



1958-2018



BISHOP
MCDEVITT
HIGH SCHOOL

Student & Parent Handbook 2018-2019

Bishop McDevitt High School Student Handbook 2018-2019

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.

BELIEF STATEMENTS

We believe that:

- “The primary purpose of Catholic education is to prepare the students for eternal life; the secondary purpose is to prepare the students for this life.” Bishop Philip McDevitt
- The Gospel is the living word of God.
- We follow the teachings of Jesus Christ and promote the traditions of the Catholic Church.
- All students can succeed and must be challenged to their abilities.
- Education is the shared responsibility of students, parents, teachers and administrators.
- A student’s success reflects his/her efforts.
- A safe, disciplined, and respectful environment is essential for success.
- Success is attainable and its pursuit is worth the investment of time and effort.
- Change is necessary for continuous improvement.

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, groundbreaking 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.

McDevitt welcomed its first lay principal in 1985; opened its first computer lab in 1987; achieved its first Middle States accreditation in 1988; started a Development Office and Alumni Association in 1989; and moved into open enrollment and a restructured president and principal model of administration in 1993. In 2010, we welcomed Our Lady of Confidence to McDevitt, a special education school that is located on the ground floor of our building.

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 *living a life in imitation of Jesus Christ*. The Office of School Ministry strives to provide opportunities through which students may grow in relationship with Christ and gain an understanding of themselves, God, and Church.

CHAPEL

The Chapel is located on the third floor in the center of the building. The Chapel is open for student use during the day. Gatherings for Prayer Services and the celebration of Mass with Teams, Clubs, and individual Theology Classes are scheduled throughout the year. The Chaplain is available for the Sacrament of Reconciliation and individual Spiritual Counseling throughout the week. The Blessed Sacrament is revered there throughout the school year on the First Friday of each month.

LITURGIES

The School Community gathers for a Liturgy 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 and Liturgies that are celebrated in the community.

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.

VOCATIONS

The (School Minister) Chaplain 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 to gain understanding of where God is calling the young person in their life regarding careers, education, service and possible religious vocations.

STUDENT CONCERNS

The School Ministry Office works in coordination with the Bishop McDevitt High School Guidance Department to assist students in their spiritual, emotional, and social needs. The Campus Ministry Department should be contacted to arrange for visits to the sick at home or in the hospital. The School Chaplain will attend Funeral Services of deceased members of the Bishop McDevitt community and their immediate family members as his schedule allows.

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. However, please do note that 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. The leadership of Bishop McDevitt is wholly engaged in continually improving its effort to deliver a 21st Century Education to McDevitt students. Thus, McDevitt updates these offerings as student needs indicate, as college and other post high school objectives demand, and as the School's resources permit.

The Assistant Principal for Academic Affairs, 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 catalog 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	Health/Physical Education	1.0 credit
English	4.0 credits	Computer Applications	.5 credit
Social Studies	3.0 - 4.0 credits	Christian Service	1.0 credit

Mathematics	3.0 – 4.0 credits	Electives	6.5 credits
Science	3.0 – 4.0 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 only 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

Bishop McDevitt High School is committed to the academic, social, ethical and spiritual development of the entire learning community. Bishop McDevitt High School endeavors to foster an environment that supports the mission and values of a Catholic education.

The mission of Bishop McDevitt High School in partnership with the Office of Catholic Education is to foster a community of trust that will enhance student achievement. It is in this spirit of mutual trust that we uphold the highest ethical academic standards.

Academic integrity or honesty includes but is not limited to:

- Producing one’s own work.
- Attributing others’ work according to the Modern Language Association (MLA) guidelines.
- Abiding by the rules and regulations set forth by individual school policies.
- Maintaining honor and trust in all academic affairs.

According to Dictionary.com (<http://dictionary.reference.com/>) to cheat is “To act dishonestly; practice fraud. “

Cheating includes but is not limited to:

- Copying or allowing others to copy from someone else’s work (tests, assignments, etc.)
- Unauthorized use of electronic devices, i.e. calculators, cell phones, iPads, computers etc.
- Sabotaging the projects or experiments of other students.
- Seeking unauthorized assistance on take-home or make-up assignments or assessments.

According to Dictionary.com (<http://dictionary.reference.com/>) to plagiarize is “to take and use ideas, passages, etc., from (another’s work)...“

Plagiarism includes but is not limited to:

- Using another person’s words, ideas or expressions (written or spoken) without appropriate documentation.
- Copying and pasting any material from any source without giving credit (attribution) to that source.
- Changing or substituting the words or order of words from another source and submitting them as one’s own.
- Quoting another’s words, sentences, etc. without acknowledgement of the sources.
- Failing to cite the words, pictures, music or other forms of communication in any assessment.
- Falsely creating data for an experiment or citing non-existent sources in any research.

Responsibilities

Students are responsible for but not limited to:

- Reading and abiding by the Academic Integrity Policy.
- Understanding the Academic Integrity Policy and all teacher assignments and testing guidelines.
- Summarizing, paraphrasing or quoting without proper documentation.
- Avoiding the copying of homework or letting others copy one’s own homework.
- Working with others (parents, tutors, etc.) only with a teacher’s permission.
- Clarifying with the teacher any ambiguities about Academic Integrity Policy violations.

Teachers are responsible for but not limited to:

- Maintaining and supporting the Academic Integrity Policy.
- Clearly stating the expectations of students in the Academic Integrity Policy.
- Addressing the use of unauthorized study aids.
- Clearly presenting the individual teacher assignment guidelines in the syllabus.
- *Helping students to understand how to summarize and quote from sources.*
- *Nurturing students as they grapple ethically with challenging ideas and concepts.*
- Maintaining the integrity of the testing process.
- Reviewing student work regularly for Academic Integrity Policy violations.
- Clearly specifying when collaboration with others is permitted on any assessment.
- Reporting Academic Integrity Policy violations to the appropriate school personnel.

Parents are responsible for but not limited to:

- Reading, understanding, and supporting the Academic Integrity Policy.
- Aiding the student in understanding and valuing academic integrity and expecting the student to comply with the Academic Integrity Policy.
- Requiring students to do their own work.
- Supporting the imposition of any consequences when and if the Academic Integrity Policy is violated.

Consequences for an Academic Integrity infraction may include:

- Parental contact
- zero or reduced grade on assignment or assessment
- disciplinary action including demerits and/or detentions
- Possible failure for quarter, resulting in possible semester failure
- Summer school

COURSE CHANGES

No subject will be dropped or changed after the Friday after Labor Day. 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.

COURSE LEVELS

Courses are designed to meet the particular needs of each individual student at the level of his/her intellectual ability. Therefore, some subjects are offered at different levels of academic difficulty, ranging from advanced placement to remedial work. Upperclassmen are grouped based on the recommendation of the teachers. Incoming freshmen are grouped by their scores on Terra Nova/Standardized Tests, 7th and 8th Final Course Grades, Cumulative Class Rank, and the High School Placement Test.

The following can be a guide to understand the system:

- Advanced Placement (AP): AP refers to courses that utilize the course of study developed by the Advanced Placement Program of the College Board.
- Honors Level (HL): Honors refers to college preparatory courses for students of high or exceptional level ability and industry.
- College Prep Level (CPL): College Prep refers to college preparatory courses for students of above average ability.
- Academic Level (AL): Academic refers to college preparatory and skills based courses for student of average ability.

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:

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

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.

REPORT CARD

The school year is divided into four quarters. Two quarters make up a semester. Quarterly grades are determined by major tests, quizzes, projects and term papers, completion of homework assignments, and classroom participation. These are major components in determining the quarter grade. At any time, parents are able to view their student's academic progress by visiting Powerschool. A student's final grade is comprised of 45% of first semester grade, 45% of second semester grade and 10% of final examination grade.

CURRENT AND CUMULATIVE RANK

A student's rank in class is determined by quality point average. Quality points are weights based on levels and grade. The chart is available in the Guidance Office or in the course catalog.

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 greater , with no grade less than 90; **Second Honors** are awarded to students with a general average of 88 or greater , with no single grade less than 85.

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

STANDARDIZED TESTING

The Performance Series and Achievement Series serves as our standardized assessments for all our students. 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 POLICY

Participation in Commencement Exercises, which includes both Baccalaureate Liturgy and Graduation, is a privilege. Students who have fulfilled the requirements for a diploma and are in good standing may participate in the Commencement Exercises. All seniors are required to pass all courses taken during the seniors year. Failure to do so will result in the loss of the privilege of participating in the graduation ceremonies. All students awarded a diploma, regardless of participation in Commencement Exercises, must pay the Graduation Fee in full.

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 believe homework is a vital component in a student's academic formation. Students are expected to devote approximately, at a minimum, 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 Technology
4	Language	Business	Mathematics
5	Art	English	Theology
6	Science	Social Studies	Computer Technology

EXAMINATIONS

Examinations are given in each course at the end of the second and fourth quarters. Exams are scheduled by the Academic Affairs Office during both semesters. The grade is included within the final grade.

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

FAILURE WARNINGS AND 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 PowerSchool. Parents will be notified via email when signups are available for conference nights.

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 requirement is a policy of the Office of Catholic Education and, therefore, no exceptions can be made if the student wishes to return to Bishop McDevitt High School.

A senior who fails any subject, elective or required course, 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 mandate 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 policy 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

- 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.
- Any students with four academic failures 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 the Administration determines 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.

EXTRACURRICULAR ELIGIBILITY

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 Pennsylvania Interscholastic Athletic Association (PIAA) concerning the area of academic eligibility. The Director of Student Activities and Athletics 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 them toward improved study habits and better time management. Additionally, the National Honor Society provides individual tutoring for these students. School administration reserves the right to suspend students from activities/sports if their academic record does not reflect passing grades.

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/ WITHDRAWAL

To transfer/withdraw from Bishop McDevitt, a student must have written permission from a parent or guardian. The Business 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

“Let us make mankind in our image, in our likeness (Genesis 1:26-27).” The purpose for the system of discipline here at Bishop McDevitt High School is to teach our students to recognize that they are made in the image and likeness of God our loving Father, and as a result are called to emanate that image and likeness through good decisions and taking responsibility for their choices. The Assistant Principal for Student Services facilitates and manages all discipline concerns in partnership with our students and their families. However, everyone who is a member of this Bishop McDevitt High School community is responsible for helping support the overall safety for our students, 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 and parents are partners in the education of our students. The School Administration, however, will make the final decision regarding sanctions and applications. 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.

The Bishop McDevitt Way reflects a young person who lives a Christ-Centered life, understands the importance of project-based learning and considers the classroom environment and experience as sacred, embraces a global perspective and appreciates the drive of technology and its role in our society.

Furthermore, a Royal Lancer from Bishop McDevitt High school *always* is a lady or a gentleman. He/she respects themselves, others and Bishop McDevitt High School and would never do or say anything that would bring discredit upon the Bishop McDevitt Family.

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, 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, cellular devices 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. 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 Bishop McDevitt High School. Any student who fails to attend this **ONE** week **program** may not return to any Archdiocesan School in the fall. Please note that a pattern of excessive absences not related to a medical problem may lead to dismissal.

ACTIVITIES WHEN ABSENT/ LATE

Any student who is absent or late for school on any given day may not participate that same day in any activity sponsored by Bishop McDevitt. However, on rare occasions, the Assistant Principal for Student Services may allow for exceptions to this policy.

VACATIONS

Bishop McDevitt High 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. Please note that in order for a student to be credited for a full day of school he/she must attend at least five 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 Student Services Office for a late slip.

Car trouble, traffic, and oversleeping are not excused latenesses. Students who are late due to late district/private buses will be issued an excused late pass. In case of inclement weather, parents and students should make alternative plans. 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 a student accrues 22 or more latenesses he/she will be required to attend Behavior Modification Summer School and/or subject for dismissal. The fee for Behavior Modification Summer School is \$225.00.

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. 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.

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 homeroom. 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 to be dropped off on the exit side of the school parking lot. Driving lanes are not to be blocked at any time. Parents are not permitted 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 prayer before meals.
- Choose a table at the beginning of the year and remain at the table for the rest of the year. The cafeteria moderator reserves the right to adjust seating arrangements 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.
- Only the lavatories on the ground floor, nearest the cafeteria are to be used during the lunch period.
- Students are **not** permitted to use their cellphones during their lunch period.

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 cellular devices, iPads, earbuds, headphones and/or 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/ PURSES

Students are not permitted to carry a backpack 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

Students are never permitted to use their cellular device during school hours. **Please note this is a change from previous years.** Students must keep their cellular devices in their locker for the duration of the school day. Violators will have their device confiscated and placed in the Business Office until a parent comes to retrieve it. The school is not responsible for lost or stolen phones. If a student violates this policy a second time and thereafter, he or she will be charged a fee of \$10 towards their FACTS tuition.

SUBSTANCE ABUSE POLICY

It is important to recognize the spiritual, emotional, physical and psychological effects caused by drug and alcohol abuse. The Bishop McDevitt High School community makes a concerted effort to respond effectively to the potential and current uses of drugs, alcohol, and mood altering substances. This policy provides a process to assist, educate and protect our students from the dangers of substance abuse.

The policy is violated when any student or visitor unlawfully uses, possesses, distributes or attempts to distribute drugs, drug paraphernalia, alcohol, or any mood altering substance or simulated medication on school premises or at any school activity or while traveling to and from any school or school related activity. The school reserves the right to conduct a reasonable search under the circumstances of any individual whom the school suspects is in possession of drugs, alcohol, or mood altering substances

while on school premises or at school sponsored events. A school administrator, in the presence of a school witness, may conduct such a search. Should the search result in information that the drug policy has been violated, the appropriate law enforcement agencies will be notified of the results of the search. A mandatory drug test may be required if a student is found to be in possession or appears to be under the influence of a controlled substance.

In circumstances where, a student seeking help voluntarily and who is not under the immediate influence or in possession of an illegal substance, discipline is not applicable. Rather, in such instances, an intervention plan will be developed and implemented at the administrator's discretion through the Guidance Department in partnership with parents and outside of school counseling services.

Any employee who suspects a student of being in violation of the substance abuse policy has the responsibility to immediately notify school administration. When involved in a school-related activity off-campus, the employee will ensure that the student is taken to the professional staff member supervising the activity and the administrator will be notified immediately.

The administrator may arrange for an examination by police and/or medical staff to determine whether the student is under the influence of an illegal drug or alcohol. After investigating the situation parent/guardians will be notified if substance abuse is indicated, and medical assistance will be obtained if necessary.

Upon admission or confirmation of the policy violation, local authorities will be notified and the following procedures will take place; the student will be referred to the Guidance Department. The student will be required to complete the intervention plan designated by the school administration and confirmation of that will be provided to the school.

An offense against the drug policy will result in a suspension until a meeting is held with the parent or guardian, the student, and an administrator. If there are subsequent offenses, the student will be liable for expulsion. The school's decisions are final and not subject to review or appeal. Students will not be able to attend or participate in any school functions or activities during the time of disciplinary action.

In the case of a student/s found to be involved in the distribution of any illegal substance will be detained and referred immediately to the proper law enforcement agency. Parents will be notified of such action, and the student may face dismissal from Bishop McDevitt.

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 (Justice Under God)

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 in the morning from 6:45 AM-7:30 AM as scheduled by the Assistant Principal for Student Services. 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 that takes place at the discretion of the Assistant Principal for Student Services. Work and/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 detention or 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.

SATURDAY JUG

Students who miss an after school detention or are late to detention will be issued Saturday JUG (7 AM-10:00 AM) in addition to a \$15 fee. Students will come to school in uniform on that day. Students who fail to attend will be issued five demerits. Students who miss Saturday JUG two or more times will be suspended.

CONDUCT GRADE/ DEMERITS

A conduct grade is indicated on PowerSchool each marking period and is assigned in accordance with the Levels listed. For each infraction committed during the quarter, demerit points are deducted from the grade of 100 in conjunction with the disciplinary levels. At the end of the first semester each student's conduct grade will be reset to 100. The final grade for conduct will be determined by the average of the two semester grades. Any student who receives a final grade below 70 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 annotation/s of conduct violations will be awarded perfect conduct at the end of the year.

- 0 demerits (Perfect Conduct Grade of 100): Students with perfect conduct do not have any demerits and/or detentions.
- 25 demerits: Concern Notice is sent home by the Assistant Principal for Student Services and parent response is required.
- 30 demerits: All privileges are revoked for one month. This includes participation in sporting events (practices/games) and extra-curricular activities such as dances, prom, graduation and/or baccalaureate. A parental interview is required.
- 40 demerits: All privileges are revoked for 10 weeks. This includes participation in sporting events (practices/games) and extra-curricular activities such as dances, prom, graduation and/or baccalaureate. A parental interview is required.
- Students may be placed on disciplinary probation at any time. Students who accumulate 50 demerits in a quarter may face a review for dismissal.
- A student who demonstrates marked improvement in conduct, at the discretion of school administration, may have his/her case reviewed for possible reinstatement of privileges.

Level 1	1 detention	1 conduct point
Level 2	2 detentions	1 conduct point
Level 3	5 detentions	2 conduct points
Level 4	10 detentions (suspension)	10 conduct point; sports/activities suspended
Level 5	Out of school suspension with intention to dismiss	10 conduct points; possible dismissal

Level 1: one morning detention (JUG) and 1 point conduct grade deduction.

These offenses do not directly violate the respect of a teacher, student or personnel. This offense may include but are not limited to:

- books not covered
- food/drink in the hallway
- late for class
- corridor violation
- dress code violation (1st offense)
- no lock on locker
- lying
- sharing logon information
- cheating
- missing ID or ID defacement
- late for class or cafeteria after bell (1st offense)
- other minor offense
- phone usage in violation of policy

Level 1 Interventions: verbal redirection, parent phone call (when warranted), community service, morning detention.

Level 2: Two days detention (JUG) and 1 point grade deduction.

These offenses directly show disrespect towards a teacher/staff/administrator or a disruption in the classroom or school community. These are violations where the student was verbally warned and continued to show disrespect or disruption in the classroom or in the school community.

Level 2 offenses are also an excessive violation of any level 1 offense or any behavior that is contrary to the character of a Bishop McDevitt student.

Level 2 Offenses may include but are not limited to:

- Disruption in class (talking, yelling or over all inappropriate behavior)

- Disrespectful behavior towards a teacher/staff/ administrator or student
- Late after 1st period (2nd offense)
- Continued dress code violations/ improper language
- Violation of technology policies
- Cafeteria violation (2nd offense)
- Failure to report to JUG
- Corridor violation (no hall pass)
- Technology/ phone offense (1st offense)
- Improper language (minor)
- phone usage in violation of policy

Level 2 Interventions: verbal redirection, parent phone call, community service, morning detention.

Level 3: Five Days Morning Detention (JUG) and 2 point conduct grade deduction.

These offenses directly show a continued disrespect towards a teacher or a pattern of disruption in the classroom/ school community. These are violations where a student was verbally warned as well as written up previously.

Level 3 offenses are also an excessive violation of level 1 or 2 offences, or any behavior that is contrary to the character of a Bishop McDevitt student.

- Level 3 offenses may include but are not limited to:
- Major disruption (yelling in class, horse-olay, constant talking in class, inappropriate behavior)
- Disrespect to teacher or staff (talking back, yelling, arguing, crumbling/throwing out JUG slip)
- Improper language (major)
- Technology/ phone violation (2nd offense)
- Cutting class (1st offense)
- Out of bounds/ off limits (2nd offense)
- Cafeteria offense (3rd offense)
- Continued dress code violation (3rd offense)
- Excessive late violation (8 days), excessive detention violation (10 infractions)
- phone usage in violation of policy

Level 3 Interventions: verbal redirection, parent phone call, community service, morning detention, suspension (if offense warrants). If multiple offenses occur: parent phone call, mediation meeting between student and teacher, behavior contract.

Level 4: Suspension- 10 days of detention (JUG) and 10 point conduct grade deduction.

These are offenses that rise to the level of a student being suspended. They are significant violations of school rules and are a high level of negative behavior that is contrary to the character of a Bishop McDevitt student. In all cases the school administration will review the incident, consider circumstances, severity, etc. If circumstances warrant the student may be liable for dismissal.

Level 4 offenses include but are not limited to:

- Gross insubordination to faculty/ staff/ school administration *Gross insubordination occurs, but is not limited to, when a student refuses to accept the authority of a faculty member/ staff/ administration as a position of authority over the student It may be described as, but not limited to resistance to , or defiance of , authority or a disobedience, refusal or failure to obey reasonable and lawful/ school code of conduct/ policy or instructions.*
- Vulgar language directed at school personnel
- Truancy/ cutting class/ leaving school without permission
- violation of possession of tobacco/ smoking policy
- Possession of drugs (including alcohol), drug paraphernalia, or prescription drugs carried without the school's permission.
- Under the influence of drugs or alcohol in school or school functions
- Disturbing other schools while they are in session or damage to property
- Any hate related offenses: expression of racial, ethnic or religious hatred on school property, school textbooks, or personal property (written or symbolic)
- Any racial, ethnic or religious slurs used a school or in the vicinity
- Intentional damage or misuse of school's computer systems, (hardware and/or software) or violations of the "acceptable use policy"/ repeated violation of technology policy
- Violation of bullying/ cyber bullying policy
- phone usage in violation of policy

Level 5: Expulsion Offenses

These are egregious offenses that can place teachers, students or personnel in danger. These offenses display a gross misconduct by the student. They contradict the character of a Bishop McDevitt student.

Level 5 offenses include but are not limited to :

- Conduct unbecoming of a Bishop McDevitt students or behavior causing public embarrassment to Bishop McDevitt High School
- Fighting physical assault/ convicted of a felony
- Burglary, robbery, trespassing, arson, threat of possession of a bomb
- False fire alarms or tampering with fire extinguishers or equipment
- Possession of weapons or weapon facsimiles
- Sale/ distribution of intent to sell/ distribute drugs, drug paraphernalia or controlled substances (prescription drugs, steroids, inhalants or intoxicants- with or without compensation).
- Physical assaults against teachers or students; sexual harassment
- Significant verbal intimidation towards teachers/ staff/ administration or students
- phone usage in violation of policy

Expulsion: students who commit any of the behaviors listed as level 5 offenses, or who receive a third suspension will automatically enter into the dismissal process.

A student who has committed an offense that warrants a Level 5 will be removed from school and will return only after a parent meets with the Assistant Principal, the Guidance counselor and the principal; however if the administration decides the student's behavior justifies expulsion, he will be dismissed from the school.

If a student is not expelled from school after the meeting takes place, he/she still needs to attend 10 days of morning detention, attend counseling sessions via the Guidance department, and adhere to a Behavior Contract and will automatically be up for review for Behavior Modification Summer School and end of year dismissal review.

BEHAVIOR MODIFICATION SUMMER SCHOOL

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.

BULLYING

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories, physical, emotional, and verbal, and may include, but are not limited to: intimidation, assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures, or actions, rumors, false accusations, hazing, social isolation, and cyber-bullying. Bishop McDevitt is committed to creating a safe, caring, respectful learning environment for all members of the school community. Bullying inside or outside of school is strictly prohibited and will not be tolerated. Bullying also includes cyber-bullying through social media. Reported incidents of bullying during school hours or during school functions, will be investigated promptly and thoroughly by school administration.

INAPPROPRIATE LANGUAGE

Bishop McDevitt students are expected to arrive with a positive attitude. Inappropriate or foul language will not be tolerated.

- Inappropriate language counters the McDevitt Way and adds nothing of value to the academic experience.
- Inappropriate language contradicts the Catholic faith and can bring immediate and lasting hurt onto another.
- Inappropriate language reflects a lack of respect for one's self, others and Bishop McDevitt High School.
- Inappropriate language causes public embarrassment to Bishop McDevitt High School.
- Simply put, inappropriate language will not be tolerated among students, faculty and staff during the academic day as well as athletic events and social activities hosted or sponsored by Bishop McDevitt High School.
- If, at any time, a student is uncertain as to what is or is not appropriate he/she should seek out a faculty or staff member for guidance or clarification.

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.

EXPULSION

The Principal makes the final decision regarding expulsion. A student with a conduct grade of 69 or below may face 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 financial 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 dressed 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.

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 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 ¼ zip sweater or cardigan are 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 an all black dress shoe. School shoes may not bear decorations. No heels, boots, slippers, sandals, flip flops or UGGs.
Jewelry	No excessive jewelry – including large hoops, dangling earrings and/or gauges. 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 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.
ID Cards	Required, with lanyards, as part of the daily uniform.

Gentlemen's Dress Code

Slacks	Flat front khaki colored slacks from the Flynn & O'Hara Uniform Company. No cargo, joggers or jeans. A belt must be worn.
Sweater	Regulation black McDevitt ¼ zip sweater or cardigan are required to be worn.
Shirt	Summer: Black 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	Optional; underclassmen are required to wear the school dress tie. Seniors may wear a tie of their choice.
Shoes	All black dress shoe. No boots, sneakers, slippers, sandals or UGGs may be worn. 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.
ID Cards	Required, with lanyards, as part of the daily uniform.

Final assessment 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.

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, emails 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

ID cards are considered a part of the Bishop McDevitt school uniform. All students, faculty and staff are required to wear their ID cards when on campus. Students must **wear** the official Bishop McDevitt identification card on a school lanyard at all times. This ID card is needed to gain entrance to the building, obtain a corridor pass, to vote, to attend McDevitt social and athletic events. 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 IDs. It is a matter of safety for all 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. **Please note: Aspects of this policy are new this year.**

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. Please note: transpasses are non transferable. 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

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.

Please note that the types of electronic and digital communications referenced in here 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, Cell phones/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, VSCO, Snapchat.

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 DELAYS/ CLOSINGS/ 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 preceding 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 also 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. You will be required to show valid ID to visit the building.

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 **Pennsylvania Interscholastic Athletic Association (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 AND UNIFORM FEE

The required sports fee of \$175.00 per sport will be added to FACTS 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 the Business Office, 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 Athletics and 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 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.

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 Director of Student Activities and Athletics. School clubs and organizations must deposit their funds in the school account through the Athletics and 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.

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.

COUNSELING SERVICES

Bishop McDevitt’s Guidance Department is comprised of one full time counselor and one counselor from the Montgomery County Intermediate Unit. Students may be counseled for the following needs:

Academic: Counselors 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.

Personal Counseling: Personal counseling objectives are effective self-confidence, decision making, problem solving, goal setting, and human relations skills.

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.

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.

STUDENT ASSISTANCE PROGRAM (SAP)

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 database 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.

COLLEGE BOARD

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's 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 once a week 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 is led by Mr. David Aflack 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 \$7650 for Catholic students for the 2018-19 school year.

Tuition is \$7900 for Non Catholic students for the 2018-19 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>250.00</i>
<i>School Fee</i>	<i>960.00</i>
<i>International School Fee</i>	<i>1,750.00</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, Business Leadership Organized for Catholic Schools (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 FACTS Management 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.

FACTS Tuition Payment Schedule

FACTS 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 FACTS Management regarding enrolling in FACTS Tuition for the year.

There is a \$42 per family annual FACTS 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 will not incur this 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.

FACTS Tuition Payments

Parents who pay tuition under the installment plan are encouraged to set up automatic payments in FACTS 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 \$110!

FACTS 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 FACTS Family Account as a Paid at School Payment (no checks may be taken by the school).

A service fee of 2.85% applies to all payments using a credit card or debit card.

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 FACTS 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.factsmtg.com or you can call 1-866-441-4637.

FACTS Tuition Login and Customer Service

Once enrolled in FACTS, 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 FACTS Tuition customer service center at 1-866-441-4637 and a FACTS 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 FACTS Tuition is not able to address.

Prorated 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 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/Freshman dance) unless they are current in their tuition payments.
- 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.



TO: Parents & Guardians
FROM: Assistant Principal of Student Affairs
RE: Parent/Student Handbook
DATE: September 2018

Welcome to Bishop McDevitt High School as we celebrate our sixth decade and take great pride in being a 21st Century School. This Bishop McDevitt Parent/Student Handbook contains important school policies and procedures. Please read the entire handbook closely, carefully and completely. Even if you are a returning McDevitt Lancer Family there are some key changes that will impact students, faculty, and staff. Please sign and return this page to your son's/daughter's Homeroom Teacher on September 10, 2018. Failure to return the form will result in two demerits for your child 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.

STUDENT NAME _____ ID# _____

Signature of the Parent or Guardian

Signature of the Student

