our squads have achieved more than their share of league and tournament championships. Many individuals have set records and won All-Conference and All-State honors.

It will be challenging to contribute to such a great athletic tradition. When a St. Philip athlete wears the colors of our school, it is believed that you not only understand our traditions but also are willing to assume the responsibilities needed to uphold our traditions. However, the contributions that you make as an athlete should be a satisfying accomplishment for you and your family.

RESPONSIBILITIES TO YOURSELF

The most important of these responsibilities is to broaden yourself and develop strength of character. As an athlete, you owe it to yourself to get the greatest possible good from your high school experiences. Your studies and your participation in extracurricular activities, as well as in sports, prepare you for life as an adult.

RESPONSIBILITIES TO YOUR SCHOOL

Another responsibility you assume as a member of a team at St. Philip Catholic Central is to your school. BCACS will not maintain its position as having an outstanding system unless you

do your best in whatever activity in which you engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of our school.

As an athlete, you assume a leadership role when you are on the athletic squad. The student body knows you. You are on stage with the spotlight on you. The student body, the community and other communities judge our school by the conduct and attitude of our athletes, both on and off the playing field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Make St. Philip Catholic Central proud of you and our community proud of our school through your conduct on the playing field.

RESPONSIBILITIES TO OTHERS

As a squad member, you also bear a heavy responsibility to your home. If you never give your parents anything to be ashamed of, you will have measured up to the ideal. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability every day, and that you have played the game “all out” you can keep your self-respect and your family can be justly proud of you.

The younger students in the Battle Creek Area Catholic Schools are watching you. They will copy you in many ways. Do not do anything to let them down. Set good examples for them.

RESPONSIBILITIES TO YOUR TEAM

As a squad member, you have made a commitment to a team. Missing practice or games beyond illness, or becoming academically ineligible takes away from the team concept. As a team member, it is your responsibility to always give 100% in the classroom and on the playing field.

ACADEMIC ELIGIBILITY

WEEKLY

Eligibility will be checked every Tuesday by 8:00 am and will start with the fourth week of each semester. Athletes must be passing all classes—60% or above. A student is not permitted to participate in any competition or scrimmages the week that he/she is ineligible. The student is required to attend practices and be present for competitions that he/she is ineligible. Ineligible players are still bound to the rules and policies outlined in the Athletic Handbook.

If a student-athlete is on the ineligible list **three times** during the semester the student-athlete will be dismissed from the team for the remainder of that sports season and will not be eligible for any end-of-season awards.

SEMESTER

Final grades are calculated at the end of each semester. If a student fails a class (59% or less) at the end of a semester, he/she will not be permitted to play in the first 20% of the games in the next semester. The student is required to attend practices and be present for competitions that he/she is ineligible. Ineligible players are still bound to the rules and policies outlined in the Athletic Handbook.

The MHSAA minimum academic standard for athletic eligibility states that a student must pass 66% (5 of 7 classes). Students who are failing to meet the minimum standard at the end of each semester are ineligible from the day grades are reported at the term end through and including the 60th scheduled school day. If a student is still not passing after the 60th day the student is still ineligible. Deficiencies in credits may be made up during a subsequent semester, summer session, or night school.

NOTE: Refer to the St. Joseph Middle School Handbook for eligibility rules specific to middle school student-athletes.

PROCEDURE FOR QUITTING A SPORT

Students wishing to be released from a sport during the season (after the games have started) must arrange for a meeting with the coach and the Athletic Director (parents are encouraged to be present) and express their reasons for wanting to leave the team. Fees will not be refunded.

PHYSICALS

Each student participating in athletics is required to have an MHSAA physical card on file in the office. Only physicals given after April 15th of the previous school year will be accepted for the current school year. Along with individual doctor offices, physicals are given each spring by Battle Creek Health Systems for a nominal fee. In addition, the St. Philip Athletic Department will provide physicals before practices officially begin for a nominal fee. No student can begin practice without a physical. Physical cards must be in the office and completely filled out in order for an athlete to participate. Practicing without a physical will result in a loss of 20% of the season.

PARTICIPATION FEE

Each year a participation fee must be paid. This fee covers the current school year. It is expected that participation fees be paid before an athlete begins practicing. However, calling the Athletic Director can provide payment plans. Participation fees can now be part of your FACTS Tuition Payment.

The participation fee doesn't guarantee your son/daughter playing time.

APPEARANCE

All athletes will be expected to be neatly and appropriately dressed and groomed when traveling to and from athletic contests during competition. No part or aspect of an athlete's appearance should in any way impede or impair his/her ability to neither complete nor endanger his/her safety. Coaches will be given the acceptable game day dress code from the Athletic Director prior to the start of a season. All uniforms must be changed out of after contests. All uniforms must be washed after each contest.

YEAR-ROUND TRAINING RULES AND REGULATIONS

Participation in athletics is a privilege. Students have to decide if they want to be athletes. If you do wish to be an athlete, you need to follow a simple set of training rules, which the athletic department believes to be fair, and in the best interest of the student-athlete. Any deviation from the accepted training rules marks one as unwilling to make a commitment.

Use of Tobacco, Drugs, and Alcoholic Beverages

Simply stated, drug abuse is the consumption of any chemical substance or the smoking of some plant derivatives for the purpose of mood modification. The use or misuse of drugs is not only a social problem; it is against the law. The use and/or possession of any illegal drugs are prohibited at any time, in or out of season.

1. Violations - The following are violations of the Battle Creek Area Catholic Schools training code and school handbook. (see 3.7-3.11 of the school handbook):
 - a. The possession, distribution and/or drinking of alcohol.
 - b. The use, possession and/or sale or distribution of drugs and/or drug paraphernalia in any manner. (except as medically prescribed). Nicotine, cigarettes, cigars, pipes, vapes, or supplies and accessories. Drugs: Any drug, including illegal drugs, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for other than legitimate medical reasons, counterfeit (look-alike) substances and tobacco. Drug Paraphernalia: Equipment or apparatus designed for or used for the purpose of measuring, packaging, distributing, or facilitating the use of drugs.
 - c. Being charged with the commission of any crime (misdemeanor or felony).
2. Coverage – 365 days a year
3. Area of Jurisdiction – Violations that occur on or off school property in this community or another, shall result in the same disciplinary action against the person violating the policy or rule.
4. Penalties – Violations of the Drug, alcohol, and/or tobacco policies will result in the following progression of penalties:

1st offense: Loss of 50% of the season and option of in-school counseling and/or professional treatment. Professional treatment is at the student's expense.

2nd offense: Loss of one (1) calendar year of athletic participation and the option of in-school counseling and/or professional treatment. Professional treatment is at the student's expense.

3rd offense: Loss of athletes high school athletic career and option of in-school counseling and/or professional treatment. Professional treatment is at the student's expense.

The season is defined by the regular season contest dates to determine the number of contest dates that will be missed.

PARTIES

Students attending parties where drugs and alcohol are present are at risk of violating training rules. Choosing to stay at such a party even though you are not participating in alcohol consumption and or substance abuse is subject to breaking training rules.

EJECTIONS FROM CONTESTS

The St. Philip Athletic Department will suspend any athlete or coach ejected from a contest as per MHSAA rules plus an additional contest date. Fans ejected from an athletic contest will be suspended from attendance at home or away contests for two weeks.

TRAVEL

Behavior on all away trips holds the same expectations as in the classroom as stated in the disciplinary handbook. Food and beverages on the bus are prohibited unless prior approval has been given. It is the responsibility of the students and the coaches that the bus is clean and that all trash is picked up and taken off the bus. A coach is required to ride the bus on all trips unless he/she has permission from the Athletic Director.

TRANSPORTATION

Team members must travel to and from contests in an authorized school-provided vehicle, except in situations of emergency with permission of the coach or athletic director, or if arrangements are made prior to the game and approved by the athletic director. Coaches will make the team aware of bus times. If athletes miss the bus they will not play in that particular contest. The coach/athletic director will review emergency situations and an exception may be made, if appropriate.

RIDING HOME WITH PARENTS

Students who wish to ride home from an athletic event with their parents or parent designee must have prior approval from the Athletic Director and bring a note from a parent to the coach. We encourage team togetherness, however, we are aware that families may have plans that require special considerations. Under no circumstances can an athlete ride to or from games with anyone other than an adult designated by their parent(s). Athletes are not permitted to drive themselves to and from athletic events in which they are participants unless traveling to a game at Battle Creek Central, Lakeview, Harper Creek and Pennfield.

WEATHER POLICY

It is recommended that there will be voluntary varsity practices on snow days or days when school is canceled. All middle school and freshman practices will be canceled. Varsity coaches will be responsible for notifying players if a practice is not going to be held. All practices at all levels will be canceled in the case of a Tornado Warning or other weather that is deemed potentially harmful to students. Appropriate precautions will be taken if a Tornado Warning occurs once practice is in session.

INVENTORY

All equipment and uniforms are the property of the Battle Creek Area Catholic Schools. All coaches are required to inventory all equipment and uniforms and record all equipment and uniforms issued to all players. Equipment and uniforms must be turned in at the end of the season. The athletic director will be informed of any missing equipment and/or uniforms. A replacement charge will be issued to any students that fail to turn in their uniforms and/or equipment. Outstanding obligations must be taken care of before being allowed to participate in the next sport. Seniors must take care of all outstanding obligations before graduation.

LOCKER ROOM

It is the responsibility of the students and the coaches that the locker room is kept clean. This is required for both at-home and away contests. The locker room must be left in the same condition as when you entered the locker room. Coaches are responsible for the behavior of the students in the locker room and the physical condition after every practice and contest.

LOCKER ROOM PROCEDURES

1. An athlete is responsible for his/her valuables. An athlete should have a lock for his/her locker and the locker must be locked. All clothes and equipment should be put into lockers after every practice and game. Anything not in a locker will be thrown out.
2. Conduct in the locker room should reflect the mature judgment of young athletes. Horseplay will not be tolerated.
3. When an athlete leaves the shower room, showers must be turned completely off, home or away.
4. Team managers should be treated with respect at all times.
5. All phones/cameras, camera phones or similar technology are prohibited in any bathroom or locker room.
6. Any destruction of our locker room or an opponent's locker room will result in an immediate suspension of two games.

TEAM RULES

The head coach, in consultation with the Athletic Director and Principal, may suspend an athlete for a period of time or dismiss an athlete from the team for violation of team rules or insubordination if the head coach feels that such action is in the best interest of the team and the athletic program.

PLAYING TIME PHILOSOPHY

BCACS is committed to offering an athletic program that will benefit our students in many ways throughout their careers and into life. This program should be an extension of the classroom. Consequently, we have developed a philosophy for team sports playing time that will best enhance our athletic program and service our student-athletes simultaneously.

- Development Stage (middle school and freshman teams)

The optimum goals at this stage include teaching fundamentals of the sport, emphasizing sportsmanship and providing practice and game-playing time for all participants. Winning can be discussed to build team pride, but should not be stressed to circumvent the original aforementioned goals.

- Post Developmental Stage (JV team)

Coaches should balance student-athlete participation with the success of the team at this stage. Fundamentals in practice and sportsmanship are still goals for all participants. During games, personnel strategies can be made by the coaches to aid the success of the entire team. Coaches will try to provide playing time to all participants. Playtime will not be equal.

- Varsity Stage (varsity teams)

The success of the team is the main goal at this stage. Student-athletes should learn that in varsity athletics all participants are working together for the good of the unit. This is a lifetime skill. Exclusively the coaching staff handles game participation, although playing time will be provided for as many student-athletes as possible. Coaches should stress to all participants that

each is an important contributor to the team in many ways, but playing time cannot be afforded equally to all. Maximum student-athlete game participation is stressed but not mandated at this level.

ATTENDANCE

School attendance: In order to participate in games and practices a student must be in school all day. If a student arrives 10 minutes after the start of class, he/she is considered an unexcused absence. Prior excused absences with documentation such as, but not limited to, medical, dental, funeral, court and other emergency situations with the athletic directors' approval will be permitted. Chronic conditions (migraine, asthma, allergies and so forth) with documentation will be taken into consideration.

IN-SCHOOL SUSPENSION

A student will not be eligible to practice or participate in games on suspension days. They are required to be at the game and sit with the team but are not to dress for the sport (Example: suspension on Monday eligible on Tuesday).

OUT OF SCHOOL SUSPENSION

A student serving an out-of-school suspension is not eligible to practice or play in any game on suspension days. They are not allowed to attend practice or games on out of school suspension days.

GAME AND PRACTICE ATTENDANCE

Absence from a game or practice for any excused absence will not result in a consequence of any form. An excused absence is an absence recognized by the school as excusable, documentation must be provided. Emergency situations and special circumstances will be reviewed and determined by the athletic director. Examples include:

Excused – Medical, Dental, Court, Funeral, College Visitation, Illness and Family Vacation with prior permission. (Having to work is not considered an excused absence.)

Unexcused – Does not fit one of the Excused categories as outlined above.

Consequences of unexcused absences:

Cannot play first game date after an unexcused absence

AWARDS

All athletes who successfully complete a sports season will be recognized for their accomplishments. Completed sport:

- 1st varsity/junior varsity sport receives a P and numerals
- For all additional varsity letters, the athlete will receive a chevron for the sport for they earned a letter.
- All varsity and junior varsity letter winners will receive a certificate recognizing the successfully completed season.
- Athletes who competed successfully in the same sport for three years will receive a certificate.
- Athletes who competed successfully in the same sport all four years will receive a plaque.

Each sport recognizes individuals for the following awards: Most Valuable, Most Improved, Best Competitor and either Father Owens (boys) or Sister Therese Mary (girls) awards. Individual medals are voted on by the coaches of each sport. Some sports may have additional individual awards.

DUAL PARTICIPATION

Dual participation is defined as actively participating in two sports simultaneously during one season.

To be eligible for dual participation students must meet with the athletic director to discuss the feasibility of dual participation. The athletic director will determine if the student is a candidate based on ability and academic status. If the student is approved he/she must sign a declaration stating a 'priority sport.' In case of a conflict between two sports, the 'priority sport' will take precedence.

It is assumed that students applying for dual participation are willing to put in the practice hours required to remain proficient in the minor sport.

The guidelines regulating this policy are as follows:

1. Student-athletes may participate in two sports in a season provided they have the consent of parents and each of the coaches of the sports.
2. The student-athlete must indicate a "priority sport." If there happens to be a contest conflict date between the two sports, the student-athlete will participate in the "priority sport".
3. Details on practice times and game participation will be worked out with the student-athlete and the two coaches in congruence with athletic policies.
4. If a student-athlete quits one sport after the start of the season they will have to sit two contest dates of the other sports playing.

Updated 7/24/24

SIGNATURE PAGE

As an athlete for the Battle Creek Area Catholic Schools, I agree to adhere to its rules and regulations. I believe that I should be a positive representative for St. Philip Catholic Central, the Diocese of Kalamazoo and the City of Battle Creek.

Signature of Athlete

Grade

Date

Having read and understood the Battle Creek Area Catholic Schools Code of Conduct for Athletes, I/we agree to cooperate with the school in guiding our son/daughter towards living up to the rules and regulations.

Signature(s) of Parent/Guardian

Date

This form must be returned to the St. Philip Catholic Central High School office before a student-athlete can participate in an athletic competition.