

**BISHOP
MCDEVITT HIGH
SCHOOL**

**STUDENT &
PARENT
HANDBOOK
2017- 2018**

**Bishop McDevitt High School
125 Royal Avenue
Wyncote, PA 19095**

TO: Parents & Guardians

FROM: Assistant Principal of Student Affairs

RE: Parent/Student Handbook

DATE: September 2017

This Bishop McDevitt Parent/Student Handbook contains school policies and procedures. Please read the entire handbook. Please remove, sign, and return this page to your son's/daughter's ENGLISH TEACHER during the second full week of school. Failure to return the paper during this week will result in two demerits each day until the form is returned.

If more than one child attends Bishop McDevitt High School, please return an individual form for each child.

We have read, do understand, and realize our responsibility to follow the policies of the Bishop McDevitt High School Student Handbook.

Signature of the Parent or Guardian

Signature of the Student

Section _____

Student Number _____

Date Received by School _____

English Teacher's Initials _____

Bishop McDevitt High School Student Handbook 2017-2018

Nothing contained herein is intended to, or shall be construed to, create any contractual obligations, expressed or implied, on the part of the Archdiocese of Philadelphia or Bishop McDevitt High School.

The Archdiocesan Secondary School System and Bishop McDevitt High School reserve the right at any time to amend or add to the policies, rules and regulations contained in this handbook, and to make such changes applicable to current and new students when the situation dictates.

Mission Statement

Bishop McDevitt High School, a college preparatory school, ensures a virtue-centered Catholic education by fostering the mission of the living gospel in all students. The academic excellence we promote, the diversity we embrace and the history we cherish combine to create an environment for spiritual, intellectual and social growth that prepares our students for global citizenship.

School History

Bishop McDevitt High School was founded in September 1958, to serve the educational needs of the Catholic families living north of the city of Philadelphia. It was the last diocesan high school established by the late John Cardinal O'Hara and was named in honor of the Most Reverend Philip R. McDevitt, D.D., a Philadelphian who served as Archdiocesan Superintendent of Schools from 1889 to 1916 before becoming the fourth Bishop of the Diocese of Harrisburg.

The present 21-acre site was purchased in May 1954, however, because of a lengthy battle over zoning, which finally received a favorable decision by the Supreme Court of Pennsylvania, ground breaking did not take place until February 23, 1958. In May 1958, the Reverend Thomas J. Dempsey was appointed founding principal of the co-institutional structure. Although the building was not ready for the start of the school year, the 740 freshman and sophomore students who had enrolled, traveled to Cardinal Dougherty High School from September to December. On December 9, 1958, the two top floors of the building were ready for occupancy and the faculty and students moved into the building.

The first Commencement Exercises were held in June 1961 at St. Joseph's University Field House. Already, McDevitt students were distinguishing themselves academically and the first graduating class boasted three National Merit Scholars.

As years passed, the school experienced a continual increase in enrollment, which necessitated the establishment of an annex at St. David's in Willow Grove to accommodate the freshman classes. In the 1965-1966 school year, students were given the initial opportunity to enroll in the Eastern Montgomery County Area Vocational-Technical School, now known as Eastern Center for Arts and Technology.

From its beginning, McDevitt offered a comprehensive and challenging academic program along with complementing co-curricular and extracurricular activities which grew in number to accommodate the expanding enrollment. By September of 1968, McDevitt had 2,090 students.

In 1970, McDevitt became co-educational, one of the first Archdiocesan secondary schools to do so. In 1988, the Middle States Association of Colleges and Secondary Schools accredited the school. In 1993, the Open Enrollment Policy of the Archdiocese contributed to changes in the makeup of the student body. Instead of students coming from fifteen local “feeder” parishes, the school population now draws from 45 city and suburban parishes in three counties representing 14 public school districts. The student body is diverse with regard to racial, religious, and ethnic background.

Alma Mater

The challenge of a marching world
We meet with accent bold
While cherishing a standard
Ever new, as ever old.

We bear our banner gold and white
Our sign of royalty
And glory in our Queen’s delight
Of flow’ring purity

Refrain

All hail, all hail to Bishop McDevitt High
We pledge our loyalty to you
May we prove the trust our patron ever lived
With ideals inspired by love.
Hail to you, our Alma Mater
Hail to you, our Alma Mater
May faith and courage be our guide
God our final goal.

RELIGIOUS PROGRAM

Catholic education necessarily places an emphasis on prayer and moral living. The Office of School Ministry strives to provide opportunities through which students may grow in relationship to an understanding of themselves, God, and Church.

Chapel

The Chapel is located on the third floor in the center of the building. The Blessed Sacrament is revered there throughout the school year on First Fridays. The Chapel is open for student use during the day. Gatherings for prayer services with teams and clubs occur from time to time, as well as Penance Services that are scheduled throughout the school year. The Celebration of the Eucharist takes place daily.

Liturgies

The Celebration of the Eucharist occurs monthly in the course of the school year. While the purpose or nature of the occasion determines the size of the gathering, all students are expected to attend and participate in the Masses that are celebrated in the community. In addition to the Celebration of the Eucharist, a variety of paraliturgical and devotional services take place during the year where students' attendance and participation are not only expected, but are also welcomed.

Rite of Reconciliation

Each Catholic student is offered the opportunity to receive the Sacrament of Reconciliation within the context of the regularly scheduled Penance Services. The School Minister is also available during a student's lunch or study period if that is a more convenient time.

Annual Retreats

It is an Archdiocesan policy that each student enrolled in a diocesan high school attends an annual retreat as a requirement for promotion and/or graduation. Retreats will be scheduled for the students by grade throughout the school year. Kairos Retreats are available for seniors.

Vocations

The School Minister serves as vocation coordinator for both boys and girls. Special focus is given to vocation awareness in cooperation with the Archdiocesan Offices for Vocations. The School Minister is also available for informal talks concerning the student's spiritual life and choice of vocations.

Student Concerns

The School Minister is available to every student to discuss any matter relative to family concerns. The School Minister should be contacted to arrange for visits to the sick at home or in the hospital. The School Minister attends wakes and Funeral Masses or other services of deceased members of the Bishop McDevitt community and their immediate family members.

ACADEMIC AFFAIRS

Bishop McDevitt High School is part of the Secondary School System of the Archdiocese of Philadelphia and is accredited by the Middle States Association of Colleges and Secondary Schools and the Pennsylvania Department of Education. Bishop McDevitt High School does not discriminate on the basis of race, color, national and ethnic origins in the administration of its educational policies, its admission policies or in any school administrative program. Non-Catholic students must attend all religion classes and religious activities required of all students.

The Assistant Principal for Academic Affairs arranges academic offerings consistent with policies determined by the Department of Education of the Commonwealth of

Pennsylvania, the directives of the School System of the Archdiocese of Philadelphia, and the philosophy and objectives of the School. Continuing assessments are made to update these offerings as student needs indicate, as college and other post high school objectives demand, and as the School's resources permit.

The Academic Assistant Principal, in conjunction with guidance counselors, department chairpersons, and teachers, assists students in their selection of courses. A Course Catalog is available on the school website and is updated in February. The book provides information on all courses and programs of study along with an update of academic policies/procedures.

Admissions

All prospective students of Bishop McDevitt High School are required to apply for admission. The student's record will be evaluated by the Academic Staff at Bishop McDevitt. Students will receive an Acceptance or a Non-Acceptance Letter. Registration is completed by paying the school Registration Fee.

ACADEMIC REQUIREMENTS

The academic program at Bishop McDevitt works to develop the abilities, talents, and needs of all students. Bishop McDevitt offers a four-year comprehensive program of studies. The student is able to select college preparatory courses, business courses, vocational-technical courses, or a combination of the three programs. Advanced Placement courses are offered to academically talented students.

The following are the minimum requirements for graduation from Bishop McDevitt High School:

Theology	4.0 credits
English	4.0 credits
Social Studies	3.0 - 4.0 credits
Mathematics	3.0 – 4.0 credits
Science	3.0 – 4.0 credits
Health/Physical Education	1.0 credit
Computer Applications	.5 credit
Christian Service	1.0 credit
Electives	6.5 credits
Total	27.00 credits

All students follow an academic roster for the first two years, after which they may decide to continue in the college-preparatory program or to follow an academic/business program or an academic/vocational-technical program. All programs will provide the student with sufficient academic credits for college admission.

Although world language is not required for graduation, a minimum two (2) years of a language is strongly recommended for college bound students. Any student who elects a first year language is required to take the second year of that language. Exceptions to this policy are made by the Administration.

A four-year Art program and a two-year Business Technology program are also available to all students. Students in the eleventh or twelfth grades may choose to attend the Eastern Center for Arts and Technology in Willow Grove on a shared-time basis. Students in the program are required to take three academic subjects at Bishop McDevitt (including Theology) as well as the elective courses at the Eastern Center for Arts and Technology. Montgomery County residents may attend the Eastern Center for Arts & Technology at no cost. Full Eastern Tuition is required for out of county students.

Academic Integrity Policy

A student at Bishop McDevitt High School will integrate the qualities of integrity, compassion, tolerance, personal responsibility, and leadership. In our statement of beliefs, we assert that student accountability ensures student success, and academic integrity is a key to that success. According to the C.E.P. Academic Integrity Forum, academic integrity can be defined as:

- *Honest academic work where ideas and the writing of others are properly cited*
- *Students submit their own work for tests and assignments without unauthorized assistance*
- *Students do not provide unauthorized assistance to others*
- *Students report research or accomplishments accurately (as taken from www.ethics.edu.org)*

Consequence of violating the Academic Integrity Policy:

- Cheating on homework, tests, or quizzes
 - Consequences- zero on work in question
- Plagiarism
 - Consequences- Which will be reviewed by teacher and administration could include but are not limited to a zero for the work in question, resubmission of the work for a grade no higher than a 60.

Students who repeatedly violate the policy will be referred to the Assistant Principal for Student Services.

Course Changes

For a fee the School permits limited roster changes: Roster Change Fee - \$60.00

The following procedure will determine the roster change:

The completion of the Roster Change Request Form, accompanied by the fee, must be made to the Academic Affairs Office by August 28, 2017. The Assistant Principal will review the request and determine the feasibility after reviewing all aspects.

Normally, rosters will not be changed after the first full week of school. Requests for change in roster because of a serious problem during the school year must be presented to the Assistant Principal for Academic Affairs, who will consult with the department

chairperson and the teacher involved. A solution will be developed at the discretion of the Administration.

Student Tracking

Ability grouping is the means used for meeting the instructional needs of a student. Because the range of achievement is so broad, grouping by ability and achievement narrows the range to maximize student achievement. Ability grouping makes possible the adjustment of the curriculum to the individual's intellectual ability, interest, and achievement. Incoming freshmen are tracked according to their second report of the eighth grade.

In considering ability, past and present scholastic achievement is reviewed. Ability grouping in each subject is a good means to meet individual instructional needs of students. Students and parents should know strong and weak subject areas. They should be realistic in their goals, choose courses which enable students to achieve their objectives, make use of vocational and college brochures to acquaint themselves with qualifications demanded by institutions of employment and higher education and discuss these goals with appropriate counselors.

ACADEMIC STATUS

Grading

Report cards are distributed quarterly. Tentative distribution dates appear on the school calendar. The highest report card grade that may be given is 100; the lowest passing grade is 70; the lowest failing grade is 60. For students who transfer to Bishop McDevitt from other schools who use letter grades, the following are the numerical equivalents:

90 - 100	Excellent (A)
80 - 89	Above Average (B)
73 - 79	Average (C)
70 - 72	Passing (D)
Below 70	Failing (F)

The **quarter grade** reflects the progress that a student has made during that marking period. This grade reflects achievement on major tests and quizzes, a quarterly assessment, completion of homework assignments, and classroom participation.

Assessments in each subject area are designed to measure a student's progress. The assessment can consist of, but not limited to the following: a written objective/essay test, a project, an oral presentation, a portfolio of assignments related to the subject. A summative assessment will be administered at the end of the first semester (January) as part of a regular class period so the teacher can continue to measure the students' understanding of course standards over the semester. The final assessment will be cumulative in nature and will be based on the essential questions for the course of study. The final assessments for ELA and Mathematics will be administered online in May/June

during a regular class period. All final Assessments will weigh 10 % of the student's final grade. Semester-long courses ending in January will administer final assessments and they will also count as 10% of the course final grade. Semester 1 =45% of final grade, Semester 2 = 45% of final grade, June Assessment = 10% of the final grade

Quality Points

To compensate for the degree of work demanded in each track, a system of quality points has been devised by the diocesan secondary school system. For each grade a student receives, a corresponding number of quality points, based on the track level of the subject is given. Current and cumulative rank in class is determined by these quality points.

Quality Point Table

GRADE	TRACK				GRADE	TRACK			
	AP	H	CP	A		AP	H	CP	A
100	54	48	44	40	79	33	27	23	19
99	53	47	43	39	78	32	26	22	18
98	52	46	42	38	77	31	25	21	17
97	51	45	41	37	76	30	24	20	16
96	50	44	40	36	75	29	23	19	15
95	49	43	39	35	74	28	22	18	14
94	48	42	38	34	73	27	21	17	13
93	47	41	37	33	72	26	20	16	12
92	46	40	36	32	71	25	19	15	11
91	45	39	35	31	70	24	18	14	10
90	44	38	34	30	69	23	17	13	9
89	43	37	33	29	68	22	16	12	8
88	42	36	32	28	67	21	15	11	7
87	41	35	31	27	66	20	14	10	6
86	40	34	30	26	65	19	13	9	5
85	39	33	29	25	64	18	12	8	4
84	38	32	28	24	63	17	11	7	3
83	37	31	27	23	62	16	10	6	2
82	36	30	26	22	61	15	9	5	1
81	35	29	25	21	60	14	8	4	0
80	34	28	24	20					

Rank in Class

A student's rank in class is determined by the quality points earned according to the grades achieved at the first semester and final marking periods. The rank in class is computed for each current year and also cumulatively for all four high school years. Rank is printed at the semester report periods.

Academic Honors

Superior scholastic achievement entitles a student to honor status. An honors listing is published after each report period. Requirements for academic honors are as follows:

First Honors are awarded to students with a general average of 93 or above, with no grade below a 90; **Second Honors** are awarded to students with a general average of 88 or above, with no single grade below an 85.

To receive an **Academic Letter**, a student must have first or second honors for six marking periods, be involved in a co-curricular activity and have a good conduct grade.

To receive a **Distinguished Letter**, a student must have first or second honors for twelve marking periods, be involved in a co-curricular activity and have a good conduct grade.

Standardized Testing

The Performance Series and Achievement Series serves as our standardized assessments for students in Grades 9, 10, 11, and 12. The Performance Series is a computer-adaptive assessment to be administered online three times throughout the year during the regular class period. The Performance Series provides immediate results, includes instructional materials to target areas of growth, and informs classroom instruction. The Achievement Series will be given to all students online to assess student skill level in ELA and Mathematics. These assessments will count 10% towards the final grades for these courses.

GRADUATION POLICIES

Participation in Commencement Exercises, which includes both Baccalaureate Liturgy and Graduation, is a privilege not a right. Students who have completed all requirements for a diploma and are in good standing may participate in the Commencement Exercises. Students will be excluded from participation in these exercises for: a scholastic failure in any subject; failure to complete the community service requirement, a discipline failure, excessive demerits, and any serious violation of the discipline code; a failure to fulfill financial requirements (tuition, school fees, graduation fees, etc.); and excessive absences. All students awarded a diploma regardless of participation in Commencement Exercises must pay the Graduation Fee in full.

Since the Baccalaureate Liturgy and Graduation constitute the Commencement Exercises for Bishop McDevitt, any student absent from the Baccalaureate Liturgy will not be permitted to participate in the Graduation Exercises.

Homework

The Administration and faculty view homework as a vital part of the complete educational process. Students are expected to devote approximately three hours each school night on homework. Homework includes reading assignments, written assignments and long-term projects. It is considered an integral part of the subject grade.

Testing Schedule

To allow students to prepare adequately for tests and to avoid multiple tests on the same day, Bishop McDevitt High School observes the following test day schedule policy for major tests.

DAY	SUBJECTS		
1	Language	Business	Mathematics
2	Art	English	Theology
3	Science	Social Studies	Computer
4	Language	Business	Mathematics
5	Art	English	Theology
6	Science	Social Studies	Computer

Assessments are scheduled by the Academic Affairs Office during both semesters. The mark is included within the final grade. Students will be notified through daily announcements and the online calendar as to the dates.

ADVANCED PLACEMENT: All students in Advanced Placement courses are required to take the Advanced Placement Examinations in May. The College Board determines the fee for the Advanced Placement Examination.

Failure Warnings & Progress Reports

When a student is not performing at a satisfactory level or is in danger of failing for the quarter, semester or the entire school year, notification will be sent to the parents/guardians at the midpoint of the marking period. Approximate dates are noted on the school's online calendar. A notice of unsatisfactory work may be issued later in the marking period if the student's academic performance changes dramatically.

Parent-Teacher Conferences

Parents have the opportunity to meet with teachers on the Parent/Teacher/Student Conference nights, which are scheduled after Progress Reports are available on Grade Connect. These nights afford parents an opportunity to discuss with the teachers the student's academic progress. Students are expected to accompany their parents to these conferences. Parents will be notified via email when signups are available for conference nights. Parents are encouraged to contact teachers at school as the need arises.

Parents may make appointments with teachers or Administrators by using the telephone directory at 215-887-5575. Anyone having difficulty contacting a teacher may call the Academic Affairs Office at ext. 226. Parents may also contact teachers through the faculty and staff tab of the McDevitt website: www.mcdevitths.org

FAILURE AND SUMMER SCHOOL POLICY

A student receiving one or more failures in required, elective, major or minor courses must rectify these grades by enrolling in summer school and earning a passing grade. This is a Diocesan policy and therefore no exceptions can be made if the student wishes to return to Bishop McDevitt.

A senior who fails any subject, elective or required, must enroll in summer school and earn a passing grade, may not participate in the Graduation Exercises, and does not receive a diploma until the successful completion of summer school.

Archdiocesan directives state that students with excessive absences, not excused by medical certification, do not successfully complete the school year until they make up the time missed in an approved Diocesan summer school. This applies even though there are no academic failures. In this situation, the student attends the classes in which the lowest grade was received.

ACADEMIC PROBATION AND DISMISSAL

A student will fail a course if the student has shown insufficient effort.

- Any student with two failures at the end of the school year is placed on academic probation for the following year.
- A student on academic probation, with more than two failures in major subjects at the close of the first semester of the following year, faces possible dismissal from Bishop McDevitt in January.
- A student on academic probation with two failures in major subjects at the close of the school year may be dismissed in June.
- A student on academic probation with one failure in a major subject at the close of the school year remains on academic probation.
- Any student receiving three or more academic failures in any subject at the close of the school year may be dismissed in June after an Administrative Review.
- Ninth grade students with five failures in major subjects at the end of the first semester may be dismissed in January.

Tenth, eleventh, and twelfth-grade students with four academic failures in major subject at the end of the first semester are liable for dismissal in January. The Administration has the right to retain students who would normally be dismissed if they judge that there are grave reasons to do so, whether this judgment results from knowledge they gain independently or after consultation with other members of the faculty.

MULTIPLE FAILURES & ACTIVITIES/SPORTS

The following rules of probation in all activities/sports are in effect for remedial, not punitive, purposes.

Bishop McDevitt High School, as part of the Philadelphia Catholic League, abides by the rules and regulations of the PIAA concerning the area of academic eligibility. The Activities Director will notify the student and coach or moderator when the student is placed on probation and for the length of time.

The Guidance Counselors interview students with multiple failures to motivate improved study habits and time management. Additionally, the National Honor Society provides individual tutoring for these students.

Missing School/Class Time

Students who are absent from school or miss class time for any reason are expected to see their teachers the day they return concerning missed work and are responsible for any necessary make-up. Failure to satisfactorily complete assignments, homework, tests, or quizzes could result in a failure in a marking period and/or final report. Extended school absences require parental contact with the Academic Affairs Office and the teachers for arrangements concerning missed school work. The school does not permit student vacations during the school year.

Transfer/Withdraw

To transfer/withdraw from Bishop McDevitt, a student must have written permission from a parent or guardian. The Academic Affairs Office will provide the form which must be completed by the parents. The student must also arrange for an exit interview with the Principal or Assistant Principal for Academic Affairs. Transfers will be issued to the parents and guardians only. Transfers are mailed to the parents of students who are asked to leave the school for academic, disciplinary, or financial deficiencies. **No transcript of grades will be issued until all financial obligations have been met and all books and equipment have been returned.** The Academic Affairs Office will send all transcripts directly to the Principal or Registrar of the new school. **Transcripts will not be given to the student.**

Vocational/Technical Courses

Vocational/Technical courses are provided at the Eastern Center for Arts and Technology, Willow Grove. Eleventh and twelfth grade students may register for these courses. Classes at the Eastern Center for Arts and Technology are offered in the afternoon each day. Bishop McDevitt High School reserves the right to screen all applicants and possibly to decline permission to attend Eastern Center for Arts and Technology. Montgomery County residents may attend without a tuition fee. Philadelphia and Bucks County students must pay a tuition fee to attend the Eastern Center for Arts and Technology.

Special Programs

The Bishop McDevitt High School Administration reserves the right to approve and grant credit for all off-campus educational programs: Diocesan Scholars Program, Eastern Center for Arts and Technology courses; College on-campus offerings, and Dual Credit.

STUDENT SERVICES

The system of discipline in a Catholic school has as its basic purpose the teaching of responsibility to God, to self, and to others. An effective discipline code contributes toward establishing a proper educational atmosphere in the school. While the Assistant Principal for Student Services is directly responsible for overseeing and coordinating all discipline efforts, discipline is the responsibility of everyone: students, parents, Administration, faculty, and staff.

Note to Parents

Good discipline originates in the home; therefore parents should:

- Recognize that the teacher takes the place of parents while the student is in school.
- Continue to reinforce respect for the law, the rights of others, and for private and public property.
- Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
- Work with the school in carrying out recommendations made in the best interests of the student, including discipline.

Parental interest and support at home are important to the child and greatly appreciated by our teachers. Teachers have the authority to assign reasonable and just punishments. In this code, a single demerit - even one - is cause for concern for both the parents and the students. The School Administration, however, will make the final decision regarding sanctions and applications.

The school and parents are partners in the education of our students. If, in the opinion of the Administration, that partnership is no longer viable, the school reserves the right to request the parent to withdraw the student from the school.

YOUR SCHOOL AND THE COMMUNITY

Any student acting inside or outside of school in a manner, which is alien to our Catholic philosophy or in a way that would cast shame or cause embarrassment or be detrimental to the reputation of Bishop McDevitt High School is liable for suspension, expulsion, or both.

YOUR SCHOOL AND THE LAW

Any student taking part in any unlawful act on or off campus or in any outside community is liable for suspension, expulsion, or both. If a student is presently attending or is applying for admission to Bishop McDevitt High School and is found guilty of a juvenile or adult crime and it is not reported to the school Administration, the student is liable to be dismissed from Bishop McDevitt High School. The Student applying may or may not be admitted.

Universal Search Policy

To protect the safety and welfare of students and school personnel, school authorities may question and search a student, his/her personal effects, lockers and vehicles used by the student and may seize any illegal, unauthorized, or contraband materials discovered in the search.

Searches conducted by school authorities may include, but not limited to, utilization of certified drug detection dogs or any devices used to protect the health, safety and welfare of the school population. A student's refusal or failure to permit such searches and seizures as provided in this policy will be considered grounds for disciplinary action.

Absence from School

State law requires each student to be present each day school is in session. If a student is absent, a parent or guardian must call the Student Services Office at 215-887-5575 ext 229 before 8:45 AM on the day of absence stating the student's name, student's number, homeroom section, reason for absence, and the name of the caller.

On returning to school, the student must bring to the Attendance Office an official absence form signed by a parent or guardian. A student's signature for a parent or guardian is never acceptable. **ONLY FORMS PROVIDED BY THE ATTENDANCE OFFICE WILL BE ACCEPTED.**

Failure to bring the proper absence form before first period on the day the student returns to school will result in the student being issued a detention. If a student fails to return multiple absence forms, he/she may be assigned additional detentions or demerits.

A doctor's certificate must accompany the absence form for any absence of more than three days. According to the policy of the Archdiocesan School System, any student who misses 22 or more days without a Medical Note, must attend Behavior Modification Summer School at his/her local school. Any student who fails to attend this **ONE** week **program** may not return to any Archdiocesan School in the fall. A pattern of excessive absences not related to a medical problem may lead to dismissal.

Activities When Absent

Any student who is absent from school or who is late for school past 10:00 AM on any given day may not participate that same day in any activity sponsored by Bishop McDevitt. The Assistant Principal for Student Services will decide exceptions to this rule.

Vacations

The school cannot grant permission for a student to be absent from school for vacations or trips. The student is responsible for any schoolwork missed during any absence or missed class time.

Late Arrival and Early Dismissal

Permission to arrive late or leave early will be granted only for a serious reason. Parents must make requests **IN WRITING** on the form available from the Attendance Office. The completed form, signed by the parent making the request, must be submitted to the Attendance Office the day prior to the requested permission. To be excused for a funeral, a student must present a note to the Attendance Office. The student is expected to return to school after the liturgy except for the funeral of a family member.

Parents should schedule all appointments for students on holidays or outside of school hours. If a doctor's appointment must be made in school time, the student is expected to return to school after the appointment and is responsible for all missed class work.

Parent/guardians and/or designated family representatives must provide a valid picture ID/drivers license to school personnel upon arrival before signing out the student for an early dismissal.

Perfect Attendance

The only reasons which will permit an absent student to maintain a perfect attendance record are: death in the immediate family, quarantine, court attendance, a student representing the school at various functions and contests, and any day that the student may have earned. A student eligible for perfect attendance may not have any unexcused lates. N.B. In order for a student to be credited for a full day of school he/she must attend at least 5 classes. **Students who participate in “College Tours” are not excused from school for such events. Days are scheduled on the calendar which allows for students to visit colleges.**

Late for School

A student who reports to school after the 7:45 AM bell has rung is considered late. Before being admitted to homeroom, class or study, the student must report to the Attendance Office for a late slip. **Unexcused** Lateness warrants a detention to be served cleaning the cafeteria that same day. If a student is habitually late, they may be issued demerits. Car trouble, traffic, and oversleeping are not excused latenesses. Students who are late due to district/private buses will be issued an excused late pass. In case of inclement weather, parents and students should make alternative plans. **Once a student is late the 22nd time, he/she will be required to attend Behavior Modification Summer School. The fee for Behavior Modification Summer School is \$225.00** Lateness can only be excused by the Assistant Principal for Student Services **or if the parent or guardian provides a doctor’s note within 24 hours.** If the student continues to be late, he/she may be dismissed.

Leaving School Grounds/Out of Bounds

Students must remain on the school grounds from the time they arrive until the completion of their school day. Even if school has not yet begun, students must stay on the school premises until they are dismissed. Permission to leave campus must be obtained from the Assistant Principal of Student Services. The path areas along the playing field are off limits and always constitute out-of- bounds. Trespassing on private property is not permitted. Violations of this policy will result in demerits, detentions, suspension, up to and including expulsion.

Alcohol Policy

Any student who possesses and/or uses alcohol on or in the vicinity of the school property or at a school-sponsored event may be dismissed or may be subject to the following disciplinary action:

On the first offense: If the violation occurs on school property, the student will be tested for alcohol and if he or she tests positive, parents will be called immediately and must come to the school. If the violation occurs at a school-sponsored event, it will be the responsibility of the teacher, moderator or coach to contact the Assistant Principal for

Student Services. In the event that the Assistant Principal cannot be contacted, the moderator/teacher will evaluate the student, contact the parents and, if necessary, the local law enforcement. A written report will be submitted to the Assistant Principal for Student Services within two school days. If the student tests positive:

- The student will be suspended from school.
- Parent and student will be required to come to school the following day for an in-person interview with the Assistant Principal for Student Services.
- The student will be fined \$100.00 which must be paid within 10 school days.
- The student loses all privileges, participation in sports events and teams and extra-curricular activities. This includes practices, dances and Proms for 30 calendar days.
- Seniors may be excluded from Commencement exercises.
- The student will receive 30 demerits.
- The student will have to attend and successfully pass the school sponsored DrAw program.
- The student will be evaluated through our SAP team and can be referred to an outside agency for substance abuse.
- A student may not refuse to be tested. Any student who refuses to be tested will receive the same disciplinary action as if he /she tested positive for alcohol abuse. If a student fails to comply with the above regulations, he/she will be dismissed.

Money collected from fines will be used to foster Drug and Alcohol awareness programs, which will be administered through the Student Services Office. On the second offense the student will be dismissed. If a student is in possession of alcohol, that student will receive 30 demerits and will be referred to the SAP Team. The Assistant Principal for Student Services will review all incidents.

ARCHDIOCESAN ABORTION POLICY

Upon receipt of information that a student has procured or assisted another in procuring an abortion, the school Principal will promptly arrange to meet with the student and his/her parent(s).

If the school Principal determines that the student procured or assisted in procuring an abortion, the student shall be referred for counseling to an appropriate support service, e.g., Archdiocese of Philadelphia Project Rachel, Catholic Social Services, School Ministry Office, etc.

The school Principal will attempt to handle each matter in a spirit of Christian compassion and forgiveness. However, when public scandal, the student's refusal or failure to participate in counseling or other circumstance warrants, the school Principal may dismiss or take other appropriate action. The school Principal and other individuals who learn of any such matter will handle such information in a confidential manner to the extent possible. They will communicate it only to those individuals at the school, at counseling services, and at the Office of Catholic Education who have reason to know.

ARCHDIOCESAN AIDS POLICY

The Archdiocese of Philadelphia's Office of Catholic Education has a specific policy relating to students/staff who are HIV positive or who have AIDS. A copy of this policy is available in the Principal's Office.

ARCHDIOCESAN PREGNANCY POLICY

The Archdiocesan Policy on Pregnancy along with the School procedures for pregnant students is available in the Principal's Office.

Arrival and Departure

Students arriving at school before the first warning bell enter school by the CAFETERIA doors and remain in the cafeteria until the warning bell rings. Students then proceed to their lockers and then to their 1st Period Class. Students who have Late Arrival or Early Dismissal are asked to remain in the cafeteria when they arrive or are waiting to leave. Food or drink is not permitted outside of the cafeteria.

Students being driven to school are NOT to be dropped off anywhere except in the student parking area. NO DRIVING LANES ARE TO BE BLOCKED AT ANY TIME. Parents are not to enter the teacher parking lots or drop their students off in "no stopping zones".

Cafeteria/Lunch Periods

At the beginning of the lunch period students may go to their lockers. They should then move quickly to the cafeteria. Lunch may be brought from home or purchased in the cafeteria. The following regulations must be observed:

- Arrive in the cafeteria within five minutes after the end of class.
- Lunch period begins with the saying of Grace before Meals.
- Remain in silence until announcements are read.
- Choose a table at the beginning of the year and remain at the table for the rest of the year. The cafeteria moderator has final say in all seating and can change seating during the school year.
- Students are to line up for the purchase of food in an orderly fashion when called by the moderator.
- Discard and recycle trash in the proper containers.
- Tables and floor must be cleaned and left in order by the students.
- No food or drink is permitted outside the cafeteria at any time; for any reason.
- No student may leave the cafeteria without the permission of the moderator.
- Students are not permitted to go to their lockers during their lunch period.
- Students are to present the cafeteria moderator with his/her I.D. card. Only the lavatories on the ground floor, nearest the cafeteria are to be used during the lunch period.
- Students are permitted to use electronic device during their lunch period or study hall in an appropriate manner. All students must adhere to the Acceptable Use Policy as directed by the school and the Archdiocese.

Change of Address

In the event of a change of address or telephone number at any time during the school year a note from the parent or guardian must be presented to the BUSINESS OFFICE.

Classroom

If a teacher fails to report to a class within five minutes of the beginning of that class, a student from the class is to inform the Assistant Principal for Academic Affairs. Students must remain in class and await instructions.

Corridor Passes

Students are not permitted in corridors without a hall pass except during the change of class and before/after school. A student requesting a corridor pass from a teacher must give the teacher his/her ID card in exchange for the pass. The ID card will be returned when the student returns the corridor pass to the teacher.

Contraband

Students are forbidden to bring to school or to have in their possession any materials which do not pertain to school work, which are a source of disturbance, or which do not promote the common good. Such items as radios, cell phones, i-pods, ear buds, headphones and digital recorders, may be brought to school and placed in their lockers or brought to class upon teacher request. These materials are subject to confiscation and violators will receive appropriate penalties and may be dismissed. **The school is not responsible for lost or stolen electronic devices.**

Book Bags / Purse

Students are not permitted to carry a book bag or purse during school hours. Book bags and purses are to be placed in the student's locker before homeroom and left there until dismissal. If a student is found with a book bag or purse during normal school hours it will be confiscated and given to the Assistant Principal for Student Services.

Asbestos Inspection and Management Plan

Bishop McDevitt High School has developed and maintains an Asbestos Inspection and Management Plan as required by the Asbestos Emergency Response Act of 1986 (AHERA). A copy of the plan is available for your inspection in the Bishop McDevitt Business Office during regular business hours. Mr. David Affleck is the school's asbestos program manager. All inquiries regarding the plan should be directed to him.

Cell Phones/ Cellular Devices

Students are permitted to use their devices during their lunch/study hall period. Cellular and listening devices are prohibited from classes and corridors. **When entering a class, students must place their cellular device in the cellphone caddy provided in each classroom.** Failure to comply will result in detention and/or demerits and a \$10 fine. If a student or parent needs to make emergency contact, he/she should do so through the Student Services Office. The school is not responsible for lost or stolen phones. Every time a student violates this policy he/she will be issued a detention and/or demerits and a \$10 fine.

Controlled Substances

Controlled substances include drugs or drug paraphernalia. (Alcohol is addressed in the Alcohol Policy). Any student who possesses and/or uses a controlled substance on or near school property or at a school-sponsored event will be suspended and may be dismissed. Parents will be notified and will be required to come to school to pick up the student and make arrangements for a parental interview on the return of the student to school. The student will be suspended, receive 40 demerits, and detention and will be referred to the SAP Team. These cases may be referred to law enforcement officials. The Assistant Principal for Student Services will review all incidents.

DISCIPLINARY PROCESS

The following is a list of the various school violations that can result in either detentions and/or demerits being issued. The maximum penalty for infractions is dismissal. The Assistant Principal for Student Services will review all incidents and determine number of detentions and/or demerits.

General Detention (JUG)

The term “JUG”: is a moniker created by the Jesuits when they first established schools in America. It means “Justice Under God.” **JUG is served every Tuesday and Wednesday afternoon at 2:30pm-3:15pm. Students who are late to detention or do not attend detention may receive 5 demerits.**

It is the student’s responsibility to meet with the Assistant Principal for Student Services to make sure he/she is scheduled to serve JUG. Habitual violators may be dismissed.

JUG IS A PUNISHMENT AND TAKES PLACE AT THE DISCRETION OF THE ASSISTANT PRINCIPAL FOR STUDENT SERVICES. Work or school activities do not excuse a student from detention. Failure to report to general detention will result in additional punishment, even suspension. JUG supersedes Private Detention and Tutoring Sessions. Punishment for disciplinary infractions may extend to non-school days or to the weeks following the close of school.

Private JUG

Teachers may assign private detention. The teacher will give the student 24 hours notice for such detention. A student receiving private JUG will not incur demerits. If a student skips private JUG, he/she will be referred to the Assistant Principal for Student Services – additional detentions and/or demerits may be assigned.

JUG, Demerits, and / or Dismissal

Fighting	Harassment
Weapons	Drug and/or Alcohol Paraphernalia
Alcohol/Drug Violations	Conduct Violations on School or Public Transportation Systems
Extreme Disrespect or Threats (physical or verbal)	Defacing School Property
Bullying/ Cyber Bullying	Hazing / Stealing
Violating Acceptable Use Policy (AUP) for technology of the Office of Catholic Education	

JUG and /or 20 Demerits and a Parental Meeting with possible loss of school activities

Truancy	Leaving School Premises without Permission
Vandalism	Repeated Disobedience/Disrespect
Smoking on School Property or within one block of School	Lying
Smoking in School	Skipping Saturday Detention
Suspicion of Smoking	Disregard for Lab Rules or Use of Equipment
Cutting Class, Lunch, Study	
Refusal to Give Identification	
Forgery	

JUG and / or 10 Demerits

Defiance	Disobedience
Lying	Rude/Discourteous
Disrespect	Disruptive/Uncooperative
Contraband	Unacceptable Language
Out of Bounds	
Disorder	

JUG and / or 5 Demerits

- Failure to report to an office when requested
- Food/Drink outside of Cafeteria
- Skipping Cafeteria Detention
- Skipping JUG
- Arriving late to JUG
- Skipping Private JUG
- Parking lot violation

JUG and / or 1 Demerit

Not using assigned locker	Dress Code Violations
Failure notice not returned	No Hall Pass
Late for school, Class, Study Hall or Cafeteria (Lunch)	No ID Card
Failure to abide by the Septa Transpass Policy	Chewing Gum

Youth Court

Youth court helps teach students to serve as jurors, judges and advocates in handling real-life scenarios involving their peers. The goal of youth court is to use positive reinforcement through our student body to ensure that young people who have committed school offenses learn accountability, in addition to making reparation for their transgressions. The Bishop McDevitt High School Youth Court can also be an integral part of a school's disciplinary process, serving as an alternative to traditional disciplinary measures such as suspension and detention. Please see the regulations and procedures below:

- Students may be referred by the Assistant Principal for Student Services to Youth Court only once.
- Students who are referred to Youth Court must obtain signed parental permission before participating. This agreement must be read and signed by both the student and his/her parent/guardian before participation. Failure to do so will result in a cancelation of the referral.
- Students/parents may decline the referral.
- Students who are enrolled in our Criminal Justice class will participate as judge, bailiff; legal counsel, jury, and peer mentor/s. These students are required to sign a contract of confidentiality with the Assistant Principal for Student Services and the adult moderator. Disclosure of information about students and their cases to any person outside of Youth Court will result in disciplinary action by the Bishop McDevitt High School administration.
- Each hearing takes place during the school day and will last no more than one class period. Only the students who are involved in Youth Court, along with the adult moderator, the defendant's school counselor and the Bishop McDevitt High School administration are permitted to be present for each hearing.
- Once a verdict is decided upon by the jury, the Assistant Principal for Student Services or the defendant's school counselor will contact the defendant's parent/guardian to discuss the verdict.

Demerits/Conduct Grade

A conduct grade is indicated on the report card each marking period and is assigned as follows: 100 - if the student has no demerits and or detentions. The grade will decrease as demerits increase for the whole year. **Demerits will be issued after the third detention received.**

For each demerit received one point is deducted from the grade of 100. The conduct grade of the previous quarter is carried over to the next quarter. The final grade for conduct will be determined by the final grade in the 4th quarter. Any student who accumulates 40 demerits at any given time is liable for dismissal. **Any student who receives a final grade of 60 or below will be liable for a review for dismissal or may be required to attend Behavior Modification Summer School.** Students who have a conduct grade of 100 and no listing of conduct violations will be awarded perfect conduct at the end of the year.

When a student accumulates a grade of:

- **75** he/she may lose all privileges participation in sporting events and extra-curricular activities for one month; this includes practices, dances, prom, and possibly Graduation and Baccalaureate. A parental interview is required.

- **69** he/she may lose all privileges, participation in sports events and extra-curricular activities for ten weeks; this includes practices, dances, prom, and possibly Graduation and Baccalaureate. A parental interview is required.
- Any student who receives a final grade of **60** or below will be liable for a review for dismissal or may be required to attend Behavior Modification Summer School. Failure to attend Behavior Modification Summer School will result in immediate dismissal.

A student who demonstrates marked improvement in conduct, at the discretion of the Assistant Principal, may have his/her case reviewed for possible reinstatement of privileges.

Summer School – Disciplinary

Any Student who has failed conduct will be required to attend Behavior Modification Summer School at Bishop McDevitt High School. Students will report in uniform each day. Upon completion of the program the student will be permitted to return to Bishop McDevitt High School and will be placed on disciplinary probation for one school year. A student/parent contract must be signed. Failure to attend and complete Disciplinary Summer School will result in that student being denied readmission to Bishop McDevitt High School. The fee for Disciplinary Summer School is \$225.00 per student.

Gum

Chewing gum is forbidden at all times, in all parts of the school building, and anywhere on the school grounds.

Intimidation/Fighting/Harassment/Hazing

Intimidation, fighting, harassment and/or hazing are not tolerated. Any student who is involved in intimidating/harassing another student in or out of school, through verbal, physical, psychological and/or through social media outlets faces dismissal. These cases may be referred to law enforcement officials. Anyone who uses physical or verbal abuse or intimidation towards teachers, staff or students is liable for immediate dismissal. The Assistant Principal for Student Services will review all incidents. Students who act as spectators or cheer on those fighting will be disciplined at the discretion of the Assistant Principal for Student Services.

Hazing is defined as any humiliating or dangerous activity expected of a person to join a group, regardless of his/her willingness to participate. No student may participate in hazing or the initiation of students in our school. Any student who participates in any hazing incident, e.g., Freshman Day, will receive demerits and may be dismissed.

Late to class

Students are expected to be on time for classes, homeroom, and lunch. A student who enters a class after the bell is late for class. A student will serve a detention if he/she is late. Multiple lateness may result in additional detentions and/or demerits.

Disciplinary Probation

A student on disciplinary probation will be referred to a guidance counselor. It is the responsibility of the student to report regularly to the counselor.

The School Administration reserves the right to remove the student from probation at any time.

Dismissal

The Principal makes the final decision regarding dismissal. A student with a conduct grade of 60 or below faces a dismissal review. Also, certain offenses, by their nature, will warrant dismissal regardless of the number of accumulated demerits. Major disciplinary infractions that may incur immediate dismissal include: violation of the acceptable use policy for technology, gross insubordination, truancy, fighting, theft, vandalism, alcohol, drugs, skipping classes, immorality, harassment, conduct failure, repeated smoking in areas prohibited by school regulations, and possession and/or use of weapons and/or contraband.

Reporting Information

If a student is presently attending or is applying to Bishop McDevitt High School, and is found guilty of a juvenile or adult crime, which is not reported to the school Administration, the student is liable for dismissal from Bishop McDevitt or may be refused admission to the School.

Smoking

Tobacco is forbidden at all times, in all parts of the school building, and anywhere on the school grounds. Bishop McDevitt High School is a smoke free building. Possession of tobacco products is forbidden on school property.

PENALTIES FOR SMOKING IN OR ON SCHOOL PROPERTY

	FINE	DEMERITS
First Offense:	\$50.00	+ 10
Second Offense:	\$75.00	+ 20
Third Offense:	\$135.00	+30

ALL FINES MUST BE PAID BEFORE A STUDENT IS PERMITTED TO RETURN TO SCHOOL.

MONEY COLLECTED FROM FINES IS USED TO REPAIR AND CLEAN DAMAGED FACILITIES AND TO PROVIDE PROGRAMS TO ASSIST STUDENTS TO STOP SMOKING. Students who are found smoking will attend a seminar on smoking at Bishop McDevitt High School. Parents/Guardians will be notified as to the dates of each session.

Vandalism

Any damage to school property or the property of others will be dealt with most severely and may result in dismissal. In addition to assigned demerits, full restitution will always be required.

Suspension: In-School

A student under this suspension will be placed in the Student Services Office, where he/she will be assigned work by his/her own teachers. Students under an In-School Suspension may not

attend ANY extra-curricular activities including rehearsals, practices, or games. This student will be assigned JUG, and must leave the school property at the end of the regular school day.

Suspension: Out-of-School

A student may be suspended for a SINGLE act or for an accumulation of 31 or more demerits. If a student is suspended, the parents will be notified immediately to come for that student. A student under suspension may not come to the school grounds for any purpose whatsoever without the specific permission of the Assistant Principal of Student Services.

The length of the suspension will be determined by the Assistant Principal of Student Services and will be indicated to the parents. A parental interview with the Assistant Principal of Student Services and/or Principal is required before the suspension is lifted. It will be the student's responsibility to make-up any and all academic work missed during the suspension.

ARCHDIOCESAN DRESS CODE POLICY

Attention to personal appearance is an important part of the maturation process for young Catholic men and women. The school uniform expresses not only traditional values of economy, neatness, and practicality but also our unity as a community of believers and learners. A person's appearance is a reflection of self-image and is an indication of respect for oneself and others. The dress code promotes pride in personal appearance, pride in representing the student's school community, and pride in their being part of the Catholic school system. The dress code and uniform policy affirm the values of modesty and decency in keeping with the teachings of the Church and each local school community.

Students are expected to be clean, well groomed, and dresses appropriately at all times. Regulation school uniforms **must be purchased** through the official supplier of school uniforms for the Secondary School System, currently Flynn & O'Hara. The Office of Catholic Education sets the time for seasonal code changes to the dress policy. The Assistant Principal for Student Services at each local school is the final judge of adherence to, or violations of, the dress and uniform policy.

Archdiocesan General Policies

1. Students are to come to school and leave school in full uniform unless they have been involved in after school activities. When there is a need to change clothes for school activities or work, students must use designated areas such as locker rooms or bathrooms.
2. Shirts must be tucked in, not worn outside the pants.
3. If a student has a serious reason for not wearing the full school uniform on a given day, he/she must bring a note from a parent or doctor. If the situation is long term, a note must be on file from the doctor or parent. The Assistant Principal for Student Services assigns the details of the substitute dress.
4. Sneakers or athletic shoes may not be worn. If the student is unable to wear the school shoe, another dress shoe must be purchased and a note must be on file from the doctor or parent. Substitute footwear such as boots of any kind, sandals, flip-flops, shower shoes, and other casual shoes are not acceptable. Sneakers for gym class are worn only in the Gym, and only for the gym class itself.

5. Students in Physical Education class must wear the gym uniform determined by the administration of the local school.
6. In the case of field trips, the Assistant Principal for Student Services will determine the dress of the day for students.
7. Extreme hairstyles or hair dyes are not permitted for any student, male or female. Shaved heads are not permitted for either young men or young women. Gentlemen are not permitted to wear ponytails. For gentlemen, hair is to be no longer than the top of the collar. Young ladies may not wear excessive jewelry or make-up.
8. No visible tattoos are permitted on any student. No visible body piercing is permitted on any student (except for one pair of earrings for the ladies). This includes piercing of the tongue, eyebrows, lips and/or nose.
9. A student who violates the dress code or hair code may receive demerits and remain out of school for a brief period until the situation has been corrected.
10. Students representing the school at official functions must wear the regulation uniform.

Archdiocesan Ladies' Dress Code

All clothing items, which are a part of the official school uniform, must be purchased from Flynn & O'Hara. Regulation shoes will be purchased from suppliers determined by the local school administration.

All female students must wear a regulation jumper. **THE JUMPER CAN BE NO SHORTER THAN ONE INCH ABOVE THE KNEE.** In addition to the jumper, ladies will wear an oxford cloth style blouse and a school sweater. Regulation shoes are to be worn with approved stockings, tights, or knee-highs. Only the top button of the blouse is to be unbuttoned.

Where and when permitted, in the fall and spring months, students may wear a short-sleeved oxford blouse. Knee-highs may be worn instead of the stocking or tights. No sport socks of any kind are permitted. If a tee shirt is worn under the polo shirt or blouse it is to be plain white with absolutely no printing, writing, or pictures on it.

The regulation shoe policy remains in effect during the entire school year. Sneakers, sandals or flip-flops are never permitted.

Archdiocesan Gentlemen's Dress Code

All clothing items, which are a part of the official school uniform, must be purchased from Flynn & O'Hara. Regulation shoes will be purchased from suppliers determined by the local school administration.

All male students must wear regulation dress pants purchased at Flynn & O'Hara's; long or short sleeved dress shirt with all the buttons buttoned, a school tie properly tied at the top of the collar, a regulation school sweater, dress socks, belt, and regulation shoes.

Where and when permitted, in the fall and spring months, the school polo shirt or short sleeved oxford shirt (with a tie) may be worn. If a tee shirt is worn under the shirt or polo shirt it must be

white with absolutely no printing, writing or pictures on it. The regulation shoe policy remains in effect during the entire school year. Sneakers, sandals or flip-flops are never permitted.

PANTS MUST FIT AT THE WAIST AND BREAK AT THE TOP OF THE SHOE. There can be no earrings or excessive jewelry. No metal chains can be hanging from the pants' pockets. Hair is to be no longer than the top of the collar. Gentlemen are expected to be clean-shaven except in those circumstances where facial hair is permitted. In either case, a gentleman is to be well groomed, neat and clean.

Bishop McDevitt High School Dress Code Policy

Personal appearance is an important part of the maturing process for Catholic young men and women. Consequently, the school reserves the right to establish standards of dress for school time and its extra-curricular activities. The uniform reflects not only traditional values of economy, neatness, and practicality, but also our unity as a community of learners.

Ladies' Dress Code

Jumper	Ladies will be permitted to wear the Regulation Grey Jumper from the Flynn & O'Hara Uniform Company. Jumpers may not be shorter than one inch above the knee.
Sweater	Regulation BLACK McDevitt sweater, vest, or cardigan required to be worn.
Blouse	Regulation white monogrammed button-down collar. White tees with no lettering or pictures can be worn under the blouse.
Socks/Tights	Plain black knee socks or plain opaque tights only.
Shoes	Students will only be able to wear the school's black tie shoe. These can be purchased at Flocco's shoes or a store of your choice. NO OTHER SHOE WILL BE PERMITTED. School shoes may not bear decorations.
Jewelry	No excessive jewelry – including large hoops, dangling earrings and/or Spacers; Students are not permitted to wear bracelets with offensive messages on them, or those that may be immoral.
Hair	No extreme styles and no multicolored hair.
Tattoos	Tattoos must remain unseen and covered with a long sleeve blouse or the school sweater at all times.
Body Piercing	No visible piercings are allowed including eyebrow, tongue, and nose piercings. These piercings must be covered at all times.

Gentlemen's' Dress Code

- Slacks** Regulation Grey slacks from the Flynn & O'Hara Uniform Company. NO OTHER SLACKS, TROUSERS, OR JEANS MAY BE WORN INCLUDING CARGO PANTS. A belt must be worn.
- Sweater** Regulation **BLACK** McDevitt sweater, vest, or cardigan required to be worn.
- Shirt** **Summer:** White Golf Shirt with official McDevitt school logo.
Winter: White short sleeve oxford cloth button down collar. White tees with no lettering or pictures can be worn under the shirt.
- Tie** Underclassmen are required to wear the school dress tie. Seniors may wear a tie of their choice.
- Shoes** Students will only be able to wear the school's black tie shoe. These can be purchased at Flocco's shoes or a store of your choice. NO OTHER SHOE WILL BE PERMITTED. School shoes may not bear decorations.
- Jewelry** No excessive jewelry – including large hoops, dangling earrings and/or Spacers; Students are not permitted to wear bracelets with offensive messages on them, or those that may be immoral.
- Hair** Cut neatly and not below the shirt collar. No extreme styles and no multicolored hair. Facial hair neatly trimmed is permitted. No spiked hair styles are acceptable. Caps or hoods are not to be worn in the school building at any time.
- Tattoos** Tattoos must not be visible. Tattoos must remain unseen and covered with a long sleeve dress shirt or the school sweater at all times.
- Body Piercing** No visible piercings allowed including eyebrow, tongue, and nose piercings. These piercings must be covered at all times.

FINAL JUDGMENT IN DRESS CODE MATTERS IS RESERVED TO THE SCHOOL ADMINISTRATION. Any student who fails to abide by the dress code of the school will receive demerits/JUG and may be sent home and will not be able to return until the matter is resolved.

On occasions, when the uniform is not required, students must wear attire representative of the standards of young Christian men and women.

Uniform items must be purchased at:

FLYNN AND O'HARA UNIFORM, INC

Elevator

The elevator is for the use of the school staff. A student who needs to use the elevator because of illness or injury must secure an elevator pass from the Assistant Principal of Student Services. These will be issued only to students who present a doctor's note giving the reason for elevator use and the length of time it will be needed. Students may not use the elevator without having followed the above procedure.

Faculty Rooms

All faculty rooms, faculty resource areas, and the faculty dining room are off limits to all students. Students may not enter these areas for any reason.

Fire Drills/Emergency Drills

Fire drills/ emergency drills are held once a month throughout the school year and are an important safety precaution.

SEXUAL HARASSMENT

Harassment in any form is unacceptable conduct and will not be tolerated. Any repeated action, physical, verbal or written, which persistently annoys a teacher, student, staff member or anyone within the school community and has the effect of disrupting that person's normal activity, is prohibited by this policy.

Harassment because of a person's sex, race, age, national origin or disability is particularly egregious. Accusations of such harassment will be thoroughly investigated and appropriate sanctions will be imposed on individuals found to have violated this policy.

Sexual harassment can result from unwanted sexual attention, sexual advances and comments or requests for sexual favors.

Examples include:

- Threatening adverse action if sexual favors are not granted
- Promising preferential treatment in exchange for sexual favors
- Unwanted physical contact
- A pattern of offensive remarks such as unwelcome comments about appearance or clothing, obscene jokes, sexually explicit or offensive language
- Display of sexually suggestive objects or pictures
- Unwelcome notes, e-mails and other communications that are sexually suggestive
- Any student who feels she/he has been subjected to harassment should bring the matter personally to the immediate attention of the Assistant Principal for Student Services. If the student is uncomfortable for any reason discussing the matter with the Assistant Principal for Student Services, the student should report it to the Principal.

All allegations of harassment will be investigated promptly and in as confidential a manner as possible. When warranted, appropriate action will be taken - up to, and including, dismissal. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

A copy of the Harassment/Sexual Harassment policy is on file in the Principal's Office.

Homeroom

When the bell for homeroom rings, any student who is not in homeroom at this time is considered late. Since the time for homeroom is limited, all students should remain in the homeroom for the entire period. Students may not leave the homeroom without a pass. Homeroom is for school business but may be used for study or discussion if time permits. The moderator checks attendance at the beginning of homeroom period. Since it is absolutely necessary that the attendance record be accurate, every student must be in the assigned seat. If the name of a student who is present appears on the Daily Absentee Sheet, that student should report to the Attendance Office to have the record corrected.

Identification Cards

Students will carry the official school identification card with them at all times. This ID card is needed to obtain a corridor pass, to vote, to attend McDevitt social and athletic events, and to enter the building. If an ID card is lost, the student must pay an I.D. replacement fee in order to obtain a new I.D. Freshmen and juniors will be issued new ID cards in September. Students will be charged for lost or damaged ID's. It is a matter of safety that we, as a school, know and recognize a Bishop McDevitt student. Therefore, if a student refuses to give their identification to a teacher or staff member, he or she will be suspended and will be issued demerits. Replacement ID Cards will cost \$20.00.

Septa Transpasses

Transpasses are issued to students once a month in homeroom. Only students who are Philadelphia residents are eligible. If a student is not in homeroom when Transpasses are issued, they must retrieve their transpasses from the Student Services Office only during their lunch period. Any student who comes to the office to receive a transpass at any time other than their lunch period may be issued detention/demerits. Please note; transpasses are nontransferable. Students who lose their transpass will not be issued another.

Internet and Computer Use

Computers are a valuable tool for education and one of this school's purposes is to encourage the proper use of computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly. All students and parents are required to sign the Computer Technology Contract for Bishop McDevitt High School. Violations of these rules will be dealt with by the administration of Bishop McDevitt High School.

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia (Revised May 2017)

The heart of our curriculum is timeless ~ love, truth, beauty, mercy. We teach about creation as well as the Creator. We educate on being in solidarity with those who suffer and how to cultivate a prayer life.

In his message for the 48th World Communications Day, Pope Francis said that technology is a “gift from God.” The Pope challenged the Church to use this tool to promote the faith, asking how communication can “be at the service of an authentic culture of encounter?” Because of these things we are committed to participating in society. And to be committed to such participation requires using technology in appropriate ways.

We are interested in technology because of our faith.

We expect our students use technology to think more critically, to communicate effectively, to express their creativity, and to conduct research. Our teachers have access to updated technology in their classrooms to engage our students and challenge them to learn in ways not previously imaginable. We empower students with the technical skills necessary to participate in a culture that is increasingly dependent upon technology while challenging them to be digital ambassadors spreading the Good News.

But, it is our faith that guides how we use technology.

We teach our students about the ethics of technology and train them to be savvy about things like Internet privacy and safety. We teach the unfortunate reality of technology addiction. We remind students and parents that technology is aggressively marketed and to be careful about getting caught up in the hype.

We also acknowledge that we sometimes need to “unplug” from technology as it can cause us to become isolated from one another. We encourage family meals without screen time and the importance of communicating face to face.

We greatly value technology in our schools. And what makes technology most powerful is when it serves to make our students better people!

Purpose

Technology is a valuable and real world educational tool. All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including: interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and response to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. The Responsible Use Policy for Technology applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

Scope of Use

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to inside school use and may in certain instances apply to personal technology use and/or uses outside of school. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be

viewed as a violation of the Responsible Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, text messaging, email, voice over ip, chat rooms, and instant messaging.

Goal

The school's goal is to prepare its members for a responsible life in a digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning
- Encourage critical thinking, communication, collaboration, creativity, and problem solving skills
- Facilitate evaluation and synthesis of information
- Encourage ethical practices and provide education for Internet safety, digital citizenship and the creation of a positive digital identity
- Provide a variety of technology based tools and related technology skills.

Responsibilities of Users

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In The Archdiocese of Philadelphia we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's Self:** Responsible users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others:** Responsible users will refrain from using technologies to bully, tease or harass other people.
- **Protect One's Self and Others:** Responsible users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property:** Responsible users will suitably cite any and all use of websites, books, media, etc...
- **Protect Intellectual Property:** Responsible users will request to use the software and media others produce and license agreements for all software and resources.

Technology Use Guidelines

Educational Purpose/ Responsible Use: School technology is to be used to enhance student learning. Students are able to access social networking and gaming sites only under the guidance and supervision of the teacher for the educational outcomes identified within the lesson and given appropriate age.

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of

others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

Communications: Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school-sanctioned means of communication. The school-sanctioned communications methods include:

- Teacher school web page, email and/or phone number
- Teacher created, educationally focused networking sites
- Remind Communication app

Teachers, administrators or staff member in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher, administrator or staff member is free to contact parents using a home phone or a personal cell phone. However, they should not distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

Electronic and Mobile Devices, Cellphones/Wearable: Users must adhere to local school policy that may further define uses of mobile devices. The administrator of the local school will determine permissible use. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use.

Examples of Unacceptable Uses - Users are not to:

Use technology to

- harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, including-live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security or to bypass software protections.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees
- Harm the goodwill and reputation of the school or system in the community

- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.
- Attempt to modify software and/or hardware configurations on a school issued device without proper permission and direction.
- Loading personal software onto a school device or school issued device without proper permission or direction.
- Attempt to remove covers or protective shells to make repairs to hardware.

Reporting: Users must immediately report any damage or change to the school’s hardware/software that is noticed by the user.

Administrative Rights: The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add this policy at any time without notice.

Personal Use of Social Media

This section of the policy refers to the personal use of social media sites such as, but not limited to:

Facebook, Twitter, Youtube, Instagram, Tumbler, Ask.fm, Snapchat, Vine, Kik, and Yik Yak.

Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

“Friending” or “Following” of current students by teachers is forbidden on a teacher’s personal social networking site. Personal and professional posts’ must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Teachers are encouraged to have professional accounts and parents are encouraged to follow for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media

Policy Violations

Inappropriate use in contradiction to the above rules will be addressed by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

Lockers

Lockers are the property of the school and may be inspected at any time at the discretion of school authorities. Each student may use ONLY the locker assigned. . Serious disciplinary action will be taken against anyone who tampers with another student’s locker. Students must

purchase a regulation school combination lock for \$10.00 to lock their locker. These are the only locks permitted. Any other lock will be removed. All students who participate in sports will be required to purchase an additional combination lock for \$10.00 to be used only in the athletic locker room. Physical Education students need to have a lock to lock up their clothes, school bag and valuables. During their physical education classes, students should not leave their valuables unsecured while at a gym class or other activity. Locks are sold in the Office of Student Services.

Periodically, students will be required to clean out their lockers. **NO STICKERS OR TAPE MAY BE USED ON A LOCKER, INSIDE OR OUTSIDE. MARKS OF ANY SORT ON A LOCKER WILL BE TREATED AS VANDALISM. THE SCHOOL IS NOT RESPONSIBLE OR LIABLE FOR ANY PERSONAL PROPERTY IN ANY LOCKERS - CORRIDOR, ATHLETIC, OR PHYSICAL EDUCATION.**

Loitering

Students should leave the school building promptly following their class day and scheduled activities/sports events. Students waiting for transportation after school hours may do so only in the cafeteria or on the parking areas and should not be in corridor or classroom areas. Students are not permitted to stay in the Faculty Parking Lots.

Lost and Found

The school does not accept responsibility or liability for personal property or textbooks lost or stolen by any student. A Lost and Found area is located in the Attendance Office. Students are strongly urged to not carry large amounts of money with them.

Parking Information

Students are not permitted to park in the staff/visitor parking areas. Cars must be registered with the Student Services Office and display a current parking decal. The registration fee is \$20.00. Any student who parks in the school lot without registering their vehicle will be issued demerits and detention. The school assumes no responsibility associated with vehicle use, vehicle contents, or vehicle damage. Students must maintain a safe and proper speed on the School property. This speed is not to exceed 10 MPH. Violators may lose their parking privileges for reckless driving or excessive speed.

Snow Closing/Delayed Opening/Early Dismissal

Information about the closing or delayed openings for McDevitt is communicated publicly only by our school name or school number (321) on KYW 1060 radio and TV 3 and 6 news broadcasts. Additionally, parents receive individual email and phone announcements. School emergency information is posted on the school website www.mcdevitths.org, also. Please rely on the above methods of communication.

An announcement regarding “Philadelphia parochial” or “Philadelphia Catholic” or “Philadelphia Archdiocesan” schools *does not* pertain to McDevitt. McDevitt is located in Montgomery County and, therefore, not a Philadelphia Catholic school. The Archdiocese covers a five-county area. Announcements related to the geographical area of Philadelphia do not pertain to the schools located in the surrounding four counties.

If School is cancelled, all sporting activities scheduled for that day are cancelled.

Note: If inclement weather develops during the school day, students will be dismissed as their public school district closes and provides transportation. Students from districts not bused are dismissed by the administration, depending on weather conditions and their means of transportation home.

If a student normally drives to school, we strongly urge parents to require the use of bus service when snow or ice is forecast. Drivers are dismissed as their public school district closes.

The throwing of snowballs is prohibited. Any Student who throws snow in or around Bishop McDevitt High School – including Easton Road, will be given demerits and possible suspension may occur.

Study Period

All study periods are proctored studies. Students are expected to remain silent and to use this time for meaningful study.

Trespassing Policy

In an effort to work with the parents, school community, and the neighbors concerning the problems of young people “hanging out” on school property after school hours, Bishop McDevitt is taking the following position:

The path areas along the playing field are always off limits. Anyone on these areas will be considered trespassing on school property.

Anyone in the school building or on school property after school hours, who is not part of a scheduled activity, will be considered trespassing. Penalties for trespassing will include JUG and/or demerits. Anyone who is considered trespassing and who is not a student of Bishop McDevitt High School will be referred to the police.

Visitors

All visitors must use the Main Entrance and register in the Business Office.

Activities Program

The Student Activities Program provides an extensive mix of extra-curricular/co-curricular activities and sports programs to meet the needs and interests of a diversified student body. Students are encouraged to participate in order to provide a balance to their total education program and to fully develop their talents. No activity is part of the official school program unless there is a faculty moderator or Principal appointed moderator.

Success of the Activities/Sports Program is contingent on a successful fundraising program. Therefore, participation in a school sponsored fundraising activity is mandatory and must be fulfilled by all students.

ATHLETICS

Code of Conduct

Athletes and spectators are required to conduct themselves in a manner consistent with the philosophy and conduct code of the Archdiocese, Bishop McDevitt High School, the Catholic League, and the PIAA. Some guidelines include:

- showing courtesy, control, and good sportsmanship at all times
- appreciating and giving recognition to the performance of opponents
- being positive in cheers and comments at all times
- avoiding noisemakers and similar distractions
- respecting and obeying all game and property rules
- regarding the calls and decisions of officials as final

Students are responsible for their behavior and for the behavior of their guests before, during, and after all events and in transportation to and from these events. All spectators are expected to leave the building and grounds immediately following the event and may not return to the school property following away events. Any breach in conduct will become a disciplinary matter and may include police action.

Eligibility

Bishop McDevitt High School abides by all of the rules and regulations of the Philadelphia Catholic League and PIAA regarding eligibility and all other areas of governance. Additionally, a student's eligibility for sports must meet school guidelines for academic performance and for adherence to the conduct code. A meeting of all Athletic Personnel will be held before each season to discuss the philosophy, goals, and spirituality of the Athletic Program. Parents and Athletes are required to attend these meetings.

Sports Fees / Uniform Fee

The required sports fee of \$150.00 per sport will be added to Smart Tuition when an athlete registers for a sport. Each sport will require a uniform fee – this fee is specific to each sport and must be paid in full by the date specified on the school calendar. Athletes will be removed from a given sport if the fee has not been paid, in full, by the required due date by the Activities Director. These athletes may not practice or participate in any way with the team until the fee has been paid.

A sports fee helps offset the rising cost of transportation and other expenses in the athletic programs. All information concerning the due dates of each fee will be handled by the Athletic Department. The fee is **NON-REFUNDABLE** once the season begins. If the student quits the team once the season begins, the fee is **NON-REFUNDABLE**. If the student is suspended or dismissed from the team, the fee is **NON-REFUNDABLE**. A final roster provided by the Coach will indicate whether a student is participating in a particular sport. All students on the final roster are required to pay the sports fee and any other fees associated with the sport even if they choose to quit or are dropped from the program. A student may not go out for another sport until all fees from the prior sport has been paid.

Hazing

Hazing is defined as any humiliating or dangerous activity expected of a person to join a group, regardless of his/her willingness to participate. No student may participate in hazing or the initiation of students in our school. Any student who participates in any hazing incident, e.g., Freshman Day, will receive demerits and may be dismissed.

Threats, Bullying, Intimidation, Hazing and/or Initiation Ceremonies

The Office of Catholic Education, the Board of Governors and the Board of Directors firmly believe that students must be protected from threats, bullying, intimidation, hazing and/or initiation ceremonies. All verbal, written, electronic and physical conduct that harasses, humiliates, or persecutes students, or disrupts or interferes with any student's curricular or extracurricular experiences will not be tolerated. This policy applies to hazing behavior that occurs on or off school property and before, during and after school hours.

No coach, sponsor, volunteer or diocesan employee shall plan, permit, direct, assist or engage, condone or tolerate any of the above stated activities.

Any apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. Any student found, after investigation, to have engaged in any forms of this misconduct would be subject to disciplinary actions as defined by the member schools.

Furthermore, any coach and/or student who witnesses or has knowledge of such misconduct activities and fails to report such actions will also be subject to appropriate disciplinary actions as defined by the member schools.

Physical Examinations

Students participating in any sport must have on file in the Activities Office the required PIAA Sports Physical form sign after June 1st. Students **may** not participate in any sport without this physical, which must be renewed yearly. Participation includes preseason practice sessions. If an athlete does not have the required physical on file by the start of the preseason, they will be removed from the roster for the season.

Announcements

Daily written announcements must be signed by a moderator, teacher, or administrator and be in the Activities Office no later than 4th period of the day preceding the bulletin. Announcements will be read over WMCD each morning.

Bulletin Boards

The bulletin boards in the corridors and in the cafeteria may not be used without the permission of the Activities Director. Nothing may be hung on corridor walls. With permission of the Activities Director posters may be hung in the stairwells. Masking tape is to be used when posting such materials. Tile surfaces only may be used for posted materials.

Calendar

The Activities Office provides a Yearly Calendar online for Parents and Students. The calendar is updated and expanded monthly and is posted on the web at www.mcdevitths.org. A weekly calendar is published for the staff and students with updated additions.

Class Rings

Class rings are available through the school to eleventh grade students. Tuition and fees must be paid-to-date in order for a student to purchase a class ring. These rings are blessed and distributed during the Junior Ring Liturgy. All members of the Junior class and their families are invited to the Ring Liturgy regardless of their ring purchase.

Note: It is a copyright violation to order a Bishop McDevitt Ring from any other firm since the copyright is the property of the Archdiocese of Philadelphia.

Collections

Students may not sell articles or collect articles for any purpose without the written permission of the Activities Director or the President. School clubs and organizations must deposit their funds in the school account through the Activities Director following the school accounting procedures.

Dances - Class

The current class dance consists of the Junior / Senior Prom. The Junior / Senior Prom is a dated event (male-female of appropriate age not less than high school age). Students may not attend this event alone. If any last minute emergency should occur, a parent must be present with the student at the prom to verify the explanation. Juniors and seniors are required to attend a meeting in the spring regarding attendance at the proms. Please note that all financial obligations must be met in order for a student to purchase a ticket to any dance. Ticket money is non-refundable. After April 15th purchase of the ticket must be made by certified check, money order, or cash only.

Dances - General

The School and the Parents' Association sponsor dances throughout the school year. These dances are offered as a social opportunity for McDevitt students and the cost of attendance is covered by the school fee. Guests are not permitted at General dances. Current students must show their ID card to enter the dance. Students are to conduct themselves in a Christian manner at all school events. At dances, students are reminded that this is a Catholic School and that they are expected to dance in an appropriate manner. Students are also expected to dress in a manner appropriate to a Catholic School. Students must wear shoes that will not damage the gym floor.

Students must arrive at dances within thirty minutes of the scheduled starting time. A student who has a legitimate reason for arriving late for a dance must make this known in writing to the moderator BEFORE the dance. No one may leave the dance until fifteen minutes before the ending time. Students are encouraged to make arrangements beforehand for transportation home from dances. If it is necessary to make a phone call for transportation, this must be done one-half hour before the end of the dance.

Field Trips

Students who wish to participate in authorized field trips are asked to observe the following directives:

- Students must assume the cost.
- Parental approval forms distributed by the teacher must be signed and returned.

- Students must observe the dress regulations set forth by the moderator.
- Students must inform their other subject teachers, using the proper forms at least three days in advance.

STUDENTS ARE ADVISED THAT THEY CAN BE REFUSED PARTICIPATION IN A FIELD TRIP BECAUSE OF CONDUCT, EXCESSIVE ABSENCES AND/OR POOR ACADEMIC STANDING IN OTHER CLASSES OR OUTSTANDING FINANCIAL OBLIGATIONS.

Parents' Association

The Parents' Association is an organization of dedicated and concerned parents who work on behalf of the entire school community. The elected officers, parish representatives, and committee coordinators meet monthly to plan Association activities. The Parents' Association provides a comprehensive program of activities throughout the year for all parents. Parent volunteers are essential to the continued smooth operation of the school. They assist at athletic events, serve as chaperones for various activities, assist at Commencement Exercises, assist in school offices, and serve in many other capacities. The Parents' Association schedule of activities is published in the school calendar and through the website.

Travel

No diocesan high school and no department or extra-curricular activity of a diocesan high school or a school-related organization may sponsor, organize, or conduct a travel/study program for students or for teachers on its own or in conjunction with another sponsoring school or group during the school year or during the summer. The diocesan high schools will assume no responsibility or liability of any kind for any students or faculty members who participate in such programs.

No faculty member or student may be excused from school to participate in such programs, regardless of sponsorship. Any faculty member who wishes to organize a travel or study program apart from regular school time must do so as a private individual and not in a capacity as a member of a diocesan high school faculty. Parents and students should be made aware that the school does not sponsor such programs. School sponsored trips outside the mainland United States are not permitted under any circumstances.

GUIDANCE SERVICES

The primary mission of the Guidance Department is to facilitate the maximum development of each student. The services offered are concerned with identity, maturity, problem solving, conflict resolution, decision-making, academic excellence, college, and career choices.

Counselors are available throughout the day to meet with students. A student may make an appointment to see a counselor by filling out a form in the Guidance Office.

Services offered by the school include the following:

The **Youth At Peace Program** takes place in “CHILLVILLE”. It is a comfortable and safe place for students to “chill” as well as learn about themselves and deal with adolescent issues.

Students will respect the confidentiality rules, and be respectful to others while attending sessions. Students are called to Chillville with a unique “Chillville pass” in the same manner as from every other school office. Academic priority exists here except for a student in crisis (determined by program director). The Youth At Peace Program is a United Way Donor Option #008441. We will appreciate your support.

PERSONAL COUNSELING is to help a student gain better self-awareness. Personal counseling objectives are effective self-confidence, decision making, problem solving, goal setting, and human relations skills. Guidance Counselors, (School and Intermediate Unit) and the School Minister provide these services.

CAREER COUNSELING provides information regarding personal requirements for non-college institutes of post-secondary learning, as well as for various fields of vocational endeavor. Counselors also help students come to responsible decisions regarding vocational choices.

COLLEGE COUNSELING provides information regarding college entrance requirements and sources of financial aid. Counselors aid students in making responsible judgments regarding the selection of appropriate college choices and assist students in their search for grants and scholarships. The Guidance Director prepares the complete college package to be sent to college admission offices. The Naviance Program is available to all students and parents.

ACADEMIC COUNSELING to assist the student in making responsible decisions regarding course selections. Counselors interview students who are not achieving their full academic potential in order to assist them.

Auxiliary Services

State funding provides auxiliary services administered through the Montgomery County Intermediate Unit. These services are supplementary to basic school services, and are comprised of personnel, materials, and rental facilities. The Intermediate Unit trailers are located outside on either side of the cafeteria wing. Services available through the Intermediate Unit include counseling, tutorial mathematics and reading, psychological testing/evaluation (on a limited basis), and speech therapy (on a limited basis). Bishop McDevitt High School participates, where available, in TITLE 1 programs offered by the various public school districts.

SAP Team

The Student Assistance Program is a State-mandated program to identify and assist students at risk from depression and suicide, drugs and alcohol. The staff is trained by the Intermediate Unit and consists of Administrators, School Minister, Guidance Director, Counselors, School Nurse, and Teachers who volunteer their time.

College/Career Services

Up-to-date information is available to all students in the Guidance Suite. A special computerized resource data base provides the latest information on post high school programs, scholarships, career and job search. An annual College Night hosts representatives from more than a hundred post high school institutions for easy access to students and their parents.

CollegeBoard

Bishop McDevitt High School is a test center once a year for the SAT I and the SAT II.

School Code: 395-396

Special preparation for the CollegeBoard is available through Educational Testing & Tutorial Center, Kaplan, and the Princeton Review, and Khan Academy.

Counselors interview and assist students in need of reaching their full academic potential. Special effort is made to help students who have received a failure warning.

It is strongly advised that students prepare for the ACT/SAT through the free programs such as Naviance and the CollegeBoard. Private, costly, programs such as The Princeton Review, Kaplan and the Educational Testing Center may be more beneficial for some students.

Reminder: The Guidance Director will mail, e-mail or FAX transcripts only to colleges and universities and scholarship programs. **No transcripts may go home.** This includes official as well as unofficial transcripts. This rule protects the integrity of your transcript.

If for any reason you do not wish your son's/daughter's name be given to the military you need to put that in writing and submit it to the Guidance Office by the end of September. Under the Every Child Succeeds Act, we must give the military a list of juniors and seniors. You as parents or guardians can opt out by letter stating that you don't want your child' name given.

Standardized Testing

The standardized testing program includes the Performance Series, the Achievement Series, the Strong-Campbell Interest Inventory, the NRCCUA Career Survey, the PSAT, ACT and the SAT. Other specialized testing is available through the Intermediate Unit.

College Applications

Students should submit college applications and transcript requests to the Guidance Office at least three weeks prior to the application deadline. Students should bring in an envelope addressed to the college with sufficient postage for mailing. Students should also be sensitive to the time constraints of persons writing letters of recommendation and should submit these requests a minimum of four weeks prior to the application deadline.

Look at the Bishop McDevitt High School Web Site under Guidance for up-to-date information at www.mcdevitths.org.

HEALTH SERVICES

A certified school nurse will be present in the school building on Thursdays to complete state-mandated services only. A school nurse is available all days. The health room is located on the ground floor of the school across from the cafeteria.

As directed by state regulations, the following health services are provided: annual vision screening and height and weight measurements are done for all students; hearing acuity screening for Juniors; and hearing threshold screening for all students with known hearing loss. Parents will be notified if the student fails any of the screenings or of any detected medical concerns.

In accordance with the Pennsylvania School Health Law, a medical examination is required for all Juniors. Parents are urged to have their children examined by their family physician since such an examination provides continuity of medical care; however a school physical will be provided by the Cheltenham School District physicians for all those who are not examined privately. Any Junior who does not have the required physical by the end of the first quarter may be suspended from all classes and activities until the physical is obtained. Students are responsible for making up any missed work.

Immunization audits of all incoming freshmen and new students are done each fall or upon student entry. All students must have proof of full immunization as required by the state for school entry. Emergency first aid care for accidents or illnesses that occur at school is provided in the presence of the school nurse. In the case of illness during the school day, the student should secure a corridor pass from a teacher or moderator. This pass is taken to the Attendance Office before the student reports to the Health Office. If this is not possible, the student should inform any faculty member in the area or someone in any Administrative office. If the nurse is not in the Health Office, the student should report back to the Attendance Office. A student who claims illness and misses class or leaves school without reporting to the Attendance Office is subject to disciplinary action.

In order for students to receive Tylenol in school, the Nursing Practice Act requires that they have on file in the Health Office a permission/prescription card signed by one parent and the family physician in order for the nurse to administer it. The administration of Advil requires a doctor's note specifically naming Advil or Ibuprofen.

It is the policy of Cheltenham School District and Bishop McDevitt High School that school personnel may not administer prescription medications to students nor may students self-administer any prescription medication in school without parental permission and the knowledge of the school nurse. Students who are taking prescribed medication must leave the prescription in the original container with the nurse in the Health Office. Both a doctor's note and a parental note must accompany the medication if it is to be taken on a daily basis, and must be delivered to school, including refills, by a parent. In the case of a short-term prescription, the original prescription bottle and a parental note must be kept in the Health Office, and the medication must be taken there.

UNDER NO CIRCUMSTANCES IS A STUDENT TO CALL HOME FOR TRANSPORTATION BECAUSE OF ILLNESS. The school nurse will evaluate the health of the student and will make the decision concerning the care needed. If the nurse decides that a student should go home, she will contact the parents and request that they come for the student.

The Asbestos Hazard Emergency Response Act (AHERA) requires that schools notify parents and employees annually regarding the availability of Asbestos Management Plans. The Asbestos Management Plan and a summary of asbestos-related activity is kept in the President's Office and is available for inspection by appointment.

Bishop McDevitt High School is recognized by the Montgomery County Health Department as 100% smoke-free and is an official member of the Montgomery County Smoke-Free Workplace Program.

FINANCIAL INFORMATION

Bishop McDevitt High School, as a member school of the Secondary School System of the Philadelphia Archdiocese, is operated as a faith community, and not as a commercial or secular enterprise. The school provides an opportunity for the development of faith-based values and for receiving instruction in the Gospel of Christ as part of its religious mission and ministry. Consequently, the payment of tuition may not be considered as creating a commercial or contractual relationship between the school and the parents that may be construed to create a legally enforceable obligation on the part of the school, or the Archdiocese, to allow for continued enrollment, or to provide any type or level of educational services, or to provide such services involuntarily.

Tuition Rates

Tuition is \$7350 for Catholic students for the 2017-18 school year.

Tuition is \$7850 for Non Catholic students for the 2017-18 school year.

All international students pay an additional \$1,750 in addition to the Catholic student tuition rate.

Fees

In addition to tuition, the school has the following fees:

	<i>Amount</i>
<i>Registration Fee</i>	<i>200.00</i>
<i>School Fee</i>	<i>930.00</i>
<i>International School Fee</i>	<i>1,250.00</i>
<i>Graduation Fee (Paid by Seniors)</i>	<i>350.00</i>

Tuition Discounts

Family Rate Discount. Families with two or more students in Archdiocesan high schools pay full tuition for two students, thus when three or more students in the same family are in high school at the same time, each receives a discount. If your tuition account does not reflect this discount, please provide the Tuition Officer with a list of the students' names, their grade and high school. The family rate discount does not apply to students in parish schools or in private high schools. Eligibility for family discounts shall be determined solely by the Archdiocese.

Shared Time Discount. A shared-time discount is applied when a student attends a public Vo-Tech school in addition to attending an Archdiocesan high school. The Academic Affairs Office coordinates the student's roster and will notify the Tuition Office of students eligible for this discount.

Tuition Assistance and Scholarships

Through the generosity of alumni, BLOCS, foundations and other benefactors, the Archdiocesan Office of Catholic Education and individual schools provide millions of dollars of financial support to parents through scholarships and tuition assistance.

Information on scholarships may be found on school websites.

Parents seeking financial aid must complete a tuition assistance application by the deadline set in the previous school year, submitting the required forms to verify income, and the required fee. A link to the Smart Aid Tuition Assistance Application may be found on the school's website. Families currently receiving tuition assistance must reapply each year for the next school year.

If a student receives scholarships or tuition assistance from multiple sources, the school reserves the right to reduce awards so that these funds can be allocated to other needy students.

If you receive a scholarship or grant, it will be allocated to the student's account based on the number of payments you will be billed for during the year. You are responsible for paying the net amount due each month to keep your tuition account current. If the student withdraws during the year, the full amount of the grant or scholarship will not be credited to the student account; the amount will be prorated based on the time the student has been enrolled.

Tuition Loans

The school's Tuition Office can provide information on how to apply for education loans which provide eligible borrowers with up to the cost of education including tuition, fees and related expenses. Your interest rates and loan fees are based on your credit history. You may also wish to talk to your bank or credit union to see if they will provide you with a loan.

Smart Tuition Payment Schedule

Smart Tuition provides tuition management services for all Archdiocesan high schools. Services for parents include online account access, tuition and fees invoicing, payment processing and 24 hour customer service.

New and returning families will receive information from Smart Tuition regarding enrolling in Smart Tuition for the year.

There is a \$35 per family annual Smart fee charge which will be billed to families in the first payment for the school year. Parents who pay their tuition and school fee balance in full in June or in two payments in June and December will receive a rebate for the annual \$35 per family Smart fee.

For parents selecting to spread their payments throughout the year, the tuition and the main school fee will be billed in eleven installments beginning in June and ending in April. Families have the option of having their payments due on the 1st of each month or the 15th of each month.

If a family registers their child after payments have begun for the year, the tuition charges will be spread over the remaining payments. A returning family must have paid their tuition balance from the previous school year in order to be billed for the new school year.

Smart Tuition Payments

All tuition and fee payments should be made through Smart Tuition.

Parents who pay tuition under the installment plan are encouraged to set up automatic payments in Smart Tuition. Under the automatic payment plan, the amount will be deducted from your bank account on the due date each month. As a special incentive, if a family makes these payments electronically each month throughout the year, the Office of Catholic Education will credit the family with \$100!

Smart Tuition is able to take payments in a variety of ways:

- Check or Money Order by Mail
- Automatic Bank Debit from Checking or Savings
- Bank Online Bill Payment Service from Checking or Savings
- Phone Payments from Checking, Savings or Credit Card with automated service or live agent, 24 hours per day, seven days per week.
- Online Web Payment from Checking, Savings or Credit Card
- Credit Cards—*Visa, MasterCard, American Express* or *Discover*
- Cash at School—recorded by School into Smart Family Account as a Paid at School Payment (no checks may be taken by the school).
- Cash at Retail Outlet: *7Eleven, Family Dollar Stores* or *Ace Cash Express*
- International Payments through *peerTransfer*
- Mobile Payments from Apple and Android devices.

If a parent signs up for automatic payments, they will receive an email reminder 7 to 10 days in advance of the payment. If a parent signs up to be invoiced, an invoice will be created 20 days before the due date. **Payments are due on or before the due date.** If your payment is not made by the due date or if you are carrying an outstanding balance, a late fee will be applied to your account.

Additional fees will be applied by Smart for failed payments process via auto-debit, phone, web or failed check payments. Your bank may also impose additional fees for these transactions. Changes to banking information must be made at least three business days before your next scheduled debit. You can update your banking or recurring credit/debit card information by logging into your account at www.parent.smarttuition.com or you can call (888) 868-8828.

Smart Tuition Login and Customer Service

Once enrolled in Smart, parents are able to do the following:

- Make a payment
- Review payment history
- Change/edit your payment information
- Update your personal information
- View and print invoices (if you are not on automatic debit)
- See an itemized breakdown of tuition, fees and discounts billed to your account

Parents can call Smart Tuition's customer service center at (888) 868-8828 and a Smart Tuition Representative will be happy to assist in answering questions. The service center is available 24 hours a day, 7 days a week, 365 days a year! The team of specialists is able to:

- Provide you with balance & account information
- Take a payment
- Review your payment history
- Update your payment information
- Update your personal & contact information
- Provide or change your online username and password
- Address concerns regarding your account

Each school has a tuition officer that can answer any questions Smart Tuition is not able to address.

Pro-Rated Tuition and Tuition Refunds

Once a student is registered the family is liable for the registration fee and the school fee. Even though the school fee is paid in installments, the full amount is due regardless of whether the student actually attends class or withdraws during the year. All other fees billed to the family at the time of withdrawal are also due in full.

Students who enroll late or withdraw during the year pay a prorated tuition according to the refund schedule published annually with the tuition rates.

Students who leave school prior to April 1st, either voluntarily or because of a violation of school policies, receive a pro-rated refund if they have paid tuition in advance of the transfer. No refunds will be given after April 1st of the school year, since the resources have been allocated for the student's education. In the event of a withdrawal, scholarships and grants are prorated in the same manner as tuition.

Delinquent Tuition

According to Archdiocesan policy, if a student's family is not current in its payment of tuition and fees, the following results:

- No student will be permitted to start a new school year with any outstanding balance from a previous year.
- Rosters for a new school year will not be released unless all tuition and fees for the previous school year have been paid.
- Families may not be more than 90 days in arrears on tuition payments at any time. Failure to cooperate may result in dismissal for non-payment of tuition.
- Seniors who have not fully met their financial obligations will not be able to participate in graduation ceremonies and will not be granted a diploma.
- Students may not attend a class dance (Senior Prom, Junior Prom, Sophomore/Freshmen dance) unless they are current in their tuition payments.
- Students may not purchase a class ring or participate in any ring functions.
- Transcripts may not be released for students who are not current in their payments.
- Final reports may not be released if there is an outstanding balance.

Bell Schedules 2017-2018

Bell A

45-Minute Periods

12-Minute Homeroom

1st Bell 7:35

2nd Bell 7:42

1st 7:45—8:30

2nd 8:33—9:18

HR 9:21 – 9:33

3rd 9:36—10:21

4th 10:24—11:09

5th 11:12—11:57

6th 12:00—12:45

7th 12:48—1:33

8th 1:36—2:21

Bell B HR Meeting

43-Minute Periods

28-Minute Homeroom

1st Bell 7:35

2nd Bell 7:42

1st 7:45—8:28

2nd 8:31—9:14

HR 9:17—9:45

3rd 9:48—10:31

4th 10:34—11:17

5th 11:20—12:03

6th 12:06—12:49

7th 12:52—1:35

8th 1:38—2:21

Bell C Assembly

38-Minute Periods

7-Minute Homeroom

1st Bell 7:35

2nd Bell 7:42

1st 7:45—8:23

2nd 8:26—9:04

HR 9:07—9:14

Assembly 9:17 – 10:15

3rd 10:18- 10:56

4th 10:59—11:37

5th 11:40—12:18

6th 12:21—12:59

7th 1:02—1:40

8th 1:43—2:21

Bell D Meeting

37-Minute Periods

11-Minute Homeroom

1st Bell 7:35

2nd Bell 7:42

1st 7:45—8:12

2nd 8:15—8:52

HR 8:55—9:16

3rd 9:19—9:56

4th 9:59—10:36

5th 10:39—11:16

6th 11:19—11:56

7th 11:59—12:36

8th 12:39—1:16

Bell E Liturgy

35-Minute Periods

12-Minute Homeroom

1st Bell 7:35

2nd Bell 7:42

1st 7:45—8:20

2nd 8:23—8:58

HR 9:01—9:13

Liturgy 9:16- 10:31

3rd 10:36 – 11:11

4th 11:14—11:49

5th 11:52—12:27

6th 12:30—1:05

7th 1:08—1:43

8th 1:46—2:21

Bell F 2 Hour Delay

30-Minute Periods

10-Minute Homeroom

1st Bell 9:35

2nd Bell 9:42

HR 9:45—9:55

1st 9:58—10:28

2nd 10:31—11:01

3rd 11:04—11:34

4th 11:37—12:07

5th 12:10—12:40

6th 12:43—1:13

7th 1:16—1:46

8th 1:49—2:21

