

BISHOP McDEVITT HIGH SCHOOL

STUDENT HANDBOOK

2017-2018

1 Crusader Way
Harrisburg, Pennsylvania 17111



ADMINISTRATION

Sr. Mary Anne Bednar, I.H.M., Principal
Mrs. Cathy Pagliaro, Assistant Principal for Academics
Mrs. Cheryl Reider, Assistant Principal for Student Services

TELEPHONE NUMBERS

Business Office.....717-236-7973
Attendance Office.....717-236-0161
Guidance Office.....717-234-0475
Athletic Office.....717-236-0204
FAX Number.....717-234-1270

Daily Schedules

Bishop McDevitt follows a 9 period schedule. We also have letter days A-F. The classes that meet during 8th and 9th periods rotate. On days A, C, and E, the 8th period class occurs first. On days B, D, and F, the 9th period class occurs first. This helps facilitate early dismissals for sports so that athletes do not always miss the same class.

DAILY SCHEDULE

HR	7:50 - 8:06
1	8:09 - 8:50
2	8:53 - 9:34
3	9:37 - 10:18
4	10:21 - 11:02
5	11:05 - 11:46
6	11:49 - 12:30
7	12:33 - 1:14
8	1:17 - 1:58
9	2:01 - 2:45

MORNING ASSEMBLY/MASS

HR	7:50-8:10
Call to Auditorium	8:10-8:25
Assembly/Mass	8:30-9:30
Return to HR	9:30-9:39
1	9:42-10:13
2	10:16-10:47
3	10:50-11:21
4	11:24-11:55
5	11:58-12:29
6	12:32-1:03
7	1:06-1:37
8	1:40-2:11
9	2:14-2:45

AFTERNOON ASSEMBLY

HR	7:50-8:09
1	8:12-8:47
2	8:50-9:25
3	9:28-10:03
4	10:06-10:41
5	10:44-11:19
6	11:22-11:57
7	12:00-12:35
8	12:38-1:13
9	1:16-1:51
	Lockers/Homeroom 1:51
	Call to Gym 2:00
	Dismissal 2:45

EXTENDED HOMEROOM

HR	7:50-8:27
1	8:30-9:09
2	9:12-9:51
3	9:54-10:33
4	10:36-11:15
5	11:18-11:57
6	12:00-12:39
7	12:42-1:21
8	1:24-2:03
9	2:06-2:45

HALF DAY

HR	7:50-8:05
Call to Auditorium	8:05-8:20
Assembly/Mass	8:20-9:20
Return to HR	9:20-9:30
1	9:33-9:46
2	9:49-10:02
3	10:05-10:18
4	10:21-10:34
5	10:37-10:50
6	10:53-11:06
7	11:09-11:22
8	11:25-11:38
9	11:41-11:54

2 HOUR DELAY

HR	9:50-10:09
1	10:12-10:37
2	10:40-11:05
3	11:08-11:33
4	11:36-12:06
5	12:09-12:39
6	12:42-1:12
7	1:15-1:45
8	1:48-2:13
9	2:16-2:45

Weather-related Calendar Changes:

Bishop McDevitt will issue a One-Call phone message when there are changes to the schedule due to weather. **Students who ride buses** need to find out the schedule for the school district in which they live. **Buses will follow the student's home district schedule.** (IE If there is a 2 hour delay in the home district, the buses will follow a 2 hour delay, regardless of McDevitt's start time). Students who drive, walk, or are driven to school should make every effort to get to school on McDevitt's schedule, provided it is safe to do so. For early dismissals, students will be dismissed with their district.

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Dear Parents, Guardians, and Students,

On one of the first pages of this booklet you will find the Bishop McDevitt Mission Statement which states, **“We strive to nurture the whole person by creating a challenging academic environment rooted in Gospel values. Our community aspires to graduate well-rounded Christian men and women committed to living moral lives of holiness, integrity, justice, and responsible citizenship.”** This sums up well our focus and our desire for each student who attends our school.

It is with this in mind that we present to you the 2017-2018 Bishop McDevitt High School Handbook. Students learn in a caring, supportive, orderly, and disciplined environment. The rules and guides set forth in this handbook are meant to help to provide such an environment. This handbook should be a help to focus our students and a challenge for each to grow and develop to his/her full potential.

It is important that each of you, parents, guardians, and students, take the time to carefully read through this handbook. Once you have done so, please sign the Handbook Agreement Form sent home with your student. This formalizes the contract you are entering with Bishop McDevitt High School.

Parents, we need your support and cooperation in enforcing the rules set forth in our handbook. You have my commitment that we at Bishop McDevitt will work diligently to be consistent and fair in dealing with the young men and women you have entrusted to our care. It is with all of us working together that we can provide what is best for our students.

I am grateful for your support, concern, and interest. The 2017-2018 school year will be an exciting, momentous year for Bishop McDevitt High School. I pray that it will be a year filled with many graces and blessings as we work to continue to fulfill the promise of providing a quality, Catholic Education for the young people of our area.

Sincerely,

Sr. Mary Anne Bednar, I.H.M. Principal

GENERAL SCHOOL BACKGROUND

MOTTO

Religione sapientia colitur
In Religion's Garden Grows Wisdom

SCHOOL COLORS

Blue and Gold

TEAM NAME

Crusaders

SCHOOL PATRON

Blessed Virgin Mary, under the title of the Immaculate Conception

ALMA MATER

Hail to thee, our Alma Mater; Hail to thee, our Gold and Blue; May the mem'ry of your counsel
Keep our hearts serene and true.

Hail, your noble towers rearing Upward to God's holy throne, Signifying truth and science
Of Eternal Wisdom born.

May your precepts fill this great land, Let them reach unto the sky;
Lead your children on to heaven; Hail to thee, McDevitt High.
—B. Wert

MISSION STATEMENT

Bishop McDevitt High School, a Catholic, college-preparatory, coeducational school located within the Diocese of Harrisburg, serves students of diverse intellectual, socio-economic, and religious backgrounds. We strive to nurture the whole person by creating a challenging academic environment rooted in Gospel values. Our community aspires to graduate well-rounded Christian men and women committed to living moral lives of holiness, integrity, justice, and responsible citizenship.

PHILOSOPHY AND GOALS OF BISHOP McDEVITT HIGH SCHOOL

PREAMBLE:

Faithful to the past and open to the future, we must accept the burden and welcome the opportunity of proclaiming the Gospel of Christ in our times. Where this is a summons to change, we must be willing to change. Where this is a call to stand firm, we must not yield. In this spirit, our discussion turns now to the concrete forms and structures of the education mission.

To Teach As Jesus Did

PHILOSOPHY:

Bishop McDevitt High School, which is a dynamic pro-life educational community, is diverse in its composition.

We are truly unique because we come from the many municipalities of the Harrisburg Area, encompassing urban, suburban, and small town areas. We come from various racial, ethnic, and religious heritages as well as from different social, economic, and educational backgrounds.

We aim to create an atmosphere that enables our students to acquire skills and knowledge, to develop physical and aesthetic potentials and to form moral, social and cultural standards. We believe these values help our students develop self-reliance, self expression and an appreciation of their vocation to become active, articulate and contributing members of our local, national and world communities.

We strive within our environment to create a climate enlivened by the Gospel Spirit. In this environment, we share with one another and encourage each other to be what God intended us to be. We envision a life in which faith can gradually mature; hope can become realistic and firm; and charity can be evidence in a caring community which is willing to be of service to the human family.

Instruction in religious truth and values is an integral part of the school program. It is perceived and functions as the underlying reality in which the students' experiences of learning and living achieve their coherence and their deepest

meaning.

The vision of the church with the parents as the primary and principal educators of their children is central as we produce graduates who are constantly growing, developing and emerging into persons who are able to relate their Catholic education to a pluralistic society on behalf of the common good.

GOALS:

1. To create an atmosphere in which our individual faith response to the Gospel may grow and be shared in our Christian Community. Christian values are openly discussed and stressed across the curriculum and in time set apart for prayer and liturgy.
2. To promote enthusiastic, self-disciplined learning that will motivate students toward academic excellence compatible with their ability.
3. To develop a center where students of diverse temperaments and cultural backgrounds will learn to understand and to share with one another.
4. To provide a course of studies which challenges all, and meets the needs of the individual students, and which is adaptable to change and new educational concepts.
5. To integrate into the total educational process a guidance program which involved the entire school personnel and provides individual and group counseling which assists students in all phases of life.
6. To give every student the opportunity and encouragement to participate in co-curricular and extra-curricular activities. These in turn will enrich and create means to develop and foster a balance between work and relaxation.
7. To encourage and help students to clarify their personal values, understand the processes by which they arrive at moral and ethical positions, and recognize that their decisions concerning goals, activities, and behavior should reflect and be consistent with the values and principles of the school.
8. To convince our students that their education, whether formal or informal, is a process that continues throughout their adult life.

FINAL DEDICATION:

Beyond question the vision of the threefold educational ministry presented here is an ambitious one. Were it of human origin, one might well despair of its attainment. But since it represents God's plan, it must be energetically pursued.

To Teach As Jesus Did

EXPLANATION OF SCHOOL SEAL

The shield of Bishop McDevitt High School is symbolic of the motive and the purpose of religious education as expressed in the motto: "Religione sapientia colitur," or "In Religion's Garden Grows Wisdom."

At the bottom of the shield, the Book of Wisdom, located in a golden field with Alpha, the first letter of the Greek alphabet, and Omega, the last letter, beginning and end of learning.

Crossing beneath the sacred volume are the sword of truth and the torch of learning. These emblems combine to protect students in all their endeavors, and to protect the Book of Wisdom from misinterpretation.

In the middle of the great shield is the crescent which originally appeared in the arms of John Harris, the founder of Harrisburg, and has been incorporated into the arms of the Diocese of Harrisburg. Likewise, as a symbol of the Immaculate Conception, it should inspire Bishop McDevitt students to imitate the purity of our Lady. Flanking the crescent are two silver discs taken from the arms of William Penn to designate the state of Pennsylvania.

Crowning the top of the seal is a golden star encircled by a laurel wreath in a field of blue, emblematic of our Lady as seat of learning and wisdom.

This is our seal – the shield of a Crusader, which serves to protect us from the secularism of the world, while inspiring us to maintain our search for the wonders of God's knowledge in our beloved Bishop McDevitt High School.

HISTORY OF THE SCHOOL

The original Catholic High School of Harrisburg was opened in September 1918 in the Cathedral Hall at Church and North Streets with an enrollment of forty-four students. As the student body increased, more rooms were equipped until the entire building was used exclusively for high school purposes. State accreditation was received in 1922 from the Pennsylvania Department of Public Instruction.

The school continued its rapid growth and soon the need for expansion was recognized. The site at 22nd and Market Streets was selected as the location for the new school. In 1929 ground was broken for the new building, and in 1930 the present Marian Hall was dedicated. However, the student body continued to grow and by the late 1940s expansion again became necessary. On October 8, 1950, Tracy Hall, named in honor of a generous benefactor, Mr. David Tracy, of Our Lady of the Blessed Sacrament parish, was dedicated.

By 1956, eighteen parishes contributed to the enrollment of Catholic High. Another wing was added to provide for the increase of students. This wing, Aquinas Hall, was dedicated on October 6, 1957. Also at this time, the name of the school was formally changed to Bishop McDevitt High School in memory of the Most Reverend Philip R. McDevitt, fourth bishop of Harrisburg and founder of our school.

However, by 1961, it was felt that Bishop McDevitt High School was in urgent need of a chapel and some new science laboratories. In September, 1962, Bishop McDevitt added Saint John Hall. Saint John Hall contains the Immaculate Conception Chapel along with chemistry, physics, and language laboratories. Dedicated to Saint John the Apostle, by association it also honors three of the saint's namesakes: Pope John XXIII, Monsignor John Maguire, a former pastor in the Harrisburg area, and President John Fitzgerald Kennedy.

The beautiful Romanesque style building accented by two seventy-foot towers located at 2200 Market Street welcomes students for over eighty years. On December 21, 2012, the last school bell rang in this beloved building as the students, faculty, and staff closed school for Christmas vacation and the move to a new building. On January 7, 2013, a new phase in Bishop McDevitt history began as the school welcomed the students to a newly constructed state-of-the-art facility on a beautiful campus located at 1 Crusader Way in Lower Paxton Township. This beautiful new building includes two stately towers supporting a thirty-foot cross at an elevation of over one hundred feet, making it visible for miles around. The chapel is located at the center of the academic building and is the first thing that comes into view when one approaches the school. The building will serve as a sign of the commitment of the McDevitt Family to the Mission of the school, to provide a well-rounded, quality, Catholic education for young men and women of the Harrisburg Area.

SALUTE TO THE FLAG AND NATIONAL ANTHEM

The Flag of the United States and the National Anthem are sacred national symbols. Our Flag stands for and reminds us of our national heritage and of the principles engendering our birth as a nation. In the Declaration of Independence our founding fathers remind us of the unalienable rights of which we have been endowed by our Creator. It is for the preservation of these rights that our government was instituted constitutionally in the twelfth year after the Declaration of Independence.

At the beginning of each school day, we remind ourselves of our heritage by pledging allegiance to the Flag in the classroom. During the course of the school year, several assembly programs or athletic contests are commenced with either the Pledge of Allegiance to the Flag or the singing of our National Anthem. Each of these practices is performed standing, men's heads uncovered, in a reverent manner, facing the flag.

I pledge allegiance / to the flag of the United States of America / and to the Republic / for which it stands, / one nation, under God, indivisible with liberty / and justice for all.

PRAYER

Every day at Bishop McDevitt opens and closes with prayer. Classes, lunch, meetings, activities, and athletics are also times when we pray together. These times of prayer are of special importance to the Bishop McDevitt community. All students are expected to participate wholeheartedly in all forms of prayer. An attitude of reverence and respect for prayer, including focused attention and a sense of quiet when appropriate, is expected from all students regardless of their religious backgrounds.

DIVERSITY

As a school missioned to help adolescents learn and live by the teachings of Jesus Christ, we see the virtues of love and respect for everyone as our brothers and sisters in Christ as essential and non-negotiable. It is upon these two virtues that true acceptance is built. This love and respect blossoms and grows through the rich diversity of our population. Who we are as a community reflects God's profound promise that people of every nation and race, people of every walk of life and every level of income, people of every religion and culture are called to be one – united forever as sons and daughters of God our Father.

ADMISSION POLICY OF BISHOP McDEVITT HIGH SCHOOL

Any student living within the territorial limits of Bishop McDevitt High School may attend Bishop McDevitt High School provided admission requirements are met.

Students of any race, color, religion, national origin, sex, age or handicap, may attend Bishop McDevitt High School provided admission requirements are met.

- Any Catholic or non-Catholic student who is promoted from the eighth grade of the Catholic Elementary schools is automatically a candidate to attend Bishop McDevitt High School, provided there is approval of the pastor. An application must be completed.
- Any student transferring into Bishop McDevitt High School from any Public School or any Catholic School must be interviewed by the Principal and/or the Director of Admissions prior to approval, and have the local pastor's approval in the case of a Catholic student. An application must be completed.
- Any transfer student entering 9th, 10th, or 11th grades may be accepted provided Bishop McDevitt High School offers appropriate educational programs and has space available according to the class-size policy established by the administration and/or Board of Directors.
- Any student may matriculate at Bishop McDevitt High School whose parents or guardians consent to the payment of fees and tuition and costs in accordance with payment schedules established by the school.
- Any student, regardless of creed or religion must take the prescribed Religion courses and attend services and programs regularly scheduled for the students.
- A non-refundable registration fee must be paid each year by each student.
- Transfer students, and students admitted under contract, will be accepted to Bishop McDevitt High School on a conditional basis. This may vary according to particular circumstances. With regard to expected behavior, all transfer students will have a special probationary status.
- The admission process for transfer students presumes that: all records from the previous school which includes health records, academic transcript and the like will be received upon request and that a transfer of records form has been signed by the parent or guardian.
- Bishop McDevitt High School reserves the right to refuse admission to any student.
- It is normally expected that the student will reside with the parent or legal guardian listed when he/she is enrolled. Other situations or changes during the year must meet approval of the school administration in order for the enrollment to remain valid.
- Students are generally admitted in August and in early January (2nd semester). Bishop McDevitt High School prefers not to admit students after the first semester. However, each application will be judged on its own merit. Normally, only geographical relocation from outside the territorial limits will be grounds for admission after first semester.

ADMISSION PROCESS FOR TRANSFER STUDENTS

Students wishing to transfer to Bishop McDevitt High School at any time must secure, complete and submit an application.

Upon receipt of the application, the Principal and/or the Director of Admissions will schedule an interview with the applicant and the parents or guardians.

The interview will be used to determine how well the applicant will be able to benefit from the program of studies, the overall objectives and philosophy of the school.

The applicant and parents or guardians should have school records with them to document the student's status. Failure to forward these records may impede promotion to next grade level or graduation.

Notification of acceptance or rejection will be given by the Principal and/or the Director of Admissions with any provisos deemed necessary.

The accepted student's name will be given to Guidance and the Attendance Office for follow-up student services.

A release of information form must be completed by the parent or guardian with the attendant signature.

Upon completion of the student's roster, the homeroom teacher and classroom teachers will be notified to add the student to the roll.

All students who transfer are admitted on a probationary status. Signatures are required to acknowledge this status.

STUDENT ASSISTANCE TEAM

The Student Assistance Team (SAT) is designed to identify, evaluate, and refer those students having problems related to drug/alcohol use, depression/suicide, and other related issues.

Members of the team are from administration, nursing, guidance, and classroom teachers. This team has completed the approved Pennsylvania Department of Education intensive training for SAT's. Their function in school is to assist in identifying drug/alcohol or emotional problems with students. The SAT meets weekly to handle referrals from any member of the school staff, referrals from parents, referrals from students, student self-referrals, or any other concerns/problems. The SAT works closely with professional drug/ alcohol counselors and mental health specialists so that students who are accessed by the SAT may be referred to any of the mental health, drug/alcohol, or professional counselors that are a part of the team's comprehensive network.

PEER COUNSELING

Another form of assistance available to students is the PEER COUNSELING PROGRAM, which is a process in which trained and supervised students offer listening support, and alternatives and other verbal and non-verbal interactions, but little or no advice. This program is required and is scheduled for all freshmen and is also available to students who refer themselves. There are 40 trained Peer Counselors under a coordinator, faculty advisors and several supportive members.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society has become recognized nationally as one of the highest honors that can be bestowed upon a high school student. Membership is, however, more than an honor; it carries with it a responsibility and should be considered the beginning of an obligation, not merely the successful culmination of an effort to achieve recognition and honor.

Eligibility is based upon the qualities of Leadership, Character, Scholarship and Service. NHS members are expected to maintain exceptionally high standards of character, scholarship, service, and leadership at all times.

DISCIPLINARY INFORMATION

Discipline does not exist for itself but rather is intended to aid the students in developing their maturity and moral outlook while simultaneously maintaining an atmosphere conducive to learning and respectful of the dignity and worth of everyone.

Bishop McDevitt employs a demerit system to encourage adherence to school policies and procedures. Each quarter, students receive a conduct grade reflecting how many demerits were received during that quarter. This system is further explained throughout the disciplinary information section.

Restorative Justice

Bishop McDevitt High School incorporates principals of restorative justice into its discipline philosophy. What this means is that for an infraction incurred by a student where someone has been harmed, the focus will be on changing the behavior and not simply punishing it. The goal of this approach is to repair any harm that was caused to individuals or the community. The student will work with the Assistant Principal for Student Services to address how to accomplish repairing that harm. Appropriate consequences that are fair and consistent with the infraction will be sought in every case.

Expected Behavior

1. McDevitt students are expected to be present on time each day, and to abide by all the attendance procedures; therefore excessive lateness, excessive absence, truancy, failure to return required notes or passes and other procedure infractions will be treated as disciplinary problems.
2. McDevitt students are expected to be honest and sincere in all their dealings with others; therefore lying, cheating, stealing, forging and any other deception will be treated as disciplinary problems.
3. McDevitt students are expected to be respectful, mature, and moral in all speech and actions toward others; therefore disruptive behavior, insubordination (verbal and non-verbal), unacceptable language, poor etiquette, inappropriate displays of affection (PDA), threats, fighting, arguing, and other immature behaviors will be treated as disciplinary problems.
4. McDevitt students are expected to be respectful of all property, whether belonging to the school, staff, or other persons; therefore defacing or vandalizing of any books, property, equipment, or supplies will be treated as disciplinary problems. (This includes the neighbors and neighboring property to Bishop McDevitt High School.)

5. McDevitt students are expected to cooperate with the smooth and orderly running of the school; therefore corridor violations, locker violations, gum chewing, bus misconduct, leaving class without permission, lateness to class, and violations of any other stated procedures will be treated as disciplinary problems.
6. McDevitt students are expected to be dressed and groomed for school in the official school uniform, adhering to all the published and stated guidelines given as the McDevitt dress code; therefore all infractions of the dress code will be treated as disciplinary problems.
7. McDevitt students are expected to have respect for their own health and that of others, as well as for the laws under which we live; therefore use or possession of tobacco products, alcohol, illegal drugs, or weapons will be treated as disciplinary problems.

It should be clearly understood that these behaviors are expected of McDevitt students at all times on school property or buses, as well as at any time and place where a McDevitt-sponsored event may take place.

Disciplinary Procedures

*** All teachers have full authority to deal with disciplinary problems. Some problems may be handled by work assignments, warnings, conferences, parent contacts, private detentions or general detention. Other problems may require that the Assistant Principal for Student Services become involved in the resolution of the situation.

Concerns arising from or during school activities, even if off school property, will be handled by the same procedures as problems occurring in the classroom.

Any student who is not a member of a particular activity is not welcome to be present with the activity unless specifically invited by the moderator. If a student (whether welcome or not) voluntarily enters an area being supervised by a McDevitt moderator or staff member, that student will be subjecting himself/herself to all regulations of that particular activity and of the school. This will apply to any location at any time, any day of the year. Consequences of any infractions will be handled as if the student were in the classroom at the time.***

Conduct/Demerit System

Bishop McDevitt employs a demerit system to encourage adherence to policies and procedures.

- When a student commits an infraction, the staff member fills out a green infraction form and the student **MUST** sign the form. The signature serves as evidence that the student is aware that the form has been filled out by the teacher. It **does not** indicate agreement. (***If a student refuses to sign, additional penalties will be assigned for insubordination.**)
- As soon as possible the teacher will send the green infraction form to the Assistant Principal for Student Services.
- The Assistant Principal for Student Services will review the infraction form and assign the appropriate number of demerits.
 - In general, minor offenses such as lateness, dress code violations, and gum chewing will receive 1 demerit. Repeated violations of these minor offenses will result in more demerits being assigned.
 - More serious infractions, IE those involving disrespect, defiance, lying, etc., will incur more demerits (3-6 demerits) and may also result in contact with parents, a meeting with the student/teacher/assistant principal, or a work assignment.
 - When a student **receives or accumulates 3 demerits, a detention will be assigned**. The student will be notified by the office as to when the detention must be served. Students will be given 24 hour notice in order to arrange transportation. Detentions will be served Tuesday, Wednesday, or Thursday from 2:55 pm until 3:45 pm. **Failure to report at the scheduled time will result in further consequences.**
 - If by the second marking period after a demerit was received, the student has not reached a detention, the demerits will not be counted toward an accumulation. (IE If a student receives a demerit in September (1st quarter), but does not receive enough to get a detention by the third quarter, the demerit(s) from the 1st quarter cease to count toward a detention). In essence, demerits accumulate for two quarters, which is 1 semester.

Sample infractions/demerits assigned are as follows:

Minimum 1 demerit (repeated infractions will result in increased number of demerits):

Late for school during homeroom	Late for class
Dress code (clothes, shoes, hair, etc.)	Gum chewing
Unprepared for class	Sleeping in class
Cell phone violation	Corridor Violation

Minimum 3 demerits (repeated infractions will result in increased number of demerits):

Disrespectful behavior	Defiant attitude
Lying	Cheating on homework
Forgery	Disobedience

Missing private or general detention

Late for school after homeroom (8:07 or later)

Examples of serious offenses resulting in intervention of the Discipline Office:

Cheating on an Assessment/Plagiarism—15 demerits

Alcohol/Tobacco Violation—20 demerits

Fighting/Bullying—30 demerits

Conduct Grade: Conduct records are kept in the Discipline Office, and all infractions reported by the teachers will be recorded in the student's discipline file.

Each quarter, students begin with a conduct grade of 100%. Each demerit results in a 1 point reduction in the conduct grade for the quarter. Students who receive a "D" or "F" in conduct for one quarter will be placed on probation for the following semester. If they receive a second "D" or "F" for conduct within semester (2 quarters), they will be placed on a pre-dismissal contract. Receiving a "D" or "F" for a third quarter will result in a recommendation for expulsion.

Specific details of detention, suspension, probation, and expulsion:

Private Detention – Teachers may elect to assign students to serve private detentions for minor offenses. These may be assigned for any length of time, and may be served in a location and time of day determined by the teacher. They may include conferences and/or work assignments. They are, however, an absolute obligation on the part of the student.

General Detention – Detention will be served 50 minutes following the regular school dismissal time on Tuesday, Wednesday, and Thursday. Normally, this means from 2:55 until 3:45 p.m. Early dismissal students must serve at the same time as all others. Employment or extra-curriculars will not be considered excuses for not serving. Detention also takes precedence over ALL other school activities.

*Students should serve the detention on the same day it was imposed if no transportation problem exists. If transportation is a problem, the detention must be served on the next school day on which detention is held.

There will not be any effort made to accommodate a student who simply would prefer to serve detention on some other day.

***Failure to report to an assigned detention will result in additional and more severe sanctions. Two consecutive misses, or other repeated failure to serve detention will result in Saturday detentions and/or suspension.**

***Students are expected to notify their parents when they have detention. When a student has an excessive accumulation of detentions, parents will be contacted.**

Students who accumulate ten (10) detentions may be assigned a one-day suspension or a Saturday detention. The second ten (10) detentions may cause up to a three-day suspension, as well as a conference with the Assistant Principal for Student Services.

The following rules apply to general detentions:

- Students must arrive by 2:55 (or ten (10) minutes after dismissal time).
- Complete dress code is in effect.
- No coats, jackets, hats, food, drink, magazines, news- papers, or bookbags. Cell phones, music and other electronic devices are prohibited.
- Absolute silence.

- e. No heads down or sleeping.
- f. No communication with any other students.
- g. Schoolwork sufficient for fifty (50) minutes must be brought by students (without bookbag).
- h. Detention moderators have the option of requiring any or all students to devote the detention time to copying pertinent sections of the Student Handbook.
- i. Unprepared and uncooperative students **MUST IMMEDIATELY** leave the room, and will be assigned additional penalties the following school day in the Discipline Office.

Saturday Detention – For some more severe infractions, failure to stay for General Detention, or a continuing accumulation of private or general detentions, the Assistant Principal for Student Services may assign Saturday detention. The school calendar includes one Saturday each month on which a work detention will be held from 9 a.m. until noon. Work may be in the building or outdoors, depending on weather and time of year. These detentions are not optional in any way and may not be ignored or rescheduled.

Suspension – Students may be suspended for an accumulation of minor offenses or for any major offense (e.g., truancy, cheating, smoking, insubordination, immorality, threats, fighting, theft, etc.). Suspensions may be assigned in the school building or out of school. Students may not participate in or attend any school-related function on a day of suspension or over a weekend or holiday following a suspension day. The type and length of suspension will be determined by the severity and frequency of infractions. After a suspension a parent meeting with the Assistant Principal for Student Services may be required in order for the student to return to school. Upon returning to school after a suspension the student must report to the discipline office instead of homeroom. After a suspension, students will be permitted to make up all quizzes, assignments, papers, and/or tests in a reasonable time frame determined by each individual teacher, with a minimum of two days allowed. It is the responsibility of the student to contact each individual teacher on the day of return from the suspension. Students are also encouraged to email their teachers through MMS to stay current on their work while they are missing school. **Multiple suspensions of any type in one year may warrant a recommendation for expulsion.**

Pass Restriction—Students who do not sign out properly, are lacking a valid pass, do not arrive promptly at their intended destination, or otherwise demonstrate irresponsibility in traveling from one location to another will be placed on pass restriction. For a designated period of time, the student will be required to carry an individual pass. Depending on the nature of the infraction, the student’s freedom to move throughout the building will be limited. The terms of the pass restriction will be explained to the student prior to starting the pass restriction. Students will receive 1 demerit for hall violations.

Formal Conferences-- Students who habitually incur minor violations or those who have committed a serious offense may be given the option of participating in a formal conference in lieu of, or in addition to, a standard disciplinary penalty. Participation in the conference is only possible when the student has admitted wrongdoing and is ready to work to repair the harm. The Formal Conference is not an investigative procedure. The Formal Conference is a gathering of: the offending student; a parent or parents; a faculty/staff moderator; other parties who have been harmed by the student’s actions – including students and those who represent a particular group at McDevitt; a support person for the offending student; a support person for any victims. The purpose of the conference is for all parties to have a chance to discuss the behavior in question and to come up with the terms for how the offending student may repair the harm. The focus is on moving forward. After all parties have been afforded the opportunity to speak, there is a collective effort to craft an agreeable plan for moving forward, which may include sanctions for the offending student. The Formal Conference concludes if/when ALL parties are in agreement with the proposed plan. At any time during the process the offending student may opt out of the conference and choose to accept a disciplinary penalty as determined by the Administration.

Expulsion – When all other efforts fail to correct a discipline situation, or when the infraction is severe enough to endanger others (e.g., attempting to sell illegal drugs, possession of a weapon, violence) expulsion may be decided upon by the Principal. (Note: Diocesan Policy 5114.B outlines additional actions that may result in expulsion, including criminal violations occurring outside of school, persistent truancy, incorrigible behavior and proven moral delinquency.)

Notice: It is the policy of our school to notify the school to which a student transfers if a student is expelled, or withdraws from school, and is involved with any of the following infractions:

1. An act or offense involving weapons.
2. Sale or possession of controlled substances.
3. Willful infliction of injury to another person, or act of violence committed on school property, or while in the custody of the school.

[This policy reflects our commitment to the Safe Schools Act of 1997.]

Complete attendance and disciplinary records will be forwarded to any school requesting them.

Due Process – In the case of minor infractions and disciplinary actions (e.g. detention) the student may appeal to the Assistant Principal for Student Services only after immediately and cooperatively signing the discipline report for the teacher. This appeal must be in writing and must be made **before** the scheduled sanction. The decision of the Assistant Principal for Student Services is final. Appeals for a single demerit must be written within 24 hours of receiving the demerit.

For more serious sanctions, such as suspension, a case may be appealed to the Principal. The student must notify the Principal in writing of the appeal within 48 hours after the end of the sanction and state the reason for the appeal. The decision of the Principal is final.

In the case of expulsion, a student may appeal the decision to the Judiciary Committee of the Board of Directors. The request for an appeal hearing must be in writing and submitted within three days of the decision. The Judiciary Committee will consider the written request and may or may not grant a formal hearing. If no hearing is granted, the case was considered to be without merit, and the appeal denied.

During an appeal over an expulsion, neither the student nor the Board will be represented by legal counsel.

General Policies and Procedures

1. Arrival Procedures

ALL STUDENTS UPON ARRIVING AT SCHOOL IN THE MORNING MUST IMMEDIATELY ENTER THE BUILDING AND REMAIN IN THE CAFETERIA UNTIL THE 7:30 A.M. BELL. This applies to those students walking, riding cars, driving cars, or riding buses. Under no circumstances may students leave the school building or loiter outside before entering. Also, no loitering is permitted in the hallways. Failure to proceed directly into the school and remain indoors will result in disciplinary action. Students who arrive by car must be dropped off at the sidewalk in front of the cafeteria and not in the parking lot or bus loop.

2. Auditorium

The following directions are to be observed:

- a. Students will be called to and accompanied by their homeroom teacher or a substitute. The students may talk in a conversational tone going to and from the auditorium unless other classes are in progress.
- b. Students are to sit in their assigned seats with their homeroom teachers.
- c. SILENCE and attention are required of all students during an assembly program.
- d. Expression of appreciation for any program is shown by applause. Boisterous applause, whistling or calling out are inappropriate and impolite.

3. Bookbags/backpacks/purses

- a. When students arrive in the morning, all bags (except 6"x 8" or smaller purses for girls) MUST be left in the lockers with coats.
- b. Books and notebooks for a few classes at a time may be carried WITHOUT a bag of any kind, and locker visits should be made to change books whenever your schedule brings you near your locker.
- c. The same idea applies at lunch: no bags in the cafeteria, but you may go to your locker for a book change **on your way** to lunch.
- d. Books and notebooks may not be carried in purses, pull- string bags, gym clothing bags, or any other type of bags or purses.

EXCEPTION: Only on days when you have Physical Education, for only that **PART** of the day, a small drawstring bag, or a mesh/clear bag may be used for only sneakers and gym clothes. **NO BACKPACKS** are permitted.

4. **Bus Conduct**

Please be informed concerning your home school district's expectations regarding behavior and consequences for misbehavior. Bishop McDevitt does not control these consequences, and will attempt to support each district in their policies.

5. **Cafeteria**

Students are allowed in the cafeteria only during their assigned lunches.

Eating and drinking are restricted to the cafeteria. No food or drink, including water bottles, may be taken throughout the building. It is expected that the students will keep their area clean and neat.

Students must sign out to leave the cafeteria. Students may only visit the bathrooms in the lobby unless they have a valid pass from a teacher to go elsewhere.

Students who arrive early before school must remain in the cafeteria until 7:30 am. Students may eat but must keep the area clean.

6. **Care of the Building and Grounds**

It is the philosophy of Bishop McDevitt High School that all students participate in the care and maintenance of the school. Therefore students will be assigned by teachers to clean classrooms and other areas of the school. Vandalism will be treated as a serious discipline problem.

7. **Cheating/Plagiarism**

Since honesty and integrity are constantly expected of all students, it is required that each student avoid anything that calls into question the validity of any schoolwork. Dishonesty of this type diminishes the character of the individual, and harms the other students by falsely altering the averages and class ranks of offenders. We believe that behavior of this nature is severely out of bounds, and will be punished as a major discipline offense. Any giving or receiving of any material that will be graded is cheating. When students fail to follow academic, testing, and research expectations EXACTLY, thus allowing room for doubt, teachers must assume dishonesty is the intent. This WILL then be handled as cheating, with very serious consequences. This is equally important for exams, tests, quizzes, homework, projects, papers, presentations, and anything else that is graded. Plagiarism is a growing concern. Plagiarism must be clearly understood BEFORE using any resources for any schoolwork. Plagiarism is intentionally representing work, writings, or ideas of others as your own. This includes, but is not limited to, copying, rewording, and paraphrasing information from printed sources, electronic sources, or other student work. In the case of copyrighted work this is illegal without proper citation, and in all cases is a serious breach of academic integrity and a moral offense. For this reason, when students turn in a paper, they must include a signed plagiarism statement and parent signature.

With the increase in technology, students must be careful that their collaboration does not cross over into cheating. Students must ascertain very clearly how much work must be their exclusive work and how much they may work together (IE using Google drive). If there is any doubt, students must consult with the teacher. If students turn in work that is too similar, cheating will be assumed.

Compromising the integrity of a midterm or final exam is a very serious infraction that will result in expulsion.

8. **Contraband Items**

There are many items which are inappropriate for school and may not be brought into the building and will be confiscated. They include, but are not limited to: video games, lighters, matches, laser pointers, toys of any kind, any type of tobacco products (including e-cigarettes and hookah pens) and all electronic devices, except as requested by teachers. None of these items are needed for school, and all are temptations for others who might be inclined toward theft. The school recognizes that many students may listen to iPods or mp3 players on the bus rides. Both headphones and iPods/mp3 players must be put away in backpacks (IE out of sight) before the 7:48 a.m. warning bell. Any teacher seeing headphones or iPods/mp3 players after that time may confiscate them. Students may not carry drink containers throughout the building (including water). Drinking fountains are available for water, and other drinks

are available in the cafeteria at lunch time only. A student who has a medical need to carry water must provide documentation of medical necessity each year, and must carry the water in a clear, unbreakable (not glass) bottle.

9. **Corridors/Travel Throughout the Building**

Corridors must be empty at the three-minute late bell for each period. Students who arrive early at their destination must enter the room immediately and not remain in the corridor. Loitering about the corridors during class periods or during class changes is not permitted. Any student leaving a class must sign out and carry a valid pass. There may be no loud, boisterous conduct in the corridors at any time. (This includes the cafeterias.) Students who do not properly sign-out, who do not have a valid pass, or who are not in their intended location may be put on Pass Restriction (see discipline section).

10. **Dances and Socials**

All dances and socials sponsored by Bishop McDevitt High School or its affiliated organizations are considered part of the educational program and governed by the following regulations:

1. They must be chaperoned by adults.
2. They must be characterized by gentlemanly and ladylike conduct.
3. Unrefined, vulgar dancing is not tolerated. Specifically no back-to-front dancing is permitted.
4. Type of dress for various dances will be announced prior to each dance. **All dress must be modest. Dresses should not be skin-tight or shorter than 3" above the knee. Students who are dressed inappropriately will not be allowed in to the dance.** Please see the Assistant Principal for Student Services **before** the night of the dance if you have **any** questions about what might not be appropriate.
5. Guests from other schools are permitted if the following conditions are met: a) The Bishop McDevitt student accompanying the guest must fill out a guest permission dance form and purchase the ticket in advance; b) The student must be a current high school student recommended by an administrator from his/her school.
6. Attendance at dances is a privilege. Unacceptable dress, language, or any other behavior may result in students being asked to leave.
7. Student I.D. cards are required for admittance. Students without school I.D. may not be admitted.
8. Dances begin at 7:00 p.m. and end at 10:00 p.m., except prom which ends at 11:00 pm. Doors open for admission at 7:00 p.m. and close at 8:00 p.m. Students will NOT be admitted into the building after 8:00 p.m.
9. Once a student leaves the building, reentry to the dance will NOT be permitted.

Each year there is a Junior/Senior Prom. This is a formal, mixed couples dance. Single tickets will be sold to McDevitt juniors and seniors only. Sophomores invited by an upperclassman need the permission of the Principal to attend and this practice is discouraged. No freshmen will be permitted to attend. ONLY Junior and Senior Prom attendees are excused from classes on Prom day only to make preparations. Students who are not current with tuition payments are not permitted to attend the Prom. There is a code of acceptable dress for the Prom which will be distributed and available to all students. Students who arrive at the Prom out of this dress code will not be admitted into the Prom, nor will they receive any refund.

11. **Dismissal**

Students must leave the property at dismissal and not return except for participation in supervised activities.

12. **Dress Code**

STUDENT DRESS MUST BE MODEST, NEAT, BUSINESSLIKE, AND DESIGNED NOT TO ATTRACT UNDUE ATTENTION. ALL STUDENTS MUST BE IN McDEVITT SCHOOL UNIFORM DRESS FROM THE FIRST DAY OF SCHOOL. PROPER SCHOOL ATTIRE IS EXPECTED AT ALL TIMES AT SCHOOL.

It is a fact that student behavior, attitudes, and effective learning all improve when students are dressed in a businesslike manner. School is not primarily social and fashionable in nature, and students need to see their school wardrobe as different from and more professional than their other clothes. Grooming also must be dressy and business-like. On some special occasions the school will declare casual-dress days, and the specifics will be announced to the students at those times. Only indoor clothing may be worn, and all jackets and coats MUST be left in the lockers during class time. This includes all fleece items.

General Guidelines (ALL students)

- a. Dress socks or stockings must be worn at all times.
- b. Hats or any type of hair coverings are not to be worn indoors by males or females.
- c. Sunglasses may not be worn indoors (even on top of the head). Key straps around the neck or similar accessories are not acceptable. In general, elaborate or bizarre accessories or adornments may not be worn (e.g. hats, gloves, excessive jewelry).
- d. No items of clothing may be tied around the waist.
- e. Temporary or permanent tattoos must be covered at all times by school uniform clothing.
- f. Hair must be NEATLY COMBED and groomed at all times, spiked styles are not acceptable. Shaven configurations, mohawks, haircuts, hairspray or hair coloring (that is not a natural hair color) that may be viewed as bizarre or attention getting are NOT acceptable. Girls are permitted to use barrettes or ribbons, but sweatbands or bandanas are not acceptable. Boys' hair must not touch the top of their collar, may not cover any part of the ears, and may NOT BE TIED UP IN ANY MANNER. Braids are allowed, BUT MAY NOT BE TIED UP IN ANY MANNER AND MAY NOT BE OVER THE COLLAR.
 - a. Final determination of hair-style appropriateness will be made by the Administration. Students judged to be in violation will be sent home. Refusal to immediately make the directed changes will result in suspension from school.
- g. ALL males must be completely clean-shaven at all times. Students will be permitted a moustache only, provided it is neatly trimmed and extends only to the mouth corners. Sideburns may not extend below the bottom of the ears. Violators MUST shave immediately with a razor sold to them for personal, one-time use.
- h. Girls may wear no more than two necklaces. Boys may wear necklaces, but they may not be worn over top of their shirt and tie. Excessive jewelry is unacceptable either in multiple ear piercings, excessive necklaces, bracelets or rings.
- i. Ear piercing for earrings is acceptable for girls only.
 - a. Rings or ornaments in ANY other body part are not acceptable. Boys are not permitted to wear earrings. Nose piercings are not permitted. NO EXCEPTIONS WILL BE MADE FOR NEWLY- PIERCED HEALING DURING THE SCHOOL YEAR. THIS INCLUDES BANDAGES OR SMALL ITEMS TO KEEP PIERCINGS OPEN.
- j. All missing buttons must immediately be replaced in the office by the student.
- k. Writing or drawing on clothing or on the body is inappropriate.
- l. Any clothing, ornamentation, or grooming which appears to represent an expression of any philosophy in conflict with the philosophy of Bishop McDevitt are strictly forbidden.
- m. No lettered or pictured T-shirts may be worn as under- shirts, and sleeves may not protrude beyond the sleeve of the uniform shirt. If the white uniform shirt is worn, a plain white shirt is the only undershirt permitted (IE no colored shirts under white Oxford shirt, and no logos).
- n. No tearing or cutting of any part of the uniform is permitted. This includes the seams at the bottom of the trousers.

The Administration may need to clarify or re-define the appropriateness of some portion of student dress code before the year ends. Clarifications will be communicated to students, teachers and parents as it becomes necessary.

Exceptions to some portions of the dress code are occasionally requested by students for medical reasons. These requests must be accompanied by a note from a parent and, if needed for more than a few days, by a note from the doctor requesting the exception. The request will not automatically be granted. For some items a doctor's note is absolutely required, and the note must be for a specified time period (not open-ended). It may also be denied.

If any student has doubts about the acceptability of any particular item it would be advisable to BRING rather than wear it to school to have it checked in the office first.

Trying to get around the dress code regulations will result in demerits being assigned, and the need to correct the problem immediately. Neckties, belts, shoes, shaving equipment, and a few other clothing items **may** be available to students so that they miss as little class as possible. They MUST be used when offered and fees for use must be paid. The fees will increase for students who repeatedly come to school out of dress code. Students will receive 1 demerit for each article that must be rented or razor purchased. Any student who refuses to cooperate with our attempts to help solve the dress code problem that he or she created MAY BE IMMEDIATELY SUSPENDED AND SENT HOME. This may also happen in the case of repeated offenses of the same type. A healthy attitude towards school will prevent this from

happening, and time and effort can be spent on the much more important academic activities when students are dressed as the dress code requires.

The permanent school uniform is as follows:

FOR GIRLS:

- a. A navy and white plaid kilt or box-pleated skirt or a solid navy kilt purchased from Flynn & O'Hara; or navy blue or tan pants purchased from Flynn & O'Hara. If the skirt is worn, **the skirt must touch the top of the knee**. Skirts must not be rolled. Pants must be hemmed to the top of the shoes.
- b. A white or light blue oxford cloth shirt with the McD monogram on the collar as provided by Flynn & O'Hara. The shirt may be either short- or long-sleeved. Only the top button may be unbuttoned and shirts must be worn tucked in at the waist, not folded under. Therefore, shirttails should never be seen. If a shirt is worn under the oxford cloth shirt, it must be plain (no logos or words) and **it must be white if the oxford shirt is white**. The sleeves of any undershirt may not extend beyond the sleeves of the oxford shirt.
- c. If girls choose to wear a sweater (or blazer) it must be the uniform sweater (or blazer) provided by the uniform company. Sweaters must be either navy blue, white or tan. Blazers must be navy blue. Sweaters must have the McD logo embroidered on the front and blazers must have the school seal on the front.
- d. Knee socks or opaque tights in navy blue or white must be worn with the kilts/skirts, and socks must be worn with pants.
- e. The uniform shoe shall be an Eastland brown tie Oxford shoe as provided by Flynn & O'Hara. Laces must match the shoes and be tied, not tucked in.

FOR BOYS

- a. Navy blue or tan pants purchased from Flynn & O'Hara.
Belts must be worn. Trousers must be worn at the waist, not drooping. No chains or straps may dangle from belts or pockets.
- b. White or light blue oxford cloth shirt in either long- or short-sleeves with the McD logo embroidered on the pocket (and purchased from Flynn & O'Hara) must be worn buttoned to the top button and worn with a tie (purchased from Flynn & O'Hara) knotted to the top button. Shirts must be worn tucked in at the waist, and buttoned at the cuffs. Shirt-tails must not be folded under, and should never be seen. If a shirt is worn under the oxford cloth shirt, it must be plain (no logos or words) and **it must be white if the oxford shirt is white**. The sleeves of any undershirt may not extend beyond the sleeves of the oxford shirt.
- c. If a sweater (or blazer) is worn, it must be purchased from Flynn & O'Hara and have the McD logo (or school seal) embroidered on the front.
- d. Socks must be worn and must be visible.
- e. The uniform shoe shall be an Eastland brown tie Oxford shoe as provided by Flynn & O'Hara. Laces must match the shoes and be tied.

SPECIAL DRESS DAY GUIDELINES

The following procedures should be followed for announced special dress days:

REGULAR DRESS DOWN DAYS

1. Loose-fitting jeans or sweatpants. Jeans **cannot be ripped or have holes**. NO leggings, yoga pants, tights, or stretch pants.
2. Shorts can be worn (before Thanksgiving and after Easter), but shorts, skirts or skorts must be **no more than three (3) inches** above the knee.
3. No clothes promoting alcohol, drugs or ideas or products contrary to McDevitt's policies and philosophies may be worn.
4. No torn, cut or ripped clothing may be worn.
5. No tank tops, muscle shirts, strapless tops, halter tops, thin (spaghetti) strapped tops or tops that show the midriff.
NECKLINES MUST BE MODEST.
6. No hats may be worn at any time in the building.

7. Rules on shaving and piercings remain in effect on dress down days.

BLUE & GOLD DAYS

1. Loose-fitting blue jeans or sweats. NO leggings, yoga pants, tights, or stretch pants.
2. Shorts can be worn (before Thanksgiving and after Easter) as long as they are either blue or gold and are **no more than three (3) inches** above the knee.
3. Any type of McDevitt logo shirt or team jersey OR any shirt that is predominantly blue and/or gold. (More blue/gold than any other color).
4. No hats may be worn in the building at any time.
5. No torn or cut clothing may be worn.
6. Sleeveless shirts are OK, however, muscle shirts, tank tops, strapless or thin (spaghetti) strapped tops, or tops that show the midriff are not acceptable. **NECKLINES MUST BE MODEST.**

DRESS UP DAYS

1. Male students – dress shirt, tie, dress slacks, belt, dress shoes, dress socks, dress jacket or sweater.
2. Female students – Skirt and dress blouse or dress, stockings, dress shoes, possible dress slacks and sweater. Dress skirts and dresses may be **no more than three (3) inches above the knee**. Modesty should be the guiding principle.

13. Drugs and Alcohol

The use or possession of alcoholic beverages or drugs in any manner on school property at any time, or on any occasion, or at any school sponsored activity, is strictly forbidden and may incur suspension (3 day minimum), probation, expulsion and/or arrest. A referral will automatically be made to the Student Assistance Team. Voluntarily remaining in proximity to drug or alcohol use will be viewed as possession. The Diocesan and school drug policies will be strictly followed. Copies of both detailed policies are available at the school. This also involves professional assessment and follow-up treatment recommendations being mandatory, along with parent interviews. If treatment is not recommended, educational programs will be required.

Students appearing at school functions or activities after the use of alcohol or drugs will be subject to strong disciplinary action by the school and may also face possible legal consequences.

If off-property drug or alcohol use is known to school personnel, attempts will be made to help parents and law enforcement officials deal with it.

We fully expect all families to support and act in accordance with both McDevitt's philosophy and the laws of Pennsylvania in regards to drugs and alcohol. Sponsorship, advertising, or in any way condoning these illegal activities on the part of family members may result in expulsion of the student from McDevitt.

Students caught selling or providing drugs will face legal sanctions as well as expulsion from McDevitt.

When there is reasonable cause to suspect that a student has violated either the law or school regulations with regard to the use of drugs, a urine specimen may be required by the Assistant Principal for Student Services (with parental awareness). The student, the student's locker, and/or vehicle may be searched by the school.

Should it be deemed appropriate to take a urine specimen, the Assistant Principal for Student Services will confer with the parents or guardians of the student(s) involved. The results will not be made a matter of the student's permanent educational file, but will be reviewed with the parents, and may form the basis for disciplinary sanctions being imposed.

The intent of obtaining the urine specimen is to assist the student, parents and guardians in coping with a serious problem. Confidentiality of the test results will be strictly maintained.

In recognition of the fact that this policy does not cover all possible situations where a student may be faced with a drug and alcohol issue, the faculty, staff and administration reserves the right to offer counseling and guidance whenever a student is deemed to be in need of such services and support.

14. Early Dismissal for School Activities

On occasion, groups of students must be dismissed from classes early for field trips, activities, or sports. Individual students may also have early dismissals for essential appointments (see C. Leaving School under ATTENDANCE). All

students in these circumstances must be conscious of the need to exit the building quickly and quietly. Trips to lockers or lavatories must not disrupt any classes, and no loitering anywhere in the building will be tolerated. Groups of dismissed students (e.g. – sports, trips) must be confined to the areas of the building assigned by the coach or moderator.

15. **Emergency Cards**

All students receive 2 copies of the school emergency card, which must be completed and returned immediately. Please make changes, fill out the back, sign, and return immediately. During the year, please send any changes to the office as soon as they occur. **The adults named on these cards will be considered the only acceptable contacts between the school and home. Adult signatures are required in order to be able to pick a student up from school.**

16. **Fighting**

No hostile physical contact between students is acceptable, and none will be tolerated. In cases of fighting, the following procedures will be followed:

- a. All parties involved will be removed to separate areas.
- b. Physical exertion by faculty members will not be used unless mandated by students' failure to follow verbal directions.
- c. Parents will be contacted immediately and all those involved in the actual fighting will be sent home to begin suspension.
- d. All those involved in the fighting will be subject to immediate suspensions; attempts to discover major responsibilities in such instances need not be exercised and all students involved may be held equally responsible.

Fighting is not to be confused with Assault and Battery, which is a criminal offense. Should a student be assaulted without provocation or apparent reason, and where no history of past disagreements is apparent, criminal liability may occur. In such instances, the parents of the victim(s) may pursue criminal charges by filing a formal complaint with the police authorities.

17. **Gambling**

Gambling is not only forbidden at all times, it is also illegal, and will be considered a major infraction.

18. **Gum**

The extensive use of chewing gum has caused a large health problem and maintenance problem in the building. Many illnesses are spread from student to student through contact with the saliva in the thousands of pieces of used gum found stuck on chairs, desks, floors, tables, walls, doorways, railings, and everywhere else in the building. We also use a large portion of the yearly maintenance budget on supplies and labor in a vain attempt to clean gum off all these areas of the building. This is completely unnecessary. Use and possession of gum is therefore totally forbidden in the building and on the grounds.

19. **Harassment and Bullying**

Since moral Christian behavior is expected of our students, it is obvious that we cannot tolerate any sort of communication (written, verbal, non-verbal) that is inappropriate for a Christian. In accordance with our philosophy on page 6, bullying, sexual harassment, intimidation, racial slurs, put-downs and expressions of prejudice are extremely out of place in our school. When these things are known to the school authorities, they will be dealt with as severe discipline infractions. We will make use of the Diocesan policy for suspension and expulsion, and legal charges may be brought.

20. **Lockers**

The lockers in the school represent a convenience offered by the school for the storage and security of the personal effects of our students. Proper use of the lock protects these belongings from disturbance by unauthorized persons. The lockers do not constitute a privileged sanctuary. They are school property and are accessible to the school

administration at all times. Students are not permitted to rig the lock to make it easier to open. Any student who does so will be subject to disciplinary procedures and will have to pay the cost of any repairs to the locker.

Lockers are to be kept clean, neat and appropriate at all times. Students are not permitted to share their combinations with other students.

Coats, jackets, hats, and bookbags **MUST** be kept in the lockers throughout the school day. Unnecessary personal items should not be stored in lockers at any time. The school cannot be responsible for anything missing from lockers.

Malfunctioning lockers must be reported at the Attendance Office in order to have repairs made or for locker re-assignment.

The three-minute rule applies to going to lockers. You must be on time for all classes. A brief locker visit is permitted while on the way to lunch, but students should be appropriately quiet, because classes are still in session.

No visits to lockers are permitted during classes, lunch, or Homeroom, even with a hall pass.

Lockers are available in the gym locker room for use only during gym class. Students are **strongly encouraged** to lock their belongings in a locker while they are at gym. Locks may not be left on lockers after gym to accommodate other students who also need to use the locker.

21. **Parking**

Students may drive to school and park in the student lot after having filled out the appropriate form and registered with the attendance office.

All student vehicles must display a school-issued hang tag. Hang tags cost \$2.00 and are issued when a student turns in a completed registration form signed by student and parent, as well as copies of car registration, insurance card, and student license.

Students are expected to drive **safely and courteously**. All traffic signs must be obeyed. Loitering in the parking lot is not allowed. Failure to follow these procedures may result in the parking privilege being revoked.

Multiple times each year the local police bring the drug dogs through the school. The dogs may also search the parking lot. Parking in the lot indicates agreement to have the vehicle searched should it be deemed likely to have drugs within. If a vehicle is to be searched, the student will be called to unlock the vehicle and witness the search.

22. **Restricted Areas**

Students must be under the supervision of a teacher or staff member at all times. Certain areas –the faculty work rooms, the faculty dining room, all offices and all custodial rooms – are out of bounds for students at all times. Students should be aware that the electronic gates in the building are lowered as early as 4 pm; therefore, students should retrieve any needed items from lockers before that time. Students who arrive early in the morning must remain in the cafeteria until the 7:30 a.m. bell unless they have a pass from a teacher to report to that teacher's room or are going to the tutoring room.

23. **Runners**

Students may apply to various offices to offer help in place of one of their study halls. This is a privilege, and may be withdrawn at any time for academic or behavioral reasons. Runners are expected to report promptly where assigned, be helpful, and be aware of confidentiality. Runners must be exemplary in wearing of the school uniform.

24. **Smoking/Tobacco**

Smoking is forbidden at all times in school or on school property. Possession of any tobacco products is also forbidden at all times on school property, and will be dealt with just as severely as actually smoking. Voluntarily remaining in close proximity to smoking will be considered the same as smoking. Possession of or use of a hookah pen/e-cigarette will be dealt with the same as cigarettes or other forms of tobacco. Violation of this rule is considered a very serious infraction. Any tobacco violation will result in a \$50 fine and may also incur a suspension. All McDevitt property is a non-smoking facility at all times for all persons. Any tobacco products or hookah pens/e-cigarettes, etc. that are discovered will be confiscated and not returned.

25. **Student Searches**

Searches of students and/or his/her property are justified when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or school regulations. This includes student, locker, possessions, and vehicle.

Parents or guardians will be informed when a student is searched, the reason(s) for the search, and the results of the search.

26. Telephones and Cell Phones

Cell phones are allowed at Bishop McDevitt High School subject to the following Rules and Regulations. Carrying a cell phone on campus is a privilege not a right.

Statement of Policy

The School prohibits the use of all communication devices, which in its opinion, have limited or no educational value or their use creates learner distraction and disruption. Devices not allowed to be used on campus or at "school day activities" include all electronic communication devices and laptops with two-way messaging capabilities. (This includes i-watches and other devices that permit two-way messaging capabilities). Bishop McDevitt High School reserves the right to define the educational value of any new electronic wireless communication devices that may become available to the general public in the future and to prohibit their use if they have little or no educational value or if such use creates learner distraction or disruption.

Possession of Electronic Communication Devices

Students may carry only a cell phone to Bishop McDevitt High School and school day activities.

Use of Devices on School Grounds

Students may use cell phones before entering school and after 2:45 as long as they do not create a distraction or disruption. Use of cell phones during the school day is prohibited and they must be turned **completely off and kept out of sight** upon entering homeroom, or upon hearing the warning bell at 7:48, whichever comes first. Cell phone usage is not allowed on any other portion of the school campus at anytime, including school-day activities unless an emergency situation, as defined by McDevitt staff, exists.

Specific Prohibitions (This list is not intended to be all-inclusive.)

- No photo or text messaging is permitted.
- Phones may not be used in place of wristwatches or calculators. I-watches may not be used during the school day and must remain out of sight, or face confiscation and penalties, just as a cell phone.
- Use of games on phones is not permitted.
- Phones must not be allowed to fall out of pockets or purses.

Use of Devices on Buses

Cell phone usage by students while riding to and from school on the bus, or on the bus during school-sponsored activities is at the discretion of the bus driver. Distracting behavior that creates an unsafe environment will not be tolerated.

Telephone Privileges, Generally

The school telephones and extensions may not be used for any student social calls. There is a phone available in the office for students to contact parents during an unstructured time (before school, lunch, study hall) should they need to arrange rides, etc. It is vital for student safety that any calls for a student to be picked up originate with the school staff, and not the student.

Parents must use the various office numbers, and may not communicate with students via cell phones during the school day. Students will not generally be summoned to answer telephone calls. Parents wishing to communicate with the school should dial 236-7973.

Cell Phone Violations

It is the students' responsibility to ensure that their cell phones are turned off and out of sight during unauthorized times. Students who violate the above restrictions shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action including suspension. Students that are in violation of the cell phone policy will have their cell phone confiscated. The confiscated items will be stored in the Administration Office and will only be returned to the student's parent or legal guardian or with a note from the parent or legal guardian.

Additionally, the return of the confiscated phone will be subject to the imposition of a fine which shall be determined by the number of prior violations of this policy. The respective fines are set forth below.

Teachers must confiscate phones from any student not cooperating fully with this policy, and students must

immediately turn them over intact. Failure to comply immediately and cooperatively with teachers will result in extra detentions. Students unwilling to hand over phones will be sent home on suspension until they are willing to turn in the same phone used in the violation intact:

Penalties

First Violation: Confiscation of phone until the end of the school day and a note from a parent (or appearance by the parent including a note) is required prior to the phone being returned to the student. This note may be faxed or emailed but must include a signature. The student shall receive 1 demerit.

Second Violation: Confiscation of phone until the end of the next school day and a note from a parent (or appearance by the parent including a note) is required prior to the phone being returned to the student. In addition, there will be 2 demerits assigned. The fine for a Second Violation shall be ten dollars (\$10.00).

Third Violation: Confiscation of phone until the end of the next school day following confiscation and a note from a parent (or appearance by the parent including a note) is required prior to the phone being returned to the student. In addition, there will be 3 demerits assigned. The fine for a Third Violation shall be fifteen Dollars (\$15.00).

Fourth Violation: Confiscation of phone until the end of the next day following confiscation and a note from a parent (or appearance by the parent including a note) is required prior to the phone being returned to the student. In addition, there will be 4 demerits assigned. The fine for a Fourth Violation shall be Twenty Dollars (\$20.00). Subsequent violations will result in higher fines and an increased number of demerits. Students with 4 or more violations may be required to leave their phone in the office during the school day.

Notwithstanding any of the above penalties, any student found to be using a cell phone or other communication device for obscene, provocative or sexual purposes shall be subject to immediate suspension, expulsion and/or legal sanctions.

Responsibility

Students shall be personally and solely responsible for the security of their cell phones. Bishop McDevitt High School shall not assume responsibility for theft, loss, or damage of a cell phone, or unauthorized calls made on a cell phone.

27. Threatening Behavior

Both the Diocese of Harrisburg and the Juvenile Court of Dauphin County, in accordance with a “zero tolerance” policy toward violence, regard any threat of violence as an extremely severe offense. Provisions in the Diocesan Policy #5137.5 include immediate suspension, expulsion, and a report to law enforcement agencies of any student who threatens to inflict violence on another person.

28. Truancy

Truancy is absence from school without a phone call and note from a parent with an excuse deemed acceptable by the Administration. The state only permits Bishop McDevitt to excuse absences for urgent reasons such as illness and funerals. Leaving the school grounds without permission during school hours for any length of time is also considered truancy. Missing a mid-term or final exam is considered truancy. This is considered a severe infraction, and is a very serious problem. Once the school has determined a student to be truant, the parent will be notified, and the safety of the student can no longer be the school’s responsibility. Truancy will usually result in suspension and probation. Repeated truancy (3+ times) may also result in the school filing charges in District Court against both the parent and the student, as required by law in the state of Pennsylvania.

29. Weapons

Any student found to be in possession of a weapon on school property or at any school-related function may be subject to immediate arrest by the local law enforcement officials. The student will then be suspended out of school pending expulsion proceedings by the principal. The school administration reserves the right to define “weapon” in the case of objects other than the obvious guns and knives. Unloaded guns, replicas, and objects used in a threatening manner may all fall into this category.

ACTIVITIES INFORMATION

The Catholic ideal of education demands the training of the whole individual; hence we find at Bishop McDevitt High School a group of extra-curricular activities that fulfill the recreational needs of students, give them an opportunity for developing their individual interests, and at the same time teach group consciousness and school morale.

Extra-curricular activities conducted after school are considered an extension of the school day. All matters of school policy and discipline remain in effect during these activities. The privilege of attending or participating in activities may be

suspended or revoked at any time. This applies to all school sponsored activities whether here or on some other premises.

The following clubs, activities and sports are available to the students:

Baseball	French Club	Music Program	Stage Crew
Basketball (boys' and girls')	Future Business Leaders	National Honor Society	Student Ambassadors
Chapel Aides	Golf	Peer Counseling	Student Council
Cheerleaders	Lab Aides	Performing Arts Club	Swimming
Christian Service Club	Lacrosse	Pridwen	Talitha Koum
Contra Mundum	Math Honor Society	Pro Life Club	Tennis (boys' & girls')
Cross Country	Mission Club	Soccer (boys' & girls')	Track and Field
Field Hockey	Mock Trial	Softball	Twin Towers
Football	Model U.N.	Spanish Club	Poetry Club
			World Language Honor Societies

STUDENT COUNCIL

The Student Council of Bishop McDevitt High School is the representative body of the school. Membership consists of: President, Vice President, Secretary and Treasurer and one Representative from each Homeroom to assume leadership and coordinate all activities. Qualifications for membership include: integrity, initiative, responsibility and willingness to give generously of one's time and service. The Student Council aims: to promote open communication and harmonious relations among Administration, Faculty and Students; to specialize in service that develops good citizenship and strong Christian character; to pledge active support and lead all students in spirited participation in all activities in the McDevitt community.

MUSIC DEPARTMENT ACTIVITIES

Bishop McDevitt High School offers many opportunities for students to participate in music. They include:

Color Guard	Music Ministry	Jazz Band
Pit Orchestra	Marching Band	Concert Band
Mixed Choir	Concert Choir	

ATTENDANCE

All students must be seated in homeroom and ready to begin school at 7:50 am each morning. Dismissal occurs at 2:45 pm.

Recognizing the key role that attendance plays in academic achievement, it is essential that all students are present each and every day. All students are expected to be present each day and to follow school procedures of absence and lateness.

A. **Absence** – When a student is absent a parent must telephone the school before 9:00 A.M. If you call early, leave the information in the voice-mail box (236-0161). It is the responsibility of the parents to notify the school of their children's absence and to provide acceptable reasons for the absence. A note must be sent in with the child upon his/her return. If the absence is 3 days or longer, the note must be from a doctor. As per Pennsylvania state law, Bishop McDevitt may excuse students only for illness or other **urgent** reasons, including funerals, family emergencies, etc..

When parents fail to notify the school, the Attendance Officer may call them at home or at work using the automated One Call system to verify the authenticity of the absence. There will be times when the school is unable to call all those who failed to report student absences.

Roll is taken in Homeroom and in each class. Absentee lists are updated electronically throughout the day.

a. Student attendance records will be reviewed by the Assistant Principal for Student Services periodically.

b. Students who are absent from school may not enter the property or attend any school function until they have returned to class.

- c. Student absences from school classes to work on, or to research for, school assignments or projects will be regarded as TRUANCY.
- d. McDevitt does not recognize a Senior Skip Day, and it will be treated as a TRUANCY.
- e. When the student accumulates the equivalent of ten (10) days of absenteeism, he/she may be placed on Attendance Probation and a contract may be developed by the Assistant Principal for Student Services for the individual and his/her parents or legal guardians to sign. This may include requiring medical documentation for each absence after 10. Failure to abide by the conditions of the Attendance Contract may result in expulsion. Teachers and Guidance Counselors will be advised by the Assistant Principal for Student Services whenever an attendance problem exists for a particular student.
- f. Once a student accumulates the equivalent of 18 days of absenteeism, he/she will be required to make up days during the school year by attending Saturday sessions or other sessions as may be scheduled at the discretion of the Administration or the student shall attend summer session as deemed appropriate by the Administration. This is not a punishment but an acknowledgment of state compulsory attendance law.
- g. When a student accumulates the equivalent of 19 days of absenteeism, he/she may be dropped from school rolls, or assigned to repeat the grade level.
- h. Students who are absent for extended periods of time due to hospitalization or other verifiable medical or psychological reasons, may not be placed on Attendance Probation. However, teachers, counselors, and administrators will be advised of the unique or critical absentee problem and an alternative Educational Program may need to be implemented – e.g. Homebound Instruction via the Public School System, etc.
- i. Academic grades will be affected by student absences whether legitimate or not, as class participation and student interaction is lessened when students are absent.
- j. Truancy is punishable with an ISS.

Academic Make-up Work for Missed Time. Any student missing any time from school for any reason is responsible for any work missed.

It is the responsibility of the student to make arrangements with the teacher to make-up work missed.

If a student has prior knowledge that he/she will be out of school for any reason, and therefore will miss an assignment or a test, it is the responsibility of the student to inform the teacher beforehand and to use a blue absence request form.

When the student returns to school, the student must consult with the teacher and all assignments and tests should be made up within one week. However, the teacher will set the student's schedule for make-up work, except in cases of extended absence, in which case the guidance office will coordinate make-ups of quizzes and tests.

Absentee Notes: The placing of a phone call does not release the parent from the obligation of submitting an absentee note, which must be signed by the PARENT or LEGAL GUARDIAN ONLY.

A valid signed absentee note must be brought to the Attendance Office or Homeroom Teacher within three (3) days of the absence.

All days not covered by a valid absentee note and phone call will be recorded as either an illegal day of absence or an unexcused absence.

Medical Certification: Students who have been absent from school the equivalent of three school days (3 days) or more shall be required to verify to the Assistant Principal for Student Services the cause(s) of the absenteeism – i.e. provide written documentation from a physician, psychologist, or counselor. The student will not be admitted to school without such certificate.

- Other:
1. To protect the validity of exams, all students should be present and take them on the days they are scheduled.
 2. Attendance or participation in any school sport or activity is forbidden on days when a student was absent or sent home sick.

B. Lateness – Students must be in homeroom, in full uniform, and ready for the school day, at 7:50 am, when the late bell rings, or they will be sent to the office for lateness. Upon arriving at school each student should report to

his or her locker first. Homeroom teachers will not permit students to go to lockers after the 2nd bell, when homeroom period has begun. A student is late for school if he or she is not in his assigned homeroom at the sound of the late bell. All students reporting to school after the bell will report first to the attendance office and will receive a late slip to enter class or homeroom.

Students should bring parental documentation for their lateness. Such documentation will be requested by the Assistant Principal for Student Services and/or the Attendance Office personnel. Documentation does not guarantee an excused lateness.

All unexcused lateness during homeroom will receive one demerit. Unexcused lateness will be determined by the Assistant Principal for Student Services and/or the Attendance Office personnel. No warnings will be given. Reasons such as oversleeping or running late will not be excused. "Traffic" will only be excused if there is a verifiable problem. If a student arrives after 8:06 am, thereby missing part of first period, the student will receive three demerits (a detention).

Students should not remain home because of the possibility of being late for school. It is far preferable to be late than to be absent.

Students who are not in school by 9:00 a.m. may not participate in or attend any athletic event scheduled for that day.

Students who are chronically late will have to present documentation from a professional source (IE doctor, orthodontist, counselor, bus company, etc.) **in order for that lateness to be excused.** Chronically late is defined as exceeding 9 tardies in a school year.

- C. **Early Dismissals** – The student must personally submit an Early Dismissal Form to the Attendance Office by 7:45 a.m. on the morning of the dismissal. The request for such permission **must be signed** by the parent or guardian and **must be supported by a phone call** from the parent or guardian no later than 7:30 a.m. Permission to leave will be granted for **very serious and important reasons only, and for only the part of the day necessary.** If students must miss a portion of the day due to an appointment with a dentist, doctor, etc., documentation from the professional's office must be presented to the attendance office when the student returns to school.

Medical appointments and college visits should be scheduled outside of school hours whenever possible. Upon leaving and returning to school, all students are to sign out and back in at the office of Assistant Principal for Student Services.

Early dismissal forms are available on the school website and in the school office.

- D. **Family Educational Trips and Vacations**– Bishop McDevitt High School may excuse a student from attendance at school for family educational trips up to five (5) school days. In an attempt to be understanding and see validity in such trips, the school will attempt to be cooperative where possible. Please realize that these absences will have an adverse effect on academics. In addition to the five school days allowed for a family educational trip, juniors and seniors are allowed two days excused absence for a college visitation trip. College visits should be planned in such a way as to minimize absence from school. Verification of a college visit from a college official must be turned in to the Attendance Office upon the student's return to school. Parents and students intending during-the-school-year trips or vacations should clear it far in advance with the Assistant Principal for Student Services and the Assistant Principal for Academics. Forms are available in the Attendance Office for these purposes. The front of the form is filled out by parents; the back of the form is for students to get assignments from their teachers. The finalized form must be turned in by the day before the absence. Needless to say, the student is responsible for all work missed, and the days are recorded as absences. All missed work should be turned in the day the student returns. Mid-term and final examinations are a vital part of the academic calendar and it is very important that students are present to take their mid-terms and finals when they are scheduled. We respectfully ask that you not schedule any family vacations or trips during mid-terms and finals. We will not honor requests for absences during mid-term or finals weeks. Student will receive a zero for any exams they miss as a result. If unforeseen circumstances should arise, students are not permitted to take exams early.

School Sponsored Activities and Trips – Field trips are a privilege that each student must earn by way of good academics and good attendance. Any teacher sponsoring a trip or the Assistant Principal for Academics or the

Assistant Principal for Student Services may choose to exclude a particular student from a trip or activity for poor school attendance or lack of academic effort. Students are responsible for any work missed even though they may be engaged in a school sponsored activity which releases them from classroom instruction. Assignments, homework, and study are not deferred merely because of the school sponsored activity. Participants in school trips or activities are expected to be present in school on time the day following the trip or activity. Students who are failing two or more classes will not be permitted to attend field trips.

Funerals – Attendance at funerals is a Corporal Work of Mercy and oftentimes a source of consolation to the bereaved. A student is excused in the event of the death of a parent, grandparent, brother, sister, brother-in-law, sister-in-law or other relative who lives in the same house as the student. If a student wishes to attend a funeral of someone other than those listed above, permission for an absence must be requested from the Assistant Principal for Student Services.

E. **Visitors** – Visitors are required to report to the School Office.

No one is permitted to pass through the corridors without first reporting to the Office and wearing a visitor's badge. For the security of our students, graduates returning to visit may do so at 2:45 pm. If an alumnus who lives outside the Harrisburg area would like to make a visit, he/she should contact the school in advance to arrange a tour.

F. **Deliveries** (flowers, gifts, balloons, etc.) will NOT be accepted for the students at the school. These items need to be taken care of at home.

G. **Weather-related schedule changes:** Bishop McDevitt will issue a One-Call phone message when there are changes to the schedule due to weather. **Students who ride buses** need to find out the schedule for the school district in which they live. **Buses will follow the student's home district schedule.** (IE If there is a 2 hour delay in the home district, the buses will follow a 2 hour delay, regardless of McDevitt's start time). Students who drive, walk, or are driven to school should make every effort to get to school on McDevitt's schedule, provided it is safe to do so. If the student's home district dismisses early, buses will be sent for students, and all students from that district will be dismissed at that time.

ACADEMIC INFORMATION

ACCREDITATION

Bishop McDevitt High School is fully accredited by the Middle States Association of Colleges and Secondary Schools. Our most recent evaluation was in the fall of 2010.

ACADEMIC POLICIES

Academic Credits attempted and earned become part of the permanent record of the student and are listed on the transcripts. Academic Credits Transferred from another school grades 9 through 12 are recorded exactly as received listing credit earned and the grade received. There is no attempt to convert scores, scales or grades to McDevitt's own.

Most High Schools in Pennsylvania have policies preventing the exchange of records for unpaid debts. Bishop McDevitt High School likewise will not provide these services unless all financial obligations are satisfied.

SCHEDULING

Course selection opens in late February/early March for the following school year. Current McDevitt students may complete the scheduling process via their student portal or the parent portal. **Every student is required to schedule 6 major classes.** Students do not need to schedule physical education as it will be added automatically. All incoming freshman are required to enroll in Windows I which will also be automatically added to their schedule.

Careful planning must be exercised when selecting courses for the next academic school year. Students should seek as much information as possible from teachers, counselors and potential colleges to make informed decisions about their course selection not only to determine the course work and expectations of a course they are considering, but also because educational choices have implications for college acceptance and programs.

With this in mind, and with parental guidance, students need to be serious about their course selections during the March registration. The entire Master Schedule, staff assignments, class size and course offerings are generated based upon student requests. When students call after schedules have been finalized and want to alter their schedule because they

changed their mind, are unhappy with teacher assignment, want to avoid physical education or simply want to have lunch when their friends have lunch, it disrupts the entire Master Schedule. **It is of vital importance that students are serious about their first choice of classes and not view their selections as something that can be changed later.**

Every attempt will be made to schedule students for all classes they select. In return, it is expected that students remain in their selected classes. Therefore, beginning with the 2015-2016 school year, a \$25 processing fee will be assessed for any change requests if a student's final schedule reflects what they requested during the March registration period.

VIRTUAL HIGH SCHOOL (VHS)

Virtual High School allows student to take classes online. Their online courses provide a way for Bishop McDevitt to supplement our school's elective and AP course offerings. VHS's catalog currently offers more than 150 online courses and is accredited by the Middle States Commission on Secondary Schools. VHS offers both year and semester long classes. **Students must apply for acceptance into the VHS program.** More information is available on the McDevitt webpage.

NCAA REQUIREMENTS

Any student wishing to be eligible for an NCAA college scholarship must meet the GPA requirements for the NCAA. The NCAA calculates their own GPA based on classes accepted by the NCAA. **The NCAA does not accept any Level 1 classes.** Any athlete hoping to qualify for a college scholarship must be enrolled in college prep or higher level classes. The NCAA also does not accept Religion, Business, Art or Music classes toward their GPA. It is recommended that students, at the beginning of their sophomore year, schedule an appointment with their guidance counselor to begin the NCAA process.

SUMMER READING ASSIGNMENTS

Every student is required to complete a summer reading assignment for their selected English class every year. Most summer assignments include a written portion which is due on the first day of school. Assignments are listed on the McDevitt webpage.

COURSE CHANGES/DROP

Bishop McDevitt does not have a drop period. Students are expected to remain in their selected classes. A student, for a serious reason, may request to change or drop a class during the school year. Any schedule changes require the approval of the Assistant Principal for Academics. Courses will not be changed for poor grades if the student is qualified for the class, for a change in instructor, or to manipulate schedules to join friends for classes or lunch. A student should see his/her counselor for advice on academic matters.

ACADEMIC PROBATION

Students are placed on academic probation to underscore for the parents and the student that the student is indeed in serious academic difficulty and unless there is improvement over a defined period of time, the student may be asked not to return to McDevitt for want of proper attitude and motivation. Academic probation is issued by the Assistant Principal for Academics when a student is failing two or more classes. Academic probation **requires** that a student be placed in a structured study hall and participate in morning tutoring.

RESOLUTION OF ACADEMIC PROBLEMS

Difficulties arising out of normal discourse with students, teachers, and parents should be handled at the lowest possible level. Problems should be handled by the student and teacher first, then student, teacher, and parent, then, if needed, student, teacher, parent, and administrator. It is important to follow this process in order to protect the integrity of all concerned.

ACADEMIC PROGRESS REPORTS

Progress reports are available daily on the Internet so that students and their parents are able to determine if the student's work has achieved the results expected by their personal goals. Failures are earned by students. No failure will be removed on the excuse that a parent or student was not informed of the failure in advance.

PARENT INITIATED STUDENT EVALUATION REPORT

Parents who require information at other times may contact a student's Guidance counselor to initiate a process where

individual teachers complete evaluation forms. Guidance personnel will communicate the information to parents. Parents may also request a non- academic progress update directly from a specific subject teacher. The school does not issue weekly, bi-weekly, or monthly progress reports, since MMS offers daily progress information.

ACADEMIC PREPAREDNESS

It is the responsibility of the student to be fully prepared for each class. This means that students must do their homework prior to class, study in such a way as to be able to intelligently participate in the lesson, and have all materials ready for use during the class period: pens, pencils, notebooks, etc. MEETING DEADLINES is crucial to a student's educational development. Mature and responsible students meet deadlines. REGULAR ATTENDANCE IS AN ESSENTIAL ELEMENT OF ACADEMIC SUCCESS. Students are responsible for any work missed even though they may be engaged in a school sponsored activity which releases them from classroom instruction. Assignments, homework, and study are not deferred merely because of the school sponsored activity.

HOMEWORK

Teachers, students, and parents have a responsibility for insuring the success of homework assignments.

1. The teacher for following guidelines when assigning the homework.
2. The student for completing the assignments according to the criteria established by the teacher.
3. The parent for providing the work area, time, and conditions necessary for the student to complete the assignments.

Homework Objectives

1. To reinforce learning through the practice, application, integration and/or extension of knowledge and skills.
2. To develop study skills, work habits and a sense of personal responsibility so that the student may become an independent learner.
3. To stimulate originality and creativity.
4. To enrich experiences and encourage a carry-over into leisure and career-centered interests.

Student Responsibilities

1. To be accountable for completion of homework assignments.
2. Understand that teachers will consider homework as a component of a student's grade.
3. Budget time to complete assignments made.
4. Arrange to make up all missed assignments in a timely manner.
5. Ask for further explanation if original directions are not completely understood.

Students who consistently fail to complete homework will be placed in a structured study hall and may receive an incomplete for the course which would prohibit promotion to the next grade

REQUIRED COURSE ELEMENTS

Bishop McDevitt has required course assignments in every English and History class that must be completed for a student to move to the next grade level and/or graduate. National History Day is a required component of every history course and a research paper and the *Explication de Texte* are required components for every English course. Failure to submit these assignments will result in an incomplete for the course which will prevent promotion to the next grade level or graduation from Bishop McDevitt. The following procedure will be utilized when a student has failed to submit a required assignment:

1. Teacher will acknowledge and discuss with the student their failure to submit the required assignment on the given due date.
2. After 5 days, the teacher will contact the parent/guardian of student to inform them of the missing assignment.
3. After two weeks, it will be turned over to the Assistant Principal for Academics and students will be required to attend Saturday school until the assignment is complete.

STUDY HALLS

All Study Halls assigned to a student are silent studies. A study hall is an assigned educational activity. It is the

responsibility of the student to use the study time well, coming prepared to do serious work. Teachers will conduct study halls with the same vigor as regularly scheduled classes.

STRUCTURED STUDY HALLS

Structured study halls are utilized to promote and teach time management skills. Students on academic probation or who consistently fail to submit homework/coursework will be placed in structured study halls. Students will not be permitted to leave a structured study hall and will have assignments (late or missing work) that they will have to complete during the study hall. Students may earn their way out of a structured study by demonstrating better time management skills and consistently handing in coursework on time. **Students who are uncooperative in structured study halls will be referred to the Assistant Principal for Academics as well as the Assistant Principal for Student Services.**

SCHOOL SPONSORED ACTIVITIES

Students are responsible for any work missed even though they may be engaged in a school-sponsored activity which released them from classroom instruction. Assignments, homework, and study are not deferred merely because of the school-sponsored activity. **Any student failing two or more classes will not be permitted to attend any school sponsored activity that release them from classroom instruction.**

CONCUSSION PROTOCOL

Any student that has been diagnosed with a concussion needs to provide the Academic office with the evaluation completed by a physician. This will usually include any academic accommodations necessary to aid the student during their recovery. All teachers will receive a copy if this evaluation and **all accommodations will be followed until updated or removed by the physician.**

Students receiving academic accommodations due to a concussion will automatically be placed with the Learning Support Instructor who will act as a liaison between the teachers and the student. Make up work and tests will be scheduled at the Instructors discretion based on the requested accommodations and subsequent updates.

It is vital that the Academic office receive initial evaluations and any and all updates in a timely manner so we can continue to meet student needs throughout their recovery.

ACADEMIC ACCOMMODATIONS POLICY

Bishop McDevitt is committed to the academic success of each and every student. This can only be achieved through a cooperative approach involving parents, the student, our faculty and any necessary outside supporting resources. McDevitt will strive to meet any recommended accommodations; however, due to limited resources, we cannot guarantee that all requested accommodations can be met.

IEP/ 504 (from school district)/EDUCATIONAL EVALUATIONS

Students must provide **current** written educational plans from either their public school district or the Intermediate Unit. If documentation expires due to lack of a re-evaluation, all accommodations will cease until documentation is properly updated.

PHYSICIAN and/or PSYCHOLOGIST REQUESTED ACCOMMODATIONS

Students must provide documentation from their physician or psychologist. **All documentation must be typed, on letterhead and bear the physician's original signature.**

All documentation for a medical or mental health condition must include the following:

- A statement of diagnosis(es) and testing/assessments that were administered
- Symptoms, their severity and frequency
- Current treatment and prognosis
- The functional impact of the symptoms as they apply to the academic and extra-curricular setting (i.e. attendance issues, test anxiety, etc.)
- Specific recommendations for accommodations.

All accommodation requests from physicians/psychologists must be updated yearly.

GRADING INFORMATION

ACADEMIC CREDITS NEEDED FOR GRADUATION

Bishop McDevitt High School requires a minimum of twenty-four credits earned in grades 9 through 12 to receive a diploma and to graduate. There is a mandated distribution of course and credits.

REPORT CARD GRADING SYSTEM

Evaluation and grading of student coursework is expressed in terms of a numerical system with the following letter equivalents:

A – 93-99 B – 85-92 C – 77-84 D – 70-76 F – 60-69

A letter system of A + -, B + -, C + -, D + -, F is also used for fractional courses. **Only major courses receiving a numerical grade are included in GPA and the ranking process. Letter grades are not factored into the GPA or the ranking process.**

Grade Point Distribution

GRADE	LEVEL 1	LEVEL CP	LEVEL ACP	LEVEL H	LEVEL AP
99	3.52	4.00	4.28	4.72	5.12
98	3.44	3.92	4.20	4.64	5.04
97	3.36	3.84	4.12	4.56	4.96
96	3.28	3.76	4.04	4.48	4.88
95	3.20	3.68	3.96	4.40	4.80
94	3.12	3.60	3.88	4.32	4.72
93	3.04	3.52	3.80	4.24	4.64
92	2.96	3.44	3.72	4.16	4.56
91	2.88	3.36	3.64	4.08	4.48
90	2.80	3.28	3.56	4.00	4.40
89	2.72	3.20	3.48	3.92	4.32
88	2.64	3.12	3.40	3.84	4.24
87	2.56	3.04	3.32	3.76	4.16
86	2.48	2.96	3.24	3.68	4.08
85	2.40	2.88	3.16	3.60	4.00
84	2.32	2.80	3.08	3.52	3.92
83	2.24	2.72	3.00	3.44	3.84
82	2.16	2.64	2.92	3.36	3.76
81	2.08	2.56	2.84	3.28	3.68
80	2.00	2.48	2.76	3.20	3.60
79	1.92	2.40	2.68	3.12	3.52
78	1.84	2.32	2.60	3.04	3.44
77	1.76	2.24	2.52	2.96	3.36
76	1.68	2.16	2.44	2.88	3.28
75	1.60	2.08	2.36	2.80	3.20
74	1.52	2.00	2.28	2.72	3.12
73	1.44	1.92	2.00	2.64	3.04
72	1.36	1.84	1.92	2.56	2.96
71	1.28	1.76	1.84	2.48	2.88
70	1.20	1.68	1.76	2.40	2.80

Below 70 no quality points are awarded.

CLASS RANK

Class rank is determined by dividing the total quality points earned by the number of courses attempted. (The exact mathematic formula is a bit more involved.)

HONOR ROLL EXPLANATION

Students achieving honors for each report period will have that fact noted on the report card.

Distinguished Honors – must maintain a grade average of 87 in each Honor (H tracked) subject and a 90 in others.

Academic Recognition – must maintain a grade average of 83 in each Honor (H tracked) subject and 85 in all others.

Commended Student – must achieve a grade of 80 or higher in all subjects.

Failures in minor subjects or conduct disqualify students from Distinguished Honors or Academic Recognition.

GRADING POLICY

No teacher may submit a grade below 60 for quarter grade reports, semester grade reports or end of the year grade reports. A notation will be added to the report card which states: "Actual Grade is lower." It is the intent of this policy to keep passing within reach of the student. A low or failing grade should be a type of motivation for the student to do better, yet not discourage the student beyond hope.

In extreme cases a teacher may request an exception to the above rule. The teacher must present sufficient evidence which demonstrates an exception is warranted. The request is to be made of the Assistant Principal for Academics who will determine if an exception is allowable.

EXAMINATIONS

All students must take semester examinations in all major courses for which the student is enrolled. A special testing schedule is published for Final Examinations. Seniors who have a 90% final average at the end of the fourth quarter in a class are exempt from that final exam. Mid-term and final examinations are a vital part of the academic calendar and it is very important that students are present to take their mid-terms and finals when they are scheduled. **We respectfully ask that you not schedule any family vacations or trips during mid-terms and finals. We will not honor requests for absences during mid-term or finals weeks.** Student will receive a zero for any exams they miss as a result. If unforeseen circumstances should arise, students are not permitted to take exams early.

Midterm and final exam grades will not be raised to a 60 if a lower grade is earned, rather the actual grade will be posted.

PROMOTION

Those students who have earned 6 credits as a Freshman, 12 credits as a sophomore, and 18 credits as juniors by the beginning of each school year, and are carrying a schedule which will meet requirements for the next grade level, will normally be placed in grade level homerooms. A definite subject distribution is required as well. Students with incompletes on their record may not be promoted to the next grade level.

FAILURES

Students with a final average lower than 70 in any course receive no credit for that course. Failures for required subjects (Religion, History, English, Mathematics) must be made up in the summer before the next academic year begins. Failures in elective subjects may be corrected through public school summer programs.

Through progress reports, varied assignments and tests for earning passing grades and personal help, faculty members assist students in learning course material. (NHS tutoring and after-school help are available if needed.)

It is the responsibility of each McDevitt student to study, complete assignments, participate in class each day and arrange for make- up work when absent.

SUMMER SCHOOL

All failures in courses required by the school administration or the State must be made up during the summer through McDevitt or at any private or public school Summer School program. Credit for passed courses will be accepted provided proper notification is received by Bishop McDevitt High School. The Assistant Principal for Academics or the Principal is the final determinant.

Students are required to make-up failures before beginning the next school year. Bishop McDevitt High School will not accept the burden of carrying over failed courses into the next school year to be repeated and added on to the next year's course schedule. Courses must be made up immediately. It is the student's and the parent's responsibility to do this. Students will be held at their previous grade level if the courses are not made up. **Students failing more than three classes will be required to repeat the year at their local public school.**

TECHNOLOGY REQUIREMENT

Students must complete an electronic technology assessment before graduation which includes 1) using Word to format documents; b) using Excel to analyze/represent data; c) using PowerPoint, Prezi, or other presentation software to create a presentation; d) using a Publisher template or Word to create a resume; e) creating a Web page/site; and f) downloading audio and video clips and incorporating them into a project. Students must also pass Windows 1.

SERVICE REQUIREMENT

We are called to live the Gospel of Jesus Christ not only by our words, but more importantly through our actions. In our philosophy we state: "We strive" within our environment to create a climate enlivened by the Gospel Spirit. In this environment, we share with one another and encourage each other to be what God intended us to be. We envision a life in which faith can gradually mature; hope can become realistic and firm; and charity can be evidenced in a caring community which is willing to be of service to the human family." In living out the challenge of willing service, we require each of our students beginning with the second semester of Freshman year to render five hours of community service each semester. The service program is coordinated through the Campus Ministry Office in conjunction with the Religion Department. Specifics of the program will be distributed to students in grades 10-12 at the beginning of the year, and to the Freshmen at the beginning of the second semester.

COMMENCEMENT

Commencement is the formal conclusion of the student's secondary education. It is a time of celebration and new beginnings. Bishop McDevitt High School conducts a very formal baccalaureate and commencement. Participation in the commencement exercises of Bishop McDevitt High School is a privilege, not a right. Only those students who have completed all the requirements for a diploma may participate. Students may be excluded from participation in the commencement exercises for the following reasons: a scholastic failure in the program of studies; a failure to fulfill financial requirements which include tuition and fees. All members of the Senior Class must attend rehearsals and the actual exercises. Failure to do so may result in the withholding of the diploma.

It is our desire to create a beautiful and meaningful ceremony to send off our seniors. It is the desire of the administration, the faculty, parents and our graduating seniors to have dignified participation. Misplaced enthusiasm during the ceremonies, such as calling out to or in reference to a graduating senior will not be tolerated. It diminishes the importance of what is happening on stage. This kind of activity infringes on the rights of other parents and other graduating seniors. Breach of etiquette may result in the removal of those persons acting poorly.

CARE OF BOOKS

All books and workbooks are the property of Bishop McDevitt High School or the State of Pennsylvania. They are to be cared for and well maintained. If the books are damaged or lost, the student will be required to pay the full price of the books.

PROLONGED ABSENCE

When a student is hospitalized or homebound for an extended period of time the parents should be guided by the physician as to the readiness of the student to resume studies. Parents should contact the Assistant Principal of Academics

for assignments and coordination of efforts. Bishop McDevitt High School does not provide on-going homebound education or private tutoring.

PART-TIME STUDENTS

Any part-time students, i.e. HACC or other colleges, will be required to pay full tuition.

COLLEGE CLASSES

A senior may enroll in 1 or 2 classes at HACC or other area colleges in addition to courses being taken at McDevitt. The senior must maintain at least a 4-credit schedule at McDevitt. It is recommended that a student take only classes that have no equivalent in the McDevitt curriculum.

Students must submit college grades to be considered for the McDevitt Honor Roll. Rank is determined by grades in McDevitt classes. A notation will be made on the permanent record that the student attended such classes.

FULL-TIME COLLEGE STUDENTS

While it is the general philosophy at Bishop McDevitt High School that students should complete a full-four year program of high school for their academic, religious and social development, the school does, in special cases, grant permission for seniors to attend college full-time and graduate with their class, receiving a McDevitt diploma.

A student initially applies for this status by contacting the guidance counselor. After preliminary preparation through the guidance staff, an interview with the Assistant Principal for Academics is arranged – the student, parents and guidance counselor must participate in this interview.

The following rules apply to students who wish to receive a McDevitt diploma.

1. Must meet all requirements of the college for high school admission.
2. Must pay \$200 Bishop McDevitt High School fee.
3. Must attend the full year at the college maintaining a minimum of 12 credits per semester including:
 - (a) English – for both semesters
 - (b) History – first semester only
4. Must take Religion at McDevitt.
5. Must have college schedule approved by Bishop McDevitt High School Studies Office before each college semester.
6. Must pay a \$100.00 graduation fee.
7. Must return for all Baccalaureate and Graduation practices. A student attending HACC or another college is required to submit his/her college grades to the Studies Office. Students will not receive a Bishop McDevitt class rank or be eligible for Bishop McDevitt's Honor Roll. Students remain eligible for all McDevitt activities.

Since this essentially asking to “skip” 12th grade it is expected that the student would have an exemplary GPA and class rank and can prove that they are ready to handle college level coursework in every subject.

TRANSFERS/WITHDRAWALS FROM SCHOOL

For a student to withdraw or transfer from McDevitt to another school, parents must schedule a meeting with the Principal to confirm reasons for leaving, complete necessary forms, and return all books and other materials belonging to the school.

Within the school year, any parent wishing to transfer their student to another school must:

1. Meet with the Principal to sign an official withdrawal form.
2. Fill out the Drop Form indicating that all books and financial responsibilities have been taken care of.
3. Arrange for completion of any outstanding financial obligations.

Students who leave Bishop McDevitt for any reason during a school year are not usually readmitted. In the case of a student who was asked to leave for discipline or attendance reasons, and re-admission (during a subsequent year) is being requested, the following may be required: a personal interview with the Principal, letters of recommendation from the interim school, a drug test, and evidence of recommended counseling, if applicable.

Notice: It is the policy of our school to notify the school to which a student transfers if a student is expelled, or withdraws from school, and is involved with any of the following infractions:

1. An act or offense involving weapons.
2. Sale or possession of controlled substances.
3. Willful infliction of injury to another person, or act of violence committed on school property, or while in the custody of the school.

[This policy reflects our commitment to the Safe Schools Act of 1997.]

Complete attendance and disciplinary records will be forwarded to any school requesting them.

UNPAID DEBTS

Most high schools in Pennsylvania have policies preventing the exchange of records and the like for unpaid debts. Bishop McDevitt High School will not provide these services unless all financial obligations are satisfied.

ACCEPTABLE USE POLICY (INTERNET AND OTHER COMPUTER RESOURCES)

Purpose: Computers are a valuable tool for education at Bishop McDevitt High School, the faculty/staff 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 and in accordance with the policy below.

Goals:

- To provide electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a range of sources and enable them to work effectively with various computer/communication technology.
- To encourage critical thinking and problem solving skills that will be needed in this increasingly electronic and global society.
- All students, in their freshman year, will be required to successfully complete a Windows I class in which the curriculum will include online behavior/cyber bullying/Web 2.0 technologies.

Responsibilities of User:

Christian morality obliges each person to use all things in ways that are good and meaningful for human development. With right of access comes the responsibility to use the source both correctly and wisely. Bishop McDevitt students and staff and all those who use the school's computers are expected to exercise wise judgment, common sense and good taste in selecting sites and material from the Internet. Staff will assist in monitoring Internet sites used but it is the responsibility of each user to monitor his/her use of technology resources, especially the Internet.

General Guidelines for use of the Internet:

- Computers are to be used only for the purpose of academic or other authorized activities.
- All users are required to take simple Internet training (how to sign on, log off, etc.) from a Technology Resource person or Business & Technology teacher.
- The system operator has the right to monitor and to judge the acceptability of all activities. Users may not attempt to deprive authorized personnel of any necessary supervision or access.
- A student must obtain a pass to the computer lab from his or her subject teacher in order to complete research.
- Any attempt to circumvent system security, guess passwords or in any way gain access to secured resources is forbidden.
- No user may deliberately attempt to degrade the performance of any computer system. Users will not move, repair, reconfigure, modify or attach external devices to the systems.
- Use of the Internet for commercial gains or profits is not allowed from an educational site.
- No student is allowed to enter a chat room. Staff and other adult users are likewise asked to avoid chat rooms when using the school's computer.
- Use of electronic mail and other Internet facilities to harass, offend or annoy other users is strictly forbidden.
- Transferring copyrighted material to or from Bishop McDevitt High School without express permission of the owner is a violation of Federal Law. The user is deemed responsible to see that this does not occur.

- Additional rules and restrictions may be added at any time.
- Deliberate spreading of a virus through the use of the Internet or removable media is strictly forbidden.

Internet:

Bishop McDevitt High School will adhere to the policy as stated in the Diocese of Harrisburg Policy Handbook. It includes the following paragraph: “The Internet is a public forum with unrestricted access. For this reason, the schools in the diocese restrict permission for the posting of information related to the school, the staff, and students on the Internet. No person is permitted to use images of the school, the school logo or seal, school staff or students in any form on the Internet or in any form of electronic communication without specific written permission from the school administration. The posting of any such information on any website, bulletin board, chat-room, e-mail, or other messaging system without permission, or posting or transmission of images or information in any format related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school, or by the diocese.”

Computer Use Rules:

In keeping with Bishop McDevitt’s general code of behavior, the following rules apply:

1. Protect privacy. For reasons of personal safety, students will not post personal contact information about themselves or other people. This may include address, telephone number, school address, etc. Students will not knowingly or carelessly post false information about a person(s) or organization(s).
2. Research honestly. All work on the Internet is copyrighted. Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. The illegal downloading of copyrighted software for use on home and school computers is prohibited.
3. Respect life. Fraudulent, harassing, violent, libelous, obscene, discriminatory, religiously offensive, ethically offensive, and other inappropriate materials or messages may not be e-mailed, printed, requested, displayed, uploaded, downloaded, or stored.
4. Respect property. Students will not make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or by any other means. These actions are illegal as well as immoral.

Student E-Mail Accounts:

Bishop McDevitt High School will provide each student a school-managed e-mail account in the bishopmcdevitt.org domain. These accounts are to be used for educational purposes only and must be used in accordance with the guidelines stated in this Policy. All correspondence with these accounts is archived. Any improper use of a school-managed e-mail account is subject to the sanctions below.

Sanctions:

1. Students who do not use Internet and other computer resources in an ethical manner will lose computer use privileges at the school. Further disciplinary action will be determined by the Assistant Principal for Student Services.
2. Faculty, staff and other adults who do not use the Internet and other computer resources in an ethical manner will lose computer privileges at the school. The Principal will determine if disciplinary action should be taken.
3. Disciplinary or legal action may be taken by the school or other interested parties.

Legal issues:

Laws governing computer use currently exist in Pennsylvania. Violations of the above policies may constitute a criminal offense punishable under Pennsylvania or United States Federal law. As an example, under Pennsylvania law, “. . . it is a felony punishable by fine up to \$15,000 and imprisonment up to seven years for any person to access, alter, or damage any computer system, network, software, database, or any part thereof, with the intent to interrupt the normal functioning of an organization (18 Pa. C.C. 3933)(a)(1) Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software (18 Pa. C.S. 3933)(a)(2) and (3) . . .”

HEALTH & SAFETY

STUDENTS WITH HIV/AIDS OR RELATED DISEASES

Students who are HIV-infected or have AIDS or other related diseases and desire to attend a diocesan elementary or secondary school will not be denied admission to or discriminated against solely because of their medical condition.

However, the school does reserve the right to dismiss a student or curtail a student's activities (curricular, co/extra-curricular). This will be done on a case by case basis by the Principal in consultation with the student's attending physician if it is determined that a student presents a substantial risk to himself/herself or others.

If, for reasons of health or safety, a student can no longer continue to attend classes, arrangements for alternative instruction will be determined by the Principal and the parents/guardians.

Parents/guardians are expected to inform the Principal if or when their child has HIV/AIDS or related diseases in order that the school principal can provide for the protection of the child and other individuals in the school.

Instruction on HIV/AIDS shall be included as part of the school curriculum for all students on an age-appropriate basis.

This school follows the Universal Precautions to Prevent the Spread of Infectious Diseases to reduce the risk for employees, volunteers and students.

EMERGENCY DRILLS

Emergency drills are serious matters and should be conducted with the thought in mind that they are the real thing. Following are some general instructions for the student body.

1. Each room has an exit plan showing you the direction in which you are to leave the building. Check it!
2. All doors are to be closed.
3. Silence should prevail during an emergency drill.
4. The first student reaching each exit should hold the door open until the building is cleared.
5. When outside the building, students will remain in an organized manner.
6. If possible, teachers should check exit paths first.
7. For drills not involving evacuation, listen for P.A. instructions.

NOTE: Pulling the fire alarm without due cause is a crime and will be reported to local law enforcement, in addition to receiving disciplinary action by the school.

MARRIAGE

The general policy of the Diocese of Harrisburg is that students who attend our schools should be unmarried.

PREGNANCY

As a result of the Church's compassionate understanding of human nature, the following policy should be put into effect in cases of pre-marital pregnancy:

1. The students involved may continue in school during and after the pregnancy. Continuance in school will keep the young people in a supportive environment and do much to rebuild self-esteem and uphold the value of human life.
2. Pregnant students are expected to remain in school uniform as long as possible. Later, they must purchase clothing matching the uniform styles and colors.
3. Students are to be given every opportunity for counseling in respect to the value of human life and the various Christian approaches to their situation.
4. If the young woman is a student in a Catholic school and is continuing her education there during her pregnancy, she should be advised that she will receive homebound instruction, or an available alternative, when, for reasons of health and safety, she can no longer continue her studies in school.
5. After delivery, babies should not be brought into school during school hours.

HEALTH SERVICES

1. Except in emergency situations, students must have a pass signed by a faculty member to be seen in the Nurse's Office.
2. The nurse will evaluate all students who come to the Nurse's Office and will decide whether it is necessary for a student to go home. If so, the nurse will notify the parent or parent's designee to come for the student. **Students**

may not make their own arrangements to go home. The parent will be required to come to the Attendance Office and sign the student out. Students may drive themselves home only if the nurse believes, after careful evaluation, that the student is able to drive and the parent is in agreement.

3. Any student who has been excluded by the nurse, or has been kept home by a parent due to a communicable disease, must provide a note from the doctor stating they are under treatment before they may return to school.
4. **Medication Procedures:**
 - a. Parents are required to fill out the Health History Update sent home at the beginning of the year.
 - b. If a child needs to take medication (prescription or OTC) in school, the medication must be brought to the Nurse's Office in the original pharmacy container labeled correctly and an Authorization for Medication Form must be filled out by the physician ordering the medication and signed by the parent. These forms are available in the Nurse's Office.
 - c. A log will be kept for all medications administered during school hours.
 - d. In the absence of the school nurse, a designated school official will administer the medication.
 - e. No medication may be carried by students unless the Authorization for Medication Form is on file in the Nurse's Office and that it clearly states the student may carry the medication. This includes over-the-counter medication.
 - f. ALL MEDICATIONS ARE SUBJECT TO APPROVAL BY THE MEDICAL DIRECTOR.

INSURANCE

A student insurance policy is available for each student who chooses to be covered. Coverage will be provided through the Diocesan School Insurance for those children who have paid for the premium. All athletes, with the exception of football players, are to purchase the school insurance or provide for their insurance needs through their own carrier. The school no longer takes a policy out on each student.

Students who have contracted for school insurance and faculty moderators have the responsibility of reporting and documenting to the School Office all accidents within 24 hours. Failure to do this may result in a rejection of claim by the insurance company.

FINANCIAL INFORMATION

Bishop McDevitt High School is one of seven Diocesan High Schools of the Diocese of Harrisburg. The school is supported by a substantial subsidy from our parishes. The full cost of educating each student is over \$9,000 for this school year. It is important that parents recognize the fact that each student is subsidized by the parishes in the tuition they pay. The Board of Directors has approved the following tuition rates for the 2017-2018 school year:

- \$8,400 Full Tuition – Single student
- \$14,125 Full Tuition – Two students
- \$20,715 Full Tuition – Three students
- \$2,500 Full Tuition – Each additional student
- \$6,825 Catholic Tuition – Single student
- \$11,760 Catholic Tuition – Two students
- \$14,595 Catholic Tuition – Three or more students

The high school is using FACTS for the collection of monthly tuition payments. There is a \$40 enrollment fee for the program in the 10 month program, or \$10 for the semiannual plan. If you choose not to enroll with FACTS, tuition must be paid in full to the school by August 31st, 2017. The following policy regarding collection of tuition was established:

1. Tuition is payable in ten monthly installments, June through March.
2. Families falling two or more months behind in tuition may result in the student losing the privilege of attending class until tuition is current.
3. Consistent unexplained delinquency in tuition payments will result in a student being asked to leave school, and re-admittance the following year will not be granted until all prior balances are paid in full.
4. Individual pastors are encouraged to assist students with tuition problems as their parish resources permit.
5. Students who are not current with tuition payments are not permitted to attend the prom.

Please make each payment on time. You will be charged \$40.00 by FACTS for late payments. Final report cards will not be given if tuition payments are not up to date.

FINANCIAL AID

Financial aid is available to the student whose family qualifies according to the established criteria. Applications, deadlines, and more information are available by contacting the school office.

STUDENT FINANCIAL OBLIGATIONS

Students have the obligation to remain current with all financial matters which would include such items as tuition, school fees, school fines, fund raising returns and the like. Further, students are advised that financial assessments may be made against them for abuse or loss of school property and school supplies such as textbooks, library books, AV materials, computer hardware, software, etc.

Report cards will be held in the office until the student financial obligations are adequately met.

Graduating seniors with financial obligations have their diplomas withheld until their obligations have been fulfilled. Further, no transcripts will be sent out nor will transfer of grades occur until the obligations are met. **Students may not purchase prom tickets if they have an outstanding balance on their account.**

STUDENT ACTIVITY FEE

In recent years the cost of services and goods has continued to slowly but steadily increase in the area of Student Activities. While student fundraising was always important, this fact has added to the importance that 100% effort be given by each and every student in our fundraising drives. We feel most strongly that this, at the very least, should be the student's contribution to his/her own education costs.

As of the 1994-95 school year, we established a Student Activity Fee of \$100 per student. Partial or total credit for this fee can be earned by full participation in the school-wide fundraiser(s) that take place during the school year. Our intention is not to place an added burden on you, the parent, but to provide an added incentive for the students while at the same time ensuring that our budgetary needs are met. Details on quotas for fundraisers will be distributed during the school year.

OTHER FEES

Some of the other fees are:

Registration fee: Freshmen \$70.00, Upperclassmen \$100.00

Placement test fee (incoming freshmen): \$30.00

Technology Fee: \$35.00, 2 or more students \$50.00

Sports fee: \$75.00, second sport \$50.00

Graduation fee: \$100.00 (seniors)

Parking tag: \$2.00

Some courses require additional texts and/or fees, and these can be found listed in the course selection book. Students must purchase and retain some Religion texts.

Many fees, such as Biology, Physics, etc., have been eliminated. However, there are a few books to be purchased and such fees as Art and Music. We are able to supply books free as long as we receive funds from Acts 90 and 195.

MISCELLAENOUS INFORMATION

After Hours Building Use

For reasons of security, the doors will be locked at all times except the cafeteria doors, which will be unlocked briefly in the morning when the students arrive. Any students remaining in the building after school **must** be part of a scheduled event/group or must have arranged to be supervised by a faculty member. Students are never authorized to be present after dismissal without supervision. The only exception is students waiting for a ride, who may remain in the cafeteria until 3:15 pm. The electronic gates are closed as early as 4:00 pm; therefore, students should retrieve any needed items from their lockers before that time.

Family Illness

Whenever a member of a student's family is seriously ill or in the hospital, the school would like to know. It is important that we pray for one another, and we should seek prayers for our loved ones.

Lost and Found

Any questions regarding lost and found articles should be referred to the Assistant Principal for Student Services' office. Items are generally donated or discarded after two weeks if they are not claimed.

Spiritual Activities/Retreats

Spiritual development is an integral element of the religion program at Bishop McDevitt. This consists of daily prayers at the opening exercises of the school day, in classrooms, and public services consisting of the Celebration of the Mass, Liturgy of the Hours, Para- Liturgical Services, Benediction and Eucharistic devotions, and retreat activities. All students are required to be present for spiritual activities and to conduct themselves in a respectful manner. All students are obliged to participate in a retreat each year. This may be the scheduled school wide retreat, or a small group retreat sponsored by a parish or diocesan program. The Principal will determine if this alternative activity will substitute for the school retreats. Students are encouraged to make use of the other retreats, such as Kairos, as they provide a setting most conducive to growth.

Rings

To own an official school ring is a privilege. Because it is a privilege, it should be worn with pride. School rings may be purchased by juniors. The juniors receive their rings at a special ring ceremony.

Although the students have the option to purchase their rings through the school agent or of their own choice, Bishop McDevitt High School will not be responsible in any way for handling rings after the purchase.

Publications

The following are the only two officially approved publications of Bishop McDevitt High School. All others are forbidden unless directly approved by the Administration.

Pridwen

Bishop McDevitt High School's yearbook, *Pridwen*, deriving its name from King Arthur's shield, is the school's most outstanding publication. This annual's purpose is to capture the events of the school year: scholastic, spiritual, athletic, and social, and to preserve them as precious memories for present McDevitt students and as inspiration for future classes. The pages of *Pridwen* unfold a realistic insight into the daily life of the McDevitt student. It is a publication by and for the students of the high school.

Twin Towers

Twin Towers, Bishop McDevitt High School's newspaper, highlights the outstanding events and activities of Bishop McDevitt High School's students, faculty and alumni. Through this medium, a staff of student editors and contributors keeps McDevittites abreast with the events of the hour. A staff of page editors prepares the publication, composing and revising copy. A busy schedule is offered to reporters, columnists, artists, typists, and many others interested in news writing and publications.

LIBRARY RESOURCES AND RESEARCH

Effectively using critical information and practicing critical thinking are crucial for success for living. In developing these skills for researching print and non-print material, the library science course offers both theory and hands-on experience.

Library Science instruction is scheduled with ninth grade English classes. In addition to these classes, collaborative teaching between the librarian and individual subject teachers integrates information literacy skills at all grade levels.

LIBRARY TECHNOLOGY

Automation of the Library Media Center allows students to learn information literacy skills. Both the Circulation and Card Catalog systems are automated, and allow students access to our card catalog any time of the day or night. Students also have access to a state-of-the-art computer lab for research purposes.

The POWER Library (Pennsylvania Online World of Electronic Resources) is offered as a service of Pennsylvania's

public libraries, school libraries and the State Library. The POWER Library allows students to access several databases offering information from periodicals, newspapers, journals, and reference materials, as well as photographs, pictures, charts, maps and more. Using the ACCESS PA database and the Interlibrary Loan system, students can order materials from more than 3,000 libraries across the state.

The Library Media Center also subscribes to several other databases covering all areas of the curriculum. Students can access research information from school as well as from home at any time of the day or night by utilizing our subscription databases.

LIBRARY POLICIES AND PROCEDURES

All students are encouraged and welcome to use the Library Media Center.

Hours – 7:30-3:15 every school day. Arrangements can be made with the staff to accommodate students who have schedule problems.

Library Passes – Students may use the library during study periods, as well as before a.m. homeroom, during their lunch periods, and after school. Only students with a valid library pass will be admitted. Individual library passes should be obtained from the librarian before homeroom. In accordance with study hall rules, the library, too, is a designated quiet area in the school. Library regulations must be observed so that all may obtain the maximum use and benefits of library media resources.

Borrowing and Photocopying Privileges – Books may be borrowed for a period of 3 weeks with a possibility of renewal if necessary. Reference books and periodicals may be borrowed overnight but must be returned the following day. A coin-operated photocopier is available for student use. Copies cost ten (10) cents each.

Fines – 3 week books are ten (10) cents per day. Overnight material is \$1.00 per day. Weekends, school holidays, and days of absence are not computed into a fine. Students who have outstanding library obligations (unreturned books and/or unpaid fines) may receive disciplinary action or have report cards held until the obligation is met.

Computer-Aided Research – For research purposes, students have access to the Internet and several specialized databases to which the library subscribes. Students must adhere to the school's acceptable-use policy and to the guidelines posted in the library concerning computer-based research.

Class Instruction – When the entire library is used for class instruction, all patrons are excluded including study hall students.

ATHLETIC DEPARTMENT

The Athletic Department is an integral part of the Health and Physical Education Department. Athletic teams in the various sports are organized whenever it is feasible and practical. These teams compete on an interscholastic basis under the rules of the P.I.A.A. If a student meets the requirements: average scholastic standing, parental permission, physical fitness, and necessary skill, he or she may represent the school in athletic competition.

Student accident insurance is available on a per student basis to be purchased at the beginning of the year by individual students. Individuals who plan to participate in interscholastic sports should purchase this insurance if no other coverage is available to them through their family policy. Separate insurance is purchased by the school for those individuals participating in the various levels of junior varsity and varsity football.

The following PIAA sports are available:

Baseball	Golf	Lacrosse
Basketball (boys/girls)	Soccer (boys/girls)	Wrestling
Cross Country	Softball	Track & Field
Field Hockey	Swimming	
Football	Tennis (boys/girls)	

Athletic Policy on Drugs and Alcohol

(in addition to sanctions required by school policy)

First Offense:

- a. Suspension for one week
 1. Minimum of one game
 2. Must practice (up to the Coach's discretion as to what kind of practice is applicable) except on school suspension days.
 3. If charged by law for possession or use, students will be suspended from participation for a period of one

week, must face Coach's discretion, and must have a conference with Coach, Athletic Director, and parents.

4. Most important – conference with Coach, Athletic Director and parents.

Second Offense:

- a. Second offense – same year – expulsion from all sports

1. May return to any sport the following year.

Any further punishment given is up to the Coach's discretion. FINAL DECISION IS THE PRINCIPAL'S.

Athletic Academic Policy

Each student athlete is expected to maintain passing grades in all subjects. Failures will merit suspension from practices and games/matches according to the PIAA regulations. Coaches are permitted to enforce academic regulations which are stricter than the PIAA. These expectations must then apply to every student in that program.

Bishop McDevitt takes great pride in our athletic program and we encourage students to participate in one or more of our many sports teams. However, participation in McDevitt athletics is a privilege, not a right. Student-athletes are first and foremost students and are therefore required to maintain certain academic standards to be eligible for participation. The guidelines for determining eligibility are as follows:

Any student failing two or more subjects is considered academically ineligible. This includes ALL subjects – electives as well as Phys Ed class.

A grade report will be run by the Academic Office every Friday morning at 7:30 am beginning 15 days into the grading period in order to determine eligibility for the following week – Sunday through Saturday. Eligibility will be determined based on their grades at the time the report is run. Any grades posted later in the day on Friday will be applied to the following week, therefore the academic week for athletes runs Friday to Thursday for eligibility.

Names of athletes who are deemed ineligible will be given to the Athletic Director who will notify the students and the coaches.

Any athlete who fails two or more classes at the end of a quarter will remain ineligible until the reporting resumes 15 days into the new academic quarter.

Any issues concerning individual grades should be brought to the attention of Mrs. Pagliaro.

It is the responsibility of the student-athlete to keep up to date with all assignments, classwork and grades. All students, but especially athletes, should be checking MMS on a regular basis.

Please note the following:

Teachers are allotted a reasonable amount of time to post grades. Our guidelines state 48 hours for homework/class work and up to a week for tests. Major projects such as research papers may require more time. It is not the teacher's responsibility to grade and post things quickly to allow for eligibility and this should not be expected.

All students are expected to complete course work on time. ALL LATE ASSIGNMENTS WILL BE GRADED AND POSTED AT THE TEACHER'S CONVENIENCE. It should not be expected that the teacher grade and post late assignments immediately to allow for eligibility.

Every athlete (fall, winter, spring) must have an agreement signed by both the student and a parent turned in by Thursday, August 31, 2017, or they will not be allowed to practice.

Athletic Policy – Absences and Suspensions

Any student who is absent from school may not participate in either practice or a game on that day.

Any student who is serving a school suspension may not participate in either practice or a game until suspension is lifted.

Any student athlete who is not in class by 9:00 on the day of competition will be ineligible for any competition on that day. Also, a student must complete at least a half-day schedule of classes to be eligible for competition that day. The only possible exception may occur with documentation from a doctor on that same day.

Athletic Policy – Other Specifics

1. Stealing will not be tolerated, and will result in immediate expulsion from the team.
2. Athletes will stand at respectful attention during the National Anthem and Alma Mater. Multiple offenses may result in dismissal from the team.

3. Tobacco in any form is prohibited.
4. Hazing of any kind will not be tolerated and will result in immediate removal from the team.
5. All equipment and uniforms are to be properly cared for. Loss or failure to turn in these items will result in a replacement charge.

Athletic Courtesy

1. Athletics should foster clean sports.
 - a) The rules of the game are to be regarded as mutual agreements, the spirit or the letter of which no honorable person would break.
 - b) No advantages are to be sought over others.
 - c) Unsportsmanlike or unfair measures are not to be used.
 - d) A student spectator represents his school the same as does the athlete.
 - e) Any spectator who continually evidences poor sportsmanship should be requested not to attend future contests.
 - f) Decisions of officials are to be abided by, even when they seem unfair.
 - g) Officials and opponents are to be regarded and treated as honest in intention.
 - h) Good points in others should be appreciated and suitable recognition given.
 - i) The practice of "booing" is regarded as discourteous and unsportsmanlike.
 - j) Profane and abusive language should never be used and is regarded as discourteous and unsportsmanlike.
 - k) Tempers should and must be controlled at all times.
 - l) Visiting teams and spectators should be treated as guests.
 - m) Gambling and drinking have no connection with athletic contests and are detrimental to the best interests and standards that sports endeavor to foster. These should not be tolerated.
 - n) Hisses and boos directed toward an official or player is unsportsmanlike.
 - o) Attempts to rattle a player or team are signs of poor sportsmanship.
 - p) Victory accepted without boasting; defeat without excuses.
 - q) Cheerleaders are representatives of the school. All rules apply to them as well as the players, students, and general public.
 - 1) Cheer positively, using cheers that boost their own team, without antagonizing their opponents.
 - 2) Suggestive words have no place in cheers. Cheers that are the least bit suggestive or have phrases that rhyme with or use swear words, must be avoided at all costs.
 - r) No individual has the right to take away from traditions that thousands have built.

EXTRACURRICULAR PARTICIPATION PHILOSOPHY

Every student at Bishop McDevitt High School is encouraged to participate in one or more extra-curricular activities each year. While safeguarding the primacy of academic work, and realizing that each sport or activity demands a definite level of commitment and energy, it is never the intent of the school to limit a student to a single activity. To that end, parents and students, moderators and coaches, faculty and administration will work together to coordinate activities and athletic programs in ways that minimize conflict and maximize participation. Each person is expected to value and show respect for the needs and demands of every program in the school. Every student is expected to communicate openly and honestly with all coaches and moderators. Pride in our common achievements is a hallmark of the Bishop McDevitt Tradition of Excellence.

DIOCESAN POLICIES

In addition to the policies and procedures used by Bishop McDevitt High School, all School Policies and Regulations of the Diocese of Harrisburg shall be in effect. Some specific policies are detailed below:

5114A SUSPENSION

Students may be suspended from school for an accumulation of numerous minor offenses or for any serious offense (e.g., truancy, vandalism, insubordination, immorality, threats, fighting, theft, use of alcohol or drugs, etc.). Parents are to be notified orally the day a suspension is incurred and in a written communication within forty-eight hours of the suspension. Parents/guardians may be required to meet with school authorities in order for the student to be readmitted to classes. The suspension is usually to be given for a specified period of time. A suspension may be indefinite pending the school's review

of a particular situation. School authorities may direct that the suspension be served in school or out of school depending upon the circumstances of the situation.

After two suspensions, a student may be expelled for any further serious infractions, or an accumulation of lesser infractions of the rules or regulations of the school. A letter stating this fact is to be sent to the parents/guardians.

Policy Revised: July 1, 2001 NCD/Bishop of Harrisburg

5114B EXPULSION

All Catholic schools in the diocese shall attempt to form young people in the ways of the Catholic faith. If a student is unwilling or unable to abide by the rules and regulations of a Catholic school in the diocese and either breaks the rules consistently or does something of a very serious nature, he/she may be expelled.

The following are examples of actions that may result in expulsion:

1. Proven moral delinquency, which has a negative influence on other students.
2. Incurable behavior, which undermines classroom discipline.
3. Persistent truancy.
4. Deliberate violation of a school rule or regulation for which the promulgated penalty is expulsion. Promulgation requires written notification to students and parents, e.g., via Student Handbook and/or Newsletter.
5. Serious acts of violence, the possession of a weapon, the attempt to sell or supply drugs.
6. Students who have received two suspensions and engage in further serious violations or an accumulation of minor violations of the school rules and regulations.
7. Students charged with criminal violations that occur apart from school or school related activities. The Principal of the school is the one who has the authority to expel a student. If the student is a member of one of the Catholic parishes in the Diocese of Harrisburg, the Principal is to inform the student's Pastor. In all cases, the Superintendent of Schools is to be consulted before the expulsion takes place. When a student is guilty of an action that merits the punishment of expulsion, the school authorities are to arrange a meeting with parents/guardians and the student. At this time, the facts of the case are to be presented and the decision of the Principal made known to the parents/guardians who may be given the opportunity to withdraw the student from school in lieu of his/her expulsion. If the parents/guardians choose not to withdraw the student, the Principal must inform the parents in writing that the student is expelled and that they have the right to appeal this decision to a special review board. The expelled student cannot attend classes during the appeal process.

Policy Revised: July 1, 2001 NCD/Bishop of Harrisburg

5114C APPEAL PROCEDURE FOR EXPULSION

Parents/guardians have the right to appeal the expulsion of their student to a special Review Board.

A written notice of the expulsion shall inform the parents/guardians and the student that the decision of expulsion may be appealed to the Review Board and how the appeal is to be made. For interparochial schools, the Review Board shall consist of a committee of the Board of Education of the school. In a single parish school, the Review Board shall consist of a committee of the Board of Education. If the parish operates in one of the optional modes of governance, a committee for this purpose may be formed from the Parish Pastoral Council's Education Committee, or the Review Board may be designated in the Parent-Student Handbook. Members of the Review Board shall not have any direct involvement in the case; e.g., the Pastor, Principal, teacher, or relative of the student. The task of the Review Board is to hear both sides of the case, viz., the administration's and the student's, and to render an impartial judgment whether or not the proper procedures and policies were followed. The following points should be noted regarding an appeal of expulsion:

1. The parents/guardians have ten days from the receipt of the expulsion notice to request an appeal.
2. The request must be made in writing and is to be addressed to the Principal, who shall advise the Superintendent of Schools of the request for an appeal.
3. The hearing is to be held as soon as conveniently possible for all parties concerned.
4. The hearing is conducted for the purpose of ascertaining the facts in the case and rendering an impartial judgment that proper procedures and policy were followed.
 - a. Only those persons involved in some pertinent way may be present at the hearing. Legal counsel, or other support personnel are not admitted to an appeal before the Review Board.
 - b. The Review Board is to allow each party to present their case. The Review Board members may ask any questions they deem appropriate. The Review Board will discuss their findings in private, and come to a decision in the appeal.
 - c. The Review Board may determine that the Principal has followed the appropriate policies and procedures, and confirm the expulsion. The Review Board may, however, determine that the policies and procedures employed do not sustain the decision to expel the student, and recommend that the Principal rescind the expulsion. The recommendation of the Review Board is to be communicated by the Principal to the Superintendent of Schools.

Policy Revised: July 1, 2001 NCD/Bishop of Harrisburg

5134.1b FIELD TRIPS - SECONDARY SCHOOLS--(Grades 9-12)

Visits to places of cultural or educational significance give enrichment to classroom instruction. To insure the desired outcomes of such trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen. All participants on a field trip should be members of a particular activity or class, except as otherwise permitted by the

Principal. All field trips involving only one day are to be left to the discretion of the local Principal. Only field trips approved by the Principal are covered by the diocesan insurance plan. Such trips include travel outside the diocese to places such as Philadelphia, Scranton, Baltimore, Washington, DC, New York City, etc. Permission for all overnight trips for such activities as forensics, music, athletics, retreats, etc., must be granted by the Principal who will make himself/herself aware of all travel, housing and chaperoning arrangements. (Note: Students may never possess or consume alcoholic beverages,

even where the age limit for such may be lower in another state or country than it is in Pennsylvania.) All trips, except those involving a short distance, are to be made in public, licensed carriers or school buses, adequately chaperoned by responsible adults. The use of private vehicles is strongly discouraged. If a private passenger vehicle is to be used, the following must be verified by the school:

1. The driver must be at least twenty-one years of age.
2. The driver must possess a valid, non -probationary driver's license.
3. The vehicle must have a valid registration.
4. The vehicle must have a valid state inspection sticker.
5. The vehicle must be insured for a minimum \$300,000 Bodily Injury/Property Damage Combined Single Limit; \$35,000 Combined Single Limit for Uninsured Motorist; \$35,000 Combined Single Limit for Underinsured Motorist.

A signed Volunteer Driver Information Sheet must be submitted to the Principal for each vehicle used.

Each driver and/or chaperon should be given a copy of the approved itinerary. The written consent of parents/guardians must be obtained for every student participating in a field trip. Permission slips must inform parents/guardians of the following:

1. Name, location, and date(s) of the event;
2. Cost to the student;
3. Mode of transportation to be used;
4. Name of supervisor overseeing the activity;
5. Parents/Guardians/ responsibility.

No student may participate unless a signed parent permission slip for the specific event is on file with the Principal.

The signed permission slips are to be carried by the adult responsible for the trip. After the trip, the slips are to be retained in the school office by the principal.

Policy Revised: September 1, 2000 NCD/Bishop of Harrisburg

5136A HARASSMENT, BULLYING AND CYBER BULLYING

The Diocese of Harrisburg affirms the inherent value of every individual and upholds the respect due to each because of his or her uniqueness as a child of God; therefore, the Diocese is committed to providing for its students an educational environment that is free from physical, psychological, sexual or verbal harassment. The Diocese prohibits any form of harassment, including bullying or cyber bullying of or by students, on or off the school campus. Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). All forms of cyber bullying are unacceptable and offenders shall be subject to appropriate discipline as noted in this policy. Any student who experiences some form of harassment or bullying should report it to the school administration. Prompt investigation of allegations of harassment or bullying will be made on a confidential basis by the most immediate administrative authority not accused of or involved with the allegation to ascertain the veracity of complaints. Any student who engages in harassment or bullying is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Every elementary and secondary school shall promulgate this policy to all concerned to make it clearly understood that harassment of any form is inconsistent with our mission of Catholic education.

Policy Revised: July 1, 2009 KCR/Bishop of Harrisburg

5136B SEXUAL HARASSMENT

The Diocese of Harrisburg prohibits any form of sexual harassment of or by employers, employees, volunteers or students. Sexual harassment is defined as: 1) threatening to impose adverse employment, academic, disciplinary or other sanctions on a person unless sexual favors are given; 2) promising favorable benefits for sexual favors; 3) conduct or suggestions of a sexual nature which would be offensive to a reasonable person. Sexual harassment includes, but is not limited to, the following behaviors:

1. Derogatory verbal comments such as epithets, jokes, slurs or unwanted sexual advances;

2. Displaying lewd visuals such as posters, photographs, cartoons, drawings or gestures including derogatory and/or sexually-oriented materials;
 3. Unwanted physical contact or sexual overtures which unreasonably interferes with an individual's work or academic performance or which creates an intimidating, hostile or offensive working or academic environment;
 4. Threats and demands to submit either to sexual requests as a condition of continued employment, grades, other benefits, etc. or to avoid some other loss and offer of benefits in return for sexual favors;
 5. Retaliation for having reported or threatened to report sexual harassment. Any student who experiences some form of sexual harassment should report it to the school administration. Prompt investigation of allegations of sexual harassment will be made on a confidential basis by the most immediate administrative authority not involved with the allegation to ascertain the veracity of complaints. Any student who engages in sexual harassment is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Any student who engages in sexual harassment may also be subject to legal proceedings. Every elementary and secondary school shall promulgate this policy to all concerned to make it clearly understood that sexual harassment will not be tolerated.
- Policy Adopted: January 12, 1996 NCD/Bishop of Harrisburg

5137.5 WEAPONS OR THREATS OF VIOLENCE

The possession of any weapon on school property or at any school-related activity is to be reported immediately to law enforcement officials. Any student in possession of a weapon will be immediately suspended from the school. If, in the judgment of the Principal, there are no extenuating circumstances, the student shall be expelled from the school. The Principal reserves the right to define "weapon" in the case of objects other than the obvious guns and knives. Unloaded guns, replicas, and objects used in a threatening manner may all fall into this category. The Principal is to inform the Superintendent of Schools if anyone is accused of possessing a weapon. A threat to inflict violence on another person shall be investigated immediately by school authorities. If a threat is determined to be credible, the student(s) involved may be suspended and law enforcement officials notified. Students making threats against others may be required to have a professional evaluation before they are permitted to return to class. If the assessment by school authorities and the professional evaluation indicate that a student poses a threat to him/her self, or to others, or requires support beyond what the school is able to provide, the student may be asked to withdraw from the school. In a serious situation, students who are considered to pose such a threat to themselves or others may be expelled.

Policy Revised: July 1, 2001 NCD/Bishop of Harrisburg

5112.6 GENDER IDENTITY QUESTIONS-STUDENTS

Catholic educators as well as all other members of the school staff and community are called to be witnesses to Jesus Christ and His Church. The policy on gender identity distinguishes between two different conditions (1) where a child is born with sexually ambiguous genitalia and (2) where the gender identity question is psychological in origin. In the first instance, where the sex of a child may be indeterminate at birth, one requiring time and medical testing before establishing an existing or dominant sex, it is common pastoral practice to collaborate with parents and medical professionals as they try to make a prudential determination on their child's actual biological sex. This policy addresses the circumstances where there is a clear biological determination of a person's sex and subsequent efforts to chemically and/or surgically alter the given biology. This is understood in Catholic moral terms as self-mutilation and therefore immoral. To attempt to make accommodations for such persons would be to cooperate in the immoral action and impose an unacceptable burden on others in the school community. When parents enroll a child in a Catholic school in the diocese they agree that they will not publically act in opposition to Catholic teaching. Notification of a student's determination to undergo a sex change procedure or that a student has undergone the procedure (condition #2 as described above) would violate that agreement. The student would be ineligible to attend or remain in attendance in a Catholic school.

Policy adopted: January 1, 2015 RWG/Bishop of Harrisburg

BISHOP MCDEVITT HANDBOOK AGREEMENT 2017-2018

The 2017-2018 Bishop McDevitt High School handbook is available at www.bishopmcdevitt.org. The handbook and all School Policies and Regulations of the Diocese of Harrisburg are legally construed as part of a contractual agreement existing between the student/parent and the school. This book may be amended during the year by the Principal, and parents will be promptly notified of those changes.

This agreement is designed to protect students and parents from situations resulting from ignorance of school policies and expectations. Each student must have this form signed and on file in school no later than Friday, August 25th, 2017.

We have received and read the 2017-2018 Bishop McDevitt High School Student Handbook. We agree to be governed by this book, and by any addenda which may be announced throughout the school year.

Specifics: Cell Phones

We understand that having a cell phone on campus is a privilege, not a right. Therefore, any misuse of a cell phone will result in the phone being taken away from the student. We hereby consent to the enforcement of such policy, including confiscation and the imposition of detentions and fines. We understand that the school is NOT responsible for the loss or damage to any confiscated cell phone. At all other times, students are responsible for their personal property.

Specifics: Plagiarism

Plagiarism is a growing concern. Plagiarism must be clearly understood BEFORE using any resources for any schoolwork. Plagiarism is intentionally representing work, writings, or ideas of others as your own. This includes, but is not limited to, copying, rewording, and paraphrasing information from printed sources, electronic sources, or other student work. In the case of copyrighted work this is illegal without proper citation, and in all cases is a serious breach of academic integrity and a moral offense.

We have also read and understand the specific policies on cheating, plagiarism, and Internet use, and agree to be governed by these policies.

Student Signature

Homeroom

Print Student Name

Parent Signature(s)

