

# **Bishop Kelly**

## **High School**

### **Developing Christian Leaders**

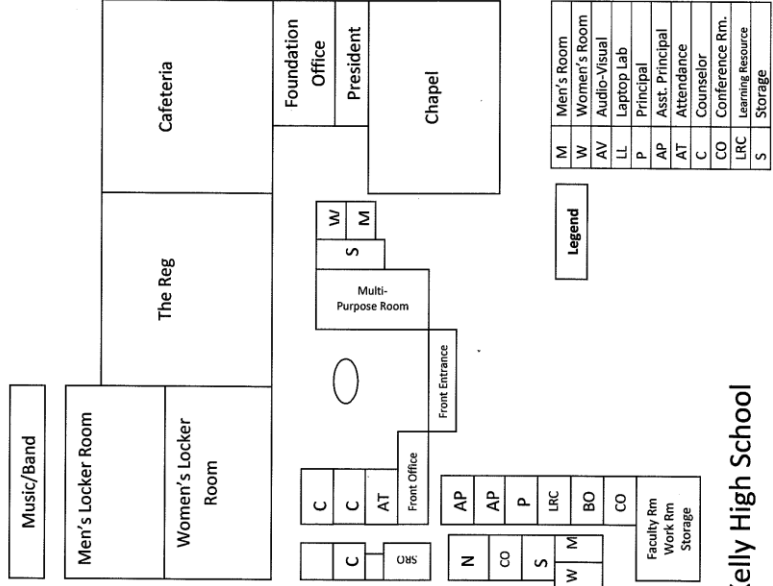
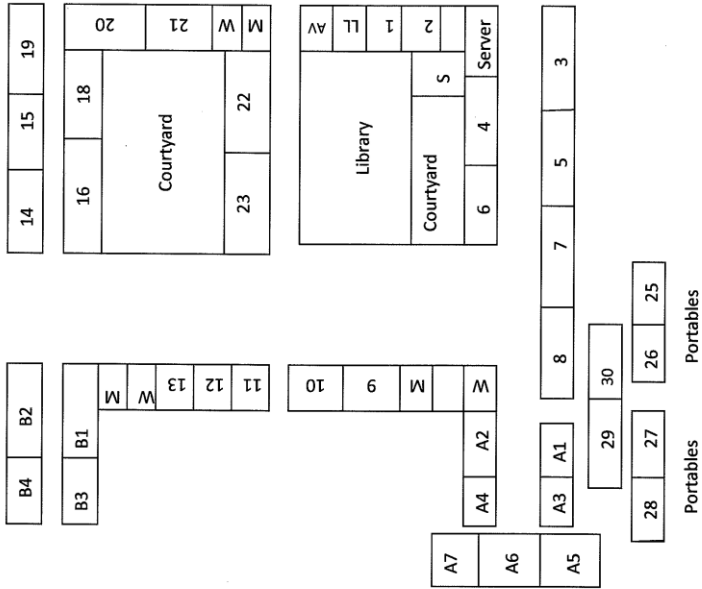
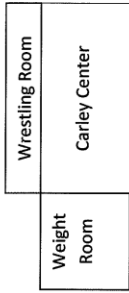
Student Handbook  
2012-2013

**Bishop Kelly High School**  
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Web site: [www.bk.org](http://www.bk.org)  
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Principal: Mr. Robert Wehde  
Assistant Principal: Mr. Scott Coulter  
Assistant Principal: Mrs. Tammy Emerich  
Athletic Director: TBA  
Counselors: Mrs. Mary Crum  
Mrs. Jane Francis  
Mrs. Susan Riley

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Property of:



Bishop Kelly High School

## BELL SCHEDULES

### Regular Schedule

(7:01) 7:06-7:55 = "0" HOUR  
8:00-8:52 = 1<sup>ST</sup>  
8:57-9:51 = ANNC. & 2<sup>ND</sup>  
9:51-10:06 = ACTIVITY  
10:11-11:00 = 3<sup>RD</sup>  
11:05-11:54 = 4<sup>TH</sup>  
11:54-12:24 = 1<sup>ST</sup> LUNCH  
11:59-12:48 = JR/SR 5<sup>TH</sup>  
12:29-1:18 = FR/SO 5<sup>TH</sup>  
12:48-1:18 = 2<sup>ND</sup> LUNCH  
1:23-2:12 = 6<sup>TH</sup>  
2:17-3:06 = 7<sup>TH</sup>  
3:06 CLOSURE

### 9:00 Late Start Schedule

(8:10) 8:15-8:55 = "0" HOUR  
9:00-9:44 = 1<sup>ST</sup>  
9:49-10:35 = ANNC. & 2<sup>ND</sup>  
10:35-10:50 = ACTIVITY  
10:55-11:36 = 3<sup>RD</sup>  
11:41-12:22 = 4<sup>TH</sup>  
12:22-12:52 = 1<sup>ST</sup> LUNCH  
12:27-1:08 = JR/SR 5<sup>TH</sup>  
12:57-1:38 = FR/SO 5<sup>TH</sup>  
1:08-1:38 = 2<sup>ND</sup> LUNCH  
1:43-2:24 = 6<sup>TH</sup>  
2:29-3:10 = 7<sup>TH</sup>  
3:10 CLOSURE

### Assembly Schedule

(7:01) 7:06-7:55 = "0" HOUR  
8:00-8:45 = 1<sup>ST</sup>  
8:50-9:37 = ANNC. & 2<sup>ND</sup>  
9:37-9:52 = ACTIVITY  
9:57-10:39 = 3<sup>RD</sup>  
10:44-11:26 = 4<sup>TH</sup>  
11:26-11:56 = 1<sup>ST</sup> LUNCH  
11:31-12:13 = JR/SR 5<sup>TH</sup>  
12:01-12:43 = FR/SO 5<sup>TH</sup>  
12:13-12:43 = 2<sup>ND</sup> LUNCH  
12:48-1:30 = 6<sup>TH</sup>  
1:35-2:17 = 7<sup>TH</sup>  
2:17-2:20 CLOSURE  
2:20-3:06 ASSEMBLY

### Mass Schedule

(7:01) 7:06-7:55 = "0" HOUR  
8:00-8:43 = 1<sup>ST</sup>  
8:48-9:33 = ANNC. & 2<sup>ND</sup>  
9:33-10:48 = MASS  
10:48-10:58 = ACTIVITY  
11:03-11:43 = 3<sup>RD</sup>  
11:48-12:28 = 4<sup>TH</sup>  
12:28-12:58 = 1<sup>ST</sup> LUNCH  
12:33-1:13 = JR/SR 5<sup>TH</sup>  
1:03-1:43 = FR/SO 5<sup>TH</sup>  
1:13-1:43 = 2<sup>ND</sup> LUNCH  
1:48-2:28 = 6<sup>TH</sup>  
2:33-3:13 = 7<sup>TH</sup>  
3:13 CLOSURE

### Half-Day Schedule

(7:01) 7:06-7:55 = "0" HOUR  
8:00-8:28 = 1<sup>ST</sup>  
8:33-9:06 = ANNC. & 2<sup>ND</sup>  
9:11-9:39 = 3<sup>RD</sup>  
9:39-9:49 = ACTIVITY  
9:54-10:22 = 4<sup>TH</sup>  
10:27-10:55 = 5<sup>TH</sup>  
11:00-11:28 = 6<sup>TH</sup>  
11:33-12:01 = 7<sup>TH</sup>  
12:01 CLOSURE

### **BISHOP KELLY HIGH SCHOOL PHILOSOPHY**

"A true education aims at the formation of the human person with respect to his ultimate goal, and simultaneously with respect to the good of those societies of which he is a member . . ."

– Vatican Council II

### **OUR VISION**

A Catholic community achieving excellence in Learning, Service, and Life.

### **OUR MISSION**

We educate and develop the whole student in the Catholic tradition - Spirit, Mind, and Body.

### **OUR BELIEFS**

- † JESUS CHRIST is our ultimate teacher and role model.
- † A knowledge of Catholic teachings will promote compassion and a dedication to live out those teachings in our community and world.
- † Moral development and service to God and others is central to learning.
- † Respect for all is our commitment.
- † Learning is our priority.
- † All students strive for excellence consistent with ability through a diverse and comprehensive education system.
- † All students are children of God and are valued for their unique gifts and needs.
- † Our Christian learning environment is the responsibility of all members of the Bishop Kelly community working together.
- † Continuous improvement is imperative to developing lifelong learners.
- † The body is a gift from God and should be treated with dignity and respect.
- † Participation in activities provides a valuable experience in students' growth.

### **OUR VISION FOR THE BISHOP KELLY GRADUATE**

The Bishop Kelly community recognizes the family as the student's first and most influential teacher. Through education and personal experience, we build upon that foundation to prepare each graduate for a lifetime quest to reach excellence. Each graduate is prepared in the following areas:

### **Spirit**

- a relationship with Jesus Christ which manifests itself through service and a personal commitment to social justice
- a knowledge of the Catholic Church's teachings, as well as the compassion and dedication to live out those teachings
- an ability to evaluate moral choices and issues based on a well-formed conscience, the teachings of the Catholic Church, and the guidance of the Holy Spirit
- an awareness of world religions and an appropriate respect for the beliefs of others
- a deep sense of spirituality and a desire for spiritual growth, prayer, and personal reflection
- an ability to form strong, respectful and meaningful relationships based on Christian values

### **Mind**

- a capacity for creativity, critical thinking, questioning, and reflective problem solving
- an ability to analyze, synthesize, and evaluate information from different sources
- an exceptional academic foundation in a broad range of subjects
- an ability to effectively communicate in both written and oral forms
- a firm grasp of technology and its role in maximizing learning
- an appreciation for the power of positive self-expression through the arts and literature

### **Body**

- a recognition that one's body is a gift from God
- an acceptance of the responsibility to treat one's own body with modesty and respect
- an ability to establish physical, social, and emotional boundaries and respect for the boundaries of others
- a lifetime commitment to healthful nutrition and physical activity
- a dedication to physical balance, harmony and self-control
- an acknowledgment of discipline, perseverance, and courage as keys to success

### **THE KNIGHTS' CODE**

The Knights' Code of Honor derives from the medieval concept of chivalry. Originating from the Christian values of **veritas** (truth), **honor** (honor), **liberalitas** (generosity) and **comitas** (courtesy), the code of chivalry was a religious oath that was sanctified by the church and that honored these values as the ethical code by which all knights must comport themselves.

For the scholar/ knight these are the values that will help him/her develop into the ideal Bishop Kelly graduate.

**Truth:** In every discipline the scholar/knight is a seeker of truth, understanding that truth is sometimes absolute and sometimes relative but is best understood through the cultivation of strong analytical skills and academic discipline.

**Honor:** The scholar/knight is honorable in the classroom as well as the playing field. Never one to take short cuts, cheating on assignments or cheating on the field of competition is not even in the knight's lexicon. Victory or defeat with honor in all things.

**Generosity:** "Not to ourselves alone are we born." The goal of a purposeful education is to cultivate in the scholar/knight an understanding that the education he/she receives is designed to prepare them to give back to the world generously of their time and talents in ways that are meaningful and productive to their fellow man.

**Courtesy:** At all times, the scholar knight treats all he/she encounters with the dignity and courtesy that all human beings deserve. Trash talking, bullying, or language that is hurtful, demeaning or pejorative violates the scholar/knights' vow to honor and respect all people.

**THE BISHOP KELLY PRAYER**  
**Help me to see Jesus in others and**  
**to have others see Jesus in me.**

**SPIRITUAL DEVELOPMENT**

As the only Catholic high school in Idaho, Bishop Kelly is unique. We believe that teaching a student spiritual, moral, and ethical values begins at home, but Bishop Kelly's responsibility is to compliment and extend this special development. The goals for spiritual development are the following:

- ❖ To accept and respect others.
- ❖ To foster respect for obedience to authority while developing self-discipline and self-control.
- ❖ To develop an awareness of the principles and value of a moral life.
- ❖ To help the student realize that faith is involved in every part of living.

**MASS AND OTHER ASSEMBLIES**

Student body Mass is celebrated at least once a month and all students are expected to attend these community celebrations as an expression of our shared faith. These liturgies require that all students respect the dignity of these community celebrations. Repeated failure to do so would result in disciplinary action. Student assemblies are held throughout the year and students are also expected to attend and be respectful during these assemblies.

## **FINANCIAL INFORMATION**

### **TUITION POLICY**

Bishop Kelly High School will provide educational services in return for each parent or guardian's financial tuition commitment, fees and other charges declared by Bishop Kelly High School to be applicable during the period of enrollment of the student. The tuition contract is a legally binding agreement between the payer and Bishop Kelly High School. Report cards, transcripts of grades, and other services are the property of Bishop Kelly High School and no such report cards, transcripts or other services will be rendered or released to the above student, his/her parent(s) or guardian(s), or to any other party or institution, educational or otherwise, until all tuition commitments, fees, and other accounts have been paid in full.

### **FINANCIAL AID**

All enrolled students are eligible to apply for Financial Aid. An enrolled student is defined as one who has completed Registration and paid the Registration Fee. Financial Aid is awarded based primarily upon financial need. This is a decision made by the Financial Aid Committee after reviewing all applications for each year. Determining factors include, but are not limited to the following; household income, number of children attending Catholic schools, extenuating circumstances, and families registered to a supporting parish.

### **LATE PAYMENT AND RETURN CHECK FEE**

Late payments will be assessed a late payment fee of 1.5%/month. A \$25.00 fee for all returned checks or EFT transactions will be assessed.

### **COLLECTION POLICY**

If necessary, we will use a collection agency to collect on delinquent accounts.

### **REFUND POLICY**

A student withdrawing from Bishop Kelly High School will receive a tuition refund based on a monthly rate based on their tuition payment category. All fees are non-refundable. If a student withdraws before the end of the year, there will be a withdrawal fee of \$25.00.

## **CAMPUS LIFE**

### **SCHOOL HOURS**

Official school hours are 7:30 a.m. to 4:00 p.m. Parents/guardians may drop off students anytime after 7:00 a.m. Students should be picked up by 4:00 p.m. unless they are staying after school for extra curricular activities supervised by an adult advisor or coach. Students that are involved in athletics or extracurricular activities need to gather homework and books prior to attending practice; teachers



that meet with students outside of open school hours are responsible for the supervision, safety and security of the facility.

### **SECURITY AND SAFETY PLAN**

It is extremely important that adequate supervision and security are in place and maintained for the safety of students, staff, and for the security of the building.

Maintenance staff, teachers, and administrators will arrive at varying times in the morning.

Students are encouraged not to arrive before 7 a.m. unless they are meeting with a specific teacher or have early arrival approval through the administration.

**Bishop Kelly has a closed campus policy;** once a student arrives on campus, they are to remain on campus until the school day ends. If a student must leave for some reason, they must check out at the Attendance Office and receive permission. Students are to remain within the school building or common areas during classroom hours, breaks, and lunches. Students that need to leave or visit the parking lot during school hours must do so only during break or lunch with permission from the Attendance Office. At the close of school, students shall observe and obey speed limits and directional routes in order to ensure a safe departure. Any student that enters the building before 7:00 a.m. and after 5:00 p.m. need to be accompanied by a staff member the entire time the student is in the building.

### **COUNSELING**

Bishop Kelly High School has three certified counselors on its counseling staff. They are here to assist students with educational information, including guidance, personal concerns, social concerns, academic development, career and college planning, individual planning, responsive services, and comprehensive concerns of parents, students, or faculty. Students may sign up in the front office to see their counselors.

### **DRIVER'S EDUCATION**

Bishop Kelly High School does not offer Driver's Education. Students may request a Letter of Compliance (used to obtain a driver's permit) in the front office on the sign-up sheet. **A 24-hour notification is required.**

### **SCHOOL NURSE**

(Saint Alphonsus School Health Program)

Saint Alphonsus provides a part-time school nurse position for Bishop Kelly High School, with services available to all students and staff. The school nurse position includes the following:

- ❖ Medication policy/administration.
- ❖ Identifies health needs/management of health conditions.
- ❖ Health/immunization records.

- ❖ Health counseling/health screening.
- ❖ Resource for classroom teachers/parents or guardians/staff.
- ❖ Staff in-service/employee wellness.
- ❖ Referral to community health resources.
- ❖ CPR training for staff and coaches.

The school medication policy requires that a Medication Authorization Form be completed of medications (prescription or non-prescription) to be given at school. **Medication Authorization Forms need to be renewed each school year.**

Students who become ill or injured during the school day must request a pass from the classroom teacher in order to access the School Nurse. The nurse will then determine whether the student must go home due to illness. If the nurse decides the student should go home, **she will contact the parent/guardian.** It will be established at that time how the student will be transported home. **Students are not to contact parents via phone call or text before they have seen the nurse.** The nurse will instruct the student to go to their locker to obtain their belongings and then Attendance Office to sign out.

If a student wants to come to school during the day in which they have previously been called out, a call from the parent/guardian must be received in the Attendance Office **PRIOR** to the student's arrival back in school. It may be necessary upon their arrival, for the school nurse to evaluate the health of the student to ensure they are well enough to be in school.

### **SCHOOL RESOURCE OFFICER (SRO)**

The Boise Police Department assigns a School Resource Officer to Bishop Kelly High School. The SRO is here to provide a safe environment and to protect staff and students from potentially harmful influences. The SRO is a juvenile detective from the Boise City Police Department assigned to Bishop Kelly High School to serve as a liaison between the school and the police department. The SRO is available to provide information and education to the students, parents/guardians, faculty, and staff. The SRO investigates all criminal activity occurring at Bishop Kelly. The SRO also investigates criminal activity outside of school when Bishop Kelly students are involved.

### **PARKING**

Students who drive to school must park in areas designated for student parking. **Do not park in the business area adjacent to the school, behind the school, where the curbs are painted red or yellow, along any of the roadways, or in spaces reserved for visitors, school vans, handicapped persons, or staff. This includes all after-school functions that require the faculty to be present.** Numbered parking tags will be available for free the first 2 weeks of school in the Attendance Office. Tags are valid for 4 years, and students do not need a new tag each school year. There is a \$10.00 fine if a student's car is found without one. These tags are

necessary for vehicle identification and safety and **are mandatory for each vehicle that the student drives to school.** Students, parents/guardians, and visitors are expected to drive safely and be courteous to pedestrians and vehicles. Students failing to park properly may receive a warning or citation. Those driving recklessly will be warned or receive a citation. School citations are a \$10.00 fine for the first offense, with increasing amounts for further violations. Continued violations could lead to a loss of driving privileges. **Parents are not to pick up or drop off students in the adjacent business park.**

### **LOCKERS**

Lockers are assigned at the beginning of the school year for use during that school year. Students must use a lock provided by the school's Attendance Office; there is a \$10.00 fee to replace a lost lock. Lockers should be kept locked at **all times**. Lockers may be inspected by the administration at any time. No graffiti will be tolerated. Students will remain in their assigned lockers throughout the school year.

**The school assumes no responsibility for loss or damage to personal property kept in the lockers.** The Attendance Office handles all lock and locker problems.

### **FIRE DRILLS & INTRUDER DRILLS**

When there is a fire drill or the fire alarm sounds, good order should be observed for safety reasons. Proceed quickly, quietly, and in an orderly manner to the nearest exit. This route is posted in each room. Be sure to notice an alternative escape route in case the normal exit is blocked. Remain clear of the building until the "all clear" signal is given, then return to class. When there is an intruder drill, students should remain in their classroom or go to the nearest classroom and follow instructions. Students are not to use cell phones during drills, unless specifically directed by a teacher. Students will have an intruder drill one or more times a year.

### **CAMPUS VISITATIONS**

All visitors are required to come to the Front Office to obtain a visitor's badge. Bishop Kelly is a closed campus and does not allow off-campus students to visit Bishop Kelly students other than those associated with the shadow program.

### **THE LIBRARY**

The library is open from one-half hour before school until 4:00 p.m. everyday. Students may also use it during break and lunch. During class times, a teacher-signed library pass is required. Reference books (encyclopedias, dictionaries, etc.) can be checked out overnight. Other books may be checked out for three weeks; magazines, videos, DVDs and CDs go out for one week. Students are responsible for returning materials on time.

## LUNCH

Students may eat lunch in the cafeteria. The classrooms and classroom hallways are off limits for lunch unless prior arrangements have been made with the classroom teacher or the administration. The parking lot is off limits during lunch. The cafeteria serves a variety of lunches each day. The main choices for each day are posted the first day of the week. Students who don't bring their own lunch can expect to pay from \$3 to \$5 for lunch, depending on appetite and preference. **EVERY STUDENT IS RESPONSIBLE FOR THE CLEANLINESS OF THE CAFETERIA AND COMMON AREAS.**

## ACTIVITY PERIOD

Activity period is a break taken mid-morning. During this time, students may socialize, visit the library, eat a snack, attend a club meeting, or study.

## ACADEMICS

### GRADING SYSTEM

<u>Letter</u>	<u>Percent</u>	<u>GPA Equiv.</u>	<u>Letter</u>	<u>Percent</u>	<u>GPA Equiv.</u>
<b>A+</b>	98-100	4	<b>C</b>	72-77	2
<b>A</b>	92-97	4	<b>C-</b>	70-71	2
<b>A-</b>	90-91	4	<b>D+</b>	68-69	1
<b>B+</b>	88-89	3	<b>D</b>	62-67	1
<b>B</b>	82-87	3	<b>D-</b>	60-61	1
<b>B-</b>	80-81	3	<b>F</b>	0-59	0
<b>C+</b>	78-79	2			

The GPA (**G**rade **P**oint **A**verage) is computed using grade points. To determine your GPA, add the points earned in each class and divide by the total number of classes.

## GRADUATION REQUIREMENTS

**Credits for Graduation:** To qualify for a diploma from Bishop Kelly High School, students must have completed the required 52 credits in the areas designated below:

English	8 credits	Theology	7 credits
Mathematics	6 credits*	Speech	1 credit
Science	6 credits	Foreign Language	4 credits
World History	2 credits	Physical Education	2 credits
U.S. History	2 credits	Health	1 credit
American Government	2 credits	Electives	9 credits
Economics	1 credit	Technology	1 credit
		Community Service	0 credits**
		<b>Total</b>	<b>52 credits</b>

\* Students are required to complete classes in Algebra I and Geometry.

\*\* Seniors must complete 30 hours of community service by the conclusion of senior year final examinations.

**Diplomas will not be given out and transcripts will not be sent without completion of this requirement.** Many colleges now review community service records as a determinant for scholarships.

### **CREDIT MAXIMUMS**

Students are to be aware that credit maximums exist in number areas at Bishop Kelly High School. The number of credits, which may apply **toward graduation** in each of the areas below are:

- Three credits in physical education – beyond required P.E. credits.
- Two credits in such service areas as: office aide, library aide, teacher aide, and technology aide.
- Six pre-approved correspondence or summer school credits (unless used to make up failed courses.)

### **CREDIT ACCEPTANCE**

Credits will generally be transferred from any accredited high school upon receipt of an **official** transcript. Credits for courses completed at non-accredited secondary schools may be transferred upon receipt of an official transcript and successful completion of subject-area tests administered by the Bishop Kelly instructional staff. Home School courses are not accepted for credit. The Bishop Kelly Administration reserves the right to determine acceptance of credit for all courses, for all incoming students. **Credit will only be accepted for courses taken in grades 9-12.**

### **GRADE REPORTS/PROGRESS REPORTS**

Grades are issued electronically three times per semester to Schoolmaster on the Bishop Kelly website, [www.bk.org](http://www.bk.org). Semester, or final, grades will be posted on a student's permanent record. At the end of each semester, a report card will be mailed home. Those not having internet access should contact the front office. To access online information, family members use the student's Bishop Kelly ID number and a user-definable PIN (Personal Identification Number). Student ID and PIN numbers will be issued at the beginning of the first semester of enrollment at Bishop Kelly and remain unchanged throughout a student's tenure at BK. Schoolmaster items accessible to BK students and parents/guardians are Attendance, Current Marks, Mark History, Schedule/Progress, and Vaccinations.

### **BOOKS**

All textbooks are due back to the teacher at the time of the final exam. If the book is not returned by the day of the final exam, you will be charged and responsible for the full replacement cost of the textbook. Credit will not be issued for books returned after the last day of school. A rental fee for hardbound textbooks is included in the Student Fee. However, the replacement cost of a textbook will be charged under the following conditions:

- The same student does not check back in the book originally checked out by a student.

- There is **any** writing on or in the textbook.
- The cover of the book is torn, written on, or bent.
- There is any water damage.

If you would like to purchase any of the textbooks, we will provide you the information you will need to purchase them from an outside source.

### **HOMEWORK AND STUDYING**

At Bishop Kelly we pride ourselves on the pursuit of academic excellence; one of the lasting legacies should be study habits that will help students with all academic endeavors. Students may expect to receive a significant amount of homework each night. Most students need to spend several hours a night doing assignments, reviewing, and studying. Reading and review will enhance learning.

### **BLACKBOARD**

Blackboard is an online classroom management system. Teachers will be using it in their classrooms to enhance the learning environment and improve communication between teachers and students and teachers and parents. Bishop Kelly is using a blended model of instruction, which means that students will still receive high-quality instruction in person, and it will be complimented by materials online through Blackboard. **All** Freshman, Sophomore and Junior parents have been given access to the system. Each parent has a unique user ID and password, which will enable him/her to log in and see what students are doing in class. Parents of Seniors can request access to the system. This may be especially helpful for students who struggle academically, and it can help reinforce learning at home. In many cases, students can obtain homework from the Blackboard system.

**If Blackboard does not contain the necessary information, homework may be requested from the Attendance Office by 9:30 a.m. if a student has been absent for three (3) days.**

Homework may be picked up between 3:00-4:00 p.m. in the Front Office.

### **MAKE-UP WORK**

Students who know they are going to be absent are responsible for finding out from teachers what work will be missed ahead of time. Students who have an unplanned absence are responsible for asking their teachers what work needs to be made up. **It is the student's responsibility to approach a teacher regarding make-up work.** Each teacher will decide when the work must be made up. Do not expect any teacher to allow class time for making up tests or assignments; the student will have to arrange time before or after school. **In most cases, students who are absent on the day when an assignment is due or a scheduled test is given will be expected to turn that assignment in or take the make-up test as soon as they return.**

## **EMAIL**

Teachers are very happy to work with parents regarding grades, behavior, expectations, and attitude; email is a preferred form of communication. It is our expectation, however, that students will learn to organize their lives and will share the classroom information with their parents. Parents are asked to limit correspondence with teachers to those times when students are having specific problems.

**Teachers are unable to respond to daily email requests for assignments and grade updates.**

## **FAILURE NOTICES**

Students who fail a required class must make it up before they are allowed to take a more advanced class. Students who fail a required course will have to make it up during a summer session, by correspondence course, or night school by the next school year. A Bishop Kelly counselor **MUST** approve all arrangements for remediation of a failure in a required course.

## **ACADEMIC OR BEHAVIOR PROBATION**

Students who demonstrate that they are unwilling to make progress, through working in class, attitudes toward instruction, or apparent disregard for rules may be placed on academic and/or behavior probation. Students on probation at Bishop Kelly are expected to progress toward academic and behavioral improvement. Students who continue to have academic and/or behavioral problems will be provided a probationary plan with which to improve. The steps are:

- ❖ Placement on probationary plan with defined term of probation (through administration).
- ❖ Periodic review of probation plan with counselor with reemphasis of expectation (student, parent/guardian, and counselor).
- ❖ Review of probation plan with administration, which may include a redefined plan, and other consequences, including dismissal from Bishop Kelly High School.

Students may be removed from probation when academic and/or behavioral concerns are no longer a problem.

## **SUMMER SCHOOL**

Students may attend summer school for the following reasons:

- ❖ To repeat a failed course.
- ❖ To take a required course that cannot fit into the schedule, or for enrichment.
- ❖ To take a required course to free up additional electives during the regular year. Parents/guardians must write a letter to the school requesting permission to attend summer school.

Classes that are accepted for BK credit must be academic and support the BK curriculum. The Principal, and/or the counselor will make the final decision in this matter.

## **Attendance**

### **ATTENDANCE OFFICE: 377-9928**

Students, parents, and educators recognize the importance of attendance and punctuality at school. Key reasons for regular and punctual attendance are educational benefits, safety of students, success that builds self-esteem and employability.

**Educational Benefits** - Regular attendance assures that students stay current in academic skills, personal management skills, and teamwork skills.

**Safety of Students** - Parents and educators are concerned about the safety of their students. The intent of this policy is to have both parents and Bishop Kelly High School officials aware of where students are during school hours.

**Success That Builds Self-Esteem** - Students must be present in order to experience success and to build self-esteem. Further, each student's presence enhances the success of the entire class.

**Employability** - Punctuality and attendance are listed among the five most important skills for employment by employers. Developing these skills is critical whether students plan to work during the school year, immediately after graduation, or after college.

Please try to schedule appointments after-school hours. Students arriving late to class or leaving class early disrupt the classroom. If a student must leave campus early (including 7th period), call or email the night before or as early in the day as possible to let the Attendance Office know so that the student can pick up their PTL (Permit to Leave) before going to class. **It is the STUDENT'S responsibility to pick up their PTL at the Attendance Office window before school, at break or at lunch. We do not interrupt the classrooms to deliver the Permit to Leave passes (PTL pass).** If a parent/guardian cannot call or email and choose to come to the office to pick up the student, please allow plenty of time to get the student out of class. Classes are not always in the assigned classrooms; or if the student is in a P.E. class, he/she will need time to change clothing. It is always best to call first.

All students are required to be in attendance at school at least ninety (90) percent of the time school is in session during each school semester. The Attendance Committee may deny credit for a class to any student who is not in school at least ninety (90) percent of the days that school is in session.

**More than nine (9) absences in a semester may cause the student to lose credit and receive a mark of "NC" (no credit).**

Parents are required to call the school's Attendance Office, 377-9928, before 9:30 a.m. on the day a student will be absent from class and repeat this call each day the student will not be in attendance. For



prearranged absences of more than 2 days, the student needs to contact their Assistant Principal prior to the absence.

**Types of Absences (Counted toward 90% rule)**

- Verified Absence (**VA**) is an absence from school with the knowledge and approval of the student's parent/guardian. Written, oral, or electronic communication from the parent/guardian is expected by 9:30 a.m. on the day of the absence.
- Unexcused Absence (**AB**) is an absence from school that has not been excused via written, oral, or electronic communication from a parent or guardian. Absences left unexcused over 48 hours may be considered truant.
- Prearranged absences (**PA**) occur when a student knows in advance that they will be absent for two (2) or more days and fills out the proper form through the Attendance Office.
- Truant (**TR**) is an absence without the consent of the student's parent/guardian or school officials. This includes an absence from school and class after arrival at school and departure from school during the school day without permission of school officials. **Class work, homework, and exams missed while truant may not be made up for credit.**
- Suspension Absence (**SA**) includes absences due to in-school or out-of-school suspension.

**Types of Absences (Not counted toward 90% rule)**

- In-school Absence (**IA**) includes absences that occur within the school day that pull a student from class to another area within the school. Examples include extended visits to the office, nurse, or when a student is at a school-approved meeting (i.e. student body, college meetings, etc.)
- Activity Absence (**AA**) is an absence for school-sponsored programs in which classes will be missed.
- Doctor Excused (**DR**) is an absence due to medical reasons that is confirmed with documentation by professional personnel. (Examples include medical doctors, dentists, psychologists, etc.)
- Bereavement (**BR**) is an absence taken due to a death in the family.
- School Excused (**SC**) absences include absences for college visitations, or extenuating circumstances approved by the administration. College visits beyond two (2) days need to be approved by the administration prior to the absence. College visits are for Juniors and Seniors only. The College Visit form can be found online or in the Attendance Office. The form needs to be taken to the visiting college, signed by a college representative and returned to the Attendance Office to be marked **SC**.
- Court Appearance (**CA**) absences used for students having legal obligations.

When students are absent or must check out of the building, they (or their parents/guardians) are required to follow the following procedures:

1. **If a student will be absent from school, please call the Attendance Office, 377-9928 by 9:30 a.m.**
2. Students returning to school from an absence must bring a note signed by parents upon their return.
3. Students returning from medical appointments must return with a note from the medical professional.
4. Students arriving at school more than ten (10) minutes after the start of the first period must check in at the Attendance Office prior to going to class.
5. Students leaving school for professional appointments must notify the Attendance Office before school, when they leave, and again when they return. They will be asked for verification of that appointment upon returning to school.

### **Tardy Policy**

A student is tardy if he or she is not in the assigned classroom when the bell rings. There are two types of tardies at Bishop Kelly High School: 1) Unexcused Tardy (**TD**), in which there is no viable written, electronic, or verbal excuse to justify the tardiness, and 2) Excused Tardy (**ET**), in which the tardy is given a viable written, electronic, or verbal excuse by a parent/guardian of the student within two (2) school days of the tardy. A maximum of three (3) Excused Tardies will be allowed per class per semester. Excused Tardies beyond three (3) will count as Unexcused Tardies. A maximum of four (4) Unexcused Tardies per class per semester will be allowed without loss of credit for that class. Each tardy beyond four (4) may be made up through attendance at Saturday School in order to regain credit. Tardies which are caused by a late bus, either Bishop Kelly High School or city bus, shall not be counted on the student's record. The principal or designee may also excuse student tardies because of inclement weather or other extenuating circumstances. A maximum of two Saturday Schools can be served in one semester for tardies.

- Tardies up to 4: Credit Granted.
- 5<sup>th</sup> Tardy: Loss of Credit, Redeemable through Saturday School.
- 6<sup>th</sup> Tardy or 5<sup>th</sup> Tardy in a second class: Loss of Credit, Redeemable through a second Saturday School.
- 7 or more Tardies: Loss of Course Credit, Must Appeal for Credit.

**A student who is ten (10) or more minutes late to class will be considered absent.** Saturday School can be required by the Principal or designee as a disciplinary measure. If a student is required to attend Saturday School and fails to go, the student may be suspended by the Principal or designee and/or may lose class credit. Saturday School must be completed within two weeks after the semester ends,

or in the case of the Spring Semester, an equivalent detention to a Saturday School can be arranged with the Administration. Students attending Saturday School to regain credit for excessive tardies will be charged \$10.00 for each Saturday School that they attend in order to cover the stipend for the supervisor of Saturday School.

### **Make-up Work**

Students who know they are going to be absent are responsible for finding out from teachers what work will be missed ahead of time. Students who have an unplanned absence are responsible for asking their teachers what work needs to be made up. It is the student's responsibility to approach a teacher regarding make-up work.

The classroom teacher will provide the student or the parent/guardian who requests make-up work with the information necessary to complete the make-up work, which may include:

- A list of pages covered during the absence
- Information about assignments or special projects
- A copy of all handout materials given during the absence

The Principal or designee may require that the student be absent up to three (3) days before make-up work is sent home. Each teacher will determine a reasonable amount of time allowed for make-up work dependent on assignments missed during the absence.

Except in extenuating circumstances, assignments or tests that were announced prior to the student's absence are due on the day that the student returns to school. The Board of Governance grants authority to administration and teachers to make exceptions to this policy in cases of term papers or long-range projects as long as students are informed of the different requirements at the beginning of the assignment. Credit for make-up work is not allowed for an Unexcused Absence (AB)/Truancy (TR).

### **TRUANCY**

Any absence from one or more class periods without an oral or written excuse from the student's parent/guardian within 48 hours may be considered an unexcused absence/truant. Such unexcused absences include departure from school or class during the school day without the permission of Bishop Kelly High School officials. Unexcused absences are counted toward the 90% Rule. Discipline for a student who consistently has unexcused absences/truancies may involve actions up to and including suspension and/or dismissal. State law provides that a petition will be filed under the provisions of the Juvenile Corrections Act when students are identified as habitual truants.

**First Truancy** – Parents will be notified, student will make up truant time through after school detentions.

**Second Truancy** – Parents will be notified, student will be placed in In-School Suspension for a minimum of one (1) day.

**Third Truancy** – Parents will be notified; students will be placed in In-School Suspension for a minimum of two days. Student will be placed on a behavior contract.

**Fourth Truancy** – Parents will be notified; student will be suspended from Bishop Kelly for five (5) school days. Any subsequent truancy could result in dismissal.

A student with unexcused absences/truancies may also lose credit. Unexcused absences/truancies may also affect a student's appeal rights for loss of credit regarding extraordinary circumstances under the 90% attendance policy. Papers, assignments, tests, etc., missed during the unexcused absence/truancy will not be allowed to be made up for credit.

### **Attendance Appeal Process**

Bishop Kelly's Attendance Office will make every effort to communicate attendance concerns to parents and students. Ultimately, it is the student and parent's responsibility to maintain faithful attendance. Form Letters and attendance reports will be sent out on an ongoing and regular basis to notify parents and students of excessive absences or tardies.

The Attendance Office will review attendance records of any student having excessive absences or tardies based on the attendance policy. If it is determined that a student will lose credit for a particular class, the parent(s) and student will be sent written notification of loss of credit, and the student and/or parent may file a written appeal within ten (10) calendar days to the attention of the "Attendance Committee." The written appeal and any other relevant factors and considerations will be presented to the committee and credit status will be determined through a majority vote. If credit remains denied after the initial appeal, a second appeal may be presented to the Principal for further review.

## **EXPECTATIONS AND DISCIPLINE POLICIES**

Our mission at Bishop Kelly is to "educate and develop the whole student in the Catholic tradition – Spirit, Mind and Body." In pursuit of that mission, the Bishop Kelly community recognizes the family as the student's first and most influential teacher. Through education and personal experience, we build upon that foundation to prepare each student for a lifetime quest to reach excellence as cited at the beginning of this handbook in our "Vision for the Bishop Kelly Graduate."

In an effort to create a Christian environment that is conducive to this, Bishop Kelly High School has established a discipline code that allows faculty, students and parents to work together to that end. Rules and regulations enable the individual to develop self-control and also protect the rights of all individuals to pursue their education. The

Bishop Kelly standards of conduct and behavior are based on the principles of Christian morality and the guidance of the Catholic Church. These school standards of conduct apply to student behavior both on and off campus. Any behavior which is contrary to the mission and philosophy of Bishop Kelly High School is unacceptable and may lead to disciplinary action. Disciplinary action, when warranted, may include suspension, detention hours, probation, suspension from extracurricular activities, service to the school or other penalties up to and including dismissal.

### **ORGANIZATION**

Assistant Principals are primarily responsible for maintaining a positive learning environment for both students and staff. The Assistant Principals act as a resource for both students and teachers, mediating conflicts, and providing direction in terms of student behavior. The Assistant Principals are empowered to impose consequences for violation of School Policy or Philosophy, to suspend students, to issue formal warnings regarding improper behavior and to refer to the Discipline Board any student who is not meeting the behavior expectations of the school.

#### **Discipline Board**

The Discipline Board reviews policies and procedures relating to discipline, discusses students who have disciplinary violations and infractions and makes decisions on cases related to student discipline for Category 3 offenses. In addition, the Discipline Board is empowered to dismiss any student who fails to meet the conditions of his/her disciplinary probation, or disciplinary conditions set forth in this Handbook. A member of the Student Council or STAIR may be invited to attend policy meetings to serve as a consultant to the board. The Discipline Board is made up of:

1. Assistant Principals (Chair - alternative Assistant Principal chairs; for example, if the review is for a 9<sup>th</sup> or 10<sup>th</sup> grade student, the 11<sup>th</sup>/12<sup>th</sup> grade Assistant Principal chairs.)
2. Athletic Representative (Appointed by Principal)
3. Activities Representative (Appointed by Principal)
4. Faculty member (elected by students)
5. Faculty member (elected by students)
6. Faculty member (selected by BKEO)

Members of the Discipline Board are elected/appointed in spring for a 2-year commitment, which begins at election/appointment and covers the summer. A member of the Discipline Board cannot have a child currently enrolled at Bishop Kelly High School. At least 5 members of the Discipline Board have to present to meet.

#### **The Review Board**

The Review Board is responsible for reviewing appeals brought by students or parents concerning dismissals by the Discipline Board. The Review Board makes the final decision in regards to all appeals,

limiting its review to procedural questions. Should there be a meeting of the Review Board, it will be composed of the Principal, a Counselor designee and a Faculty designee, both appointed by the President.

## **CODE OF CHRISTIAN CONDUCT**

### **Bishop Kelly Community Rights:**

- ❖ Students have the right to learn in a positive environment.
- ❖ Teachers have the right to teach in a positive environment.
- ❖ All members of the Bishop Kelly Community, including teachers, substitute teachers, staff, aides, custodians, food service personnel, administration, secretaries, counselors, parents, visitors, and students have the right to be treated with respect. This includes all communication to or about these people, through speaking, gesturing, writing or electronic means.

**Code of Conduct for Students:** Students on any school premises or at any school sponsored activity, regardless of location, are expected to:

1. Obey school officials
2. Protect property
3. Maintain order and decorum
4. Avoid excessive physical contact and fighting
5. Avoid inappropriate public displays of affection
6. Conduct themselves in a positive manner

School administrators are directed to establish rules and regulations regarding appropriate student behavior in school and at school activities. Disciplinary action for violation of this policy may involve up to, and including suspension and/or expulsion.

**Code of Conduct for Parents:** Bishop Kelly High School seeks to foster open communication between students, parents, faculty, and administration. Bishop Kelly administration believes that the best way to resolve issues is through open, clear and honest communication. Parents/guardians are expected to work respectfully, courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

Maintaining an alcohol-free and drug-free environment for students requires a partnership between parents, family members and the school to ensure that student health and safety are not jeopardized by adult actions or behavior. If we become aware of any person who trades, sells, gives away or offers to trade, sell or give away alcohol, controlled substances, performance enhancing drugs or other hazardous substances to students, the school will notify the authorities.

### **Code of Conduct for Faculty/Staff/Administration**

Staff, administration and faculty at Bishop Kelly agree to perform all teaching assignments in accordance with the highest professional and

moral standards, and have and maintain the legal qualifications required in the State of Idaho to teach in the assigned grades or subjects during all times that performance is required by the employee. They will also conduct themselves in a manner in keeping with the teachings and practices of the Catholic Church and the personnel policies of the Diocese of Boise.

**STUDENT DISCIPLINE POLICY**  
**(Most current version is online at [bk.org](http://bk.org))**

Students are expected to conduct themselves in a manner that reflects positively on themselves, their parents/guardians and Bishop Kelly High School. It is expected that respect and cooperation will be the basis of interactions with faculty and fellow students. Bishop Kelly High School will use the following disciplinary actions:

1. Lunch time detention – This may include cleanup work in the cafeteria, halls, or other areas of the building.
2. After school detentions – After school detention will consist of service to the school.
3. Saturday School– Saturday detention will consist of three hours of clean-up work around the school, or classroom work.
4. In school/out-of-school suspension - Student will spend the school day in the Attendance Office working on homework. Either one of two situations will occur with suspension, depending on severity of offense: 1) Credit will be allowed for major tests and assignments (i.e., assignments that were assigned prior to the day of suspension). Daily credit will not be granted, i.e., in class work, quizzes, participation points; or 2) No credit should be granted for work, tests, or quizzes missed during the time of suspension.
5. Extracurricular activities suspension – student may be suspended from attendance or participation in extracurricular activities. These activities are seen as a privilege for students.
6. Probation - Student will be put on a Behavioral Probationary Plan. If parent and student refuse to sign within 5 school days, they agree to dismissal.
7. Dismissal

The Principal or Discipline Board has the power and authority to treat each student individually in determining the appropriate disciplinary action in the most effective manner. The Principal or designee has a responsibility to protect the health and welfare of all students, employees, or visitors. The Principal or designee must take into consideration all factors present at a particular situation, including, but not limited to, the intent, degree of actual or potential endangerment or damage, degree of intimidation or fear, and the age of the student. Whenever possible, the Principal or Discipline Board will:

1. Involve the parent/guardian; and
2. Choose a discipline option which is aimed at improving behavior and enhancing academic achievement while maintaining a safe and secure learning environment.

Campus misbehavior at Bishop Kelly High School is divided into three categories according to severity. The following offenses will be handled by administrative personnel and may result in a combination of possible consequences. If the student has multiple offenses, the more serious offense will take precedence.

**Category 1 Offenses**

Littering  
Loitering  
Inappropriate Display of Affection  
Dress Code Violation  
Classroom Disturbance  
Dance Policy Violation (see specific Dance Policy)

Consequences for Category 1 offenses may include lunchtime detention, after school detention or Saturday School.

**Category 2 Offenses**

Use or Possession of Tobacco  
Profanity/Vulgarity  
Repetitive Misbehavior  
Cheating/Plagiarism (see specific cheating policy)  
Off Campus without Permission  
Graffiti  
Fighting  
Truancy  
Harassment

Consequences for Category 2 offenses may include after school detention, Saturday school, in-school/out-of school suspension, extra-curricular activities suspension, or probation.

**Category 3 Offenses**

Violation of Substance Abuse Policy (see specific substance abuse policy)  
Progressive disregard for conduct at school  
Theft-Vandalism  
Extreme defiance of authority/ Insubordination  
Causing physical injury to another student or staff member  
Repetitious and/or malicious school disruption  
Refusal to identify self to school personnel upon request  
Malicious Harassment  
Violation of Weapons Policy

Consequences for Category 3 offenses may include in-school/out-of school suspension, extracurricular activities suspension, probation or dismissal.



### **DANCE POLICY**

Dances are intended to be fun and a celebration for the BK student community. The school encourages broad participation and attendance at dances and other activities. Consistent with our earlier statements around preparing students for a lifetime quest to reach excellence in spirit, mind and body, we have expectations for students attending dances.

- Student behavior at dances should reflect the fact that they respect themselves, the people they are dancing with and those who watch them.
- Students should not behave nor dance in any way that is inappropriate in a Bishop Kelly setting.
- They will not dance in an overtly sexual way or pressure others to dance in an inappropriate manner.

If students do not follow these dance policy expectations, they may be asked to leave the current dance and will not be allowed to attend the next Bishop Kelly dance.

### **CHEATING POLICY**

Bishop Kelly High School exists to provide an educational environment where Catholic/Christian values are taught and practiced. Every student is supported in developing their intellectual potential and in using their intellectual talents to the best of their ability. The personal development of each student, however, is more important than achievement of academic success. Personal integrity is essential for building community and promoting social justice.

Students are at Bishop Kelly to learn, and we expect students to live by an honor code that reinforces Christian and ethical values and discourages plagiarism and cheating. Students caught with copied work, "crib notes," a stolen test or looking at a neighbor's paper during a test will be determined to be cheating. Students should remember that undetected cheating may help a grade average, but it does not increase learning and is a detriment to moral character.

When a student signs his/her name to a paper or project that is turned in, the student is pledging that it is his/her own work. Violating this is an Academic Integrity Violation. Cheating in any form is a violation of personal integrity and damages community. Cheating will not be

tolerated at Bishop Kelly. Any student who cheats, copies homework, plagiarizes, violates testing procedure or knowingly enables another student to cheat will receive a zero (0) for the exam or work in question. Students using the camera function or texting of their cellular phones during exams or quizzes will be subject to an integrity violation. A student who cheats on a semester exam or project will receive a zero for that exam.

## **CONSEQUENCES OF VIOLATIONS**

**First Offense:** The student will automatically receive a zero (0) on the particular assignment or test. The teacher will notify the parents. The incident will be documented; the Assistant Principal will meet with

the student to discuss the incident, and the student will be referred to their counselor. The student may be placed on discipline probation.

**Second Offense:** The student will automatically receive a zero (0) on the particular assignment or test. The incident will be documented, and the student will be placed on Academic Integrity Probation. This will entail a conference with the student, the parents, the Assistant Principal and any other school personnel involved in the matter. The student, along with others in attendance at this meeting, will develop a contract that will outline the student's plan for solving his or her cheating problem.

**Third Offense:** The incident will be documented. The student will automatically receive a zero (0) on the particular assignment or test. The student will receive a long-term suspension or dismissal from Bishop Kelly with an opportunity for an appeal.

**Fourth Offense:** If an appeal was granted for the Third Offense, the student is dismissed with no appeal.

## **STUDENT/PARENT CONCERNS**

Bishop Kelly High School seeks to foster open communication between students, parents, faculty and administration. When a situation arises involving instruction or grading, the following procedure should be followed:

1. The parent/student should schedule a conference with the concerned teacher or coach.
2. Should this conference fail to resolve the problem, parents should schedule a conference with the student's counselor.
3. If problems persist, the parents should confer with the administration.
4. Parents and students may petition the Bishop Kelly Administration or Discipline Board, depending on the nature of the situation, if they feel that they have not received a fair hearing.

## **SUBSTANCE ABUSE POLICY**

### **Statement of Policy**

As a Catholic coeducational high school, Bishop Kelly High School respects and promotes the dignity and worth of each human being. As such, we find the illegal use and abuse of alcohol and drugs incompatible with our mission and philosophy. Bishop Kelly High School expects students to avoid any use, involvement or possession of alcohol or drugs. Bishop Kelly High School also recognizes substance addiction as a treatable illness and any student who initiates help on their own will be confidentially referred to our Student Assistance Team (SAT) (a group of counselors and administrators that meet weekly) for assessment.

Our substance abuse policies cover actions on school grounds and school activities, and, to be consistent with our mission and values, cover actions beyond school and throughout the entire year. We will not “police” Friday and Saturday night or summer activities – that is the role of parents and the authorities. If, however, an incident does come to our attention, most likely from law enforcement authorities, we believe it is our responsibility to investigate and, if necessary, take action.

Each case of a student under the influence or in possession of alcohol, narcotics and/or other dangerous drugs shall be considered on its own merit. However, any student who is determined to have used or be in primary possession of alcohol or illegal drugs, or is determined to have been involved in a drug or alcohol situation, should the student be on or off campus, and whether a citation is issued or not, is subject to a disciplinary action and a loss of privileges at Bishop Kelly (i.e., academic suspension, substance abuse evaluation/education, service to the school, suspension from extra-curricular activities and dismissal).

### **Illegal or Controlled Substances**

The sale or distribution of illegal drugs or controlled substances by any student or any student that facilitates this transaction will result in dismissal. Bishop Kelly High School reserves the right to contact local police agencies when a student is found to have used, been in possession of, sold or distributed any illegal substance.

The school reserves the right to conduct searches and or seizures for the purpose of enforcing this rule. Such seizures shall include, but are not limited to, searches of any student, student belongings or items in the possession of a student, any locker or any vehicle located on school property or at any school related activity. For the purpose of this rule, the term “school property” includes, but is not limited to property owned, leased, used or otherwise under the possession, supervision or control of the school. The school also reserves the right to perform random drug testing of student-athletes.

## **RULES OF SUBSTANCE ABUSE POLICY VIOLATIONS**

**Rule #1:** Do not use or possess any illegal or controlled substances, drug paraphernalia, or alcohol.

**Rule #2:** Do not be in attendance at any gathering where there is unlawful use of illegal or controlled substances, drug paraphernalia, or alcohol.

## **CONSEQUENCES OF VIOLATIONS**

### **RULE #1 – Use or Possession**

**1st Violation of Rule #1:** If the student is involved in an extra-curricular activity at the time of the offense, the student will be

ineligible to participate for a minimum of 25% of the total regular season contests or events remaining and must attend practice and complete the current season. The time of ineligibility will begin with the first event after the violation. If the student is not involved in an extra-curricular activity at the time of the offense, the student will be required to perform work in service to the school and/or the community. In addition, the student will be required to submit to a drug screen at the school, at the student's expense and attend two (2) educational awareness counseling sessions, at the student's expense.

**Note: When figuring percentage of contest missed, the percentage will be rounded up to the next whole number.**

**2nd Violation of Rule #1:** If the student is involved in an extra-curricular activity at the time of the offense, the student will be ineligible to participate for a minimum of 50% of the total regular season contests or events remaining and must attend practice and complete the current season. The time of ineligibility will begin with the first event after the violation. If the student is not involved in an extra-curricular activity at the time of the offense, the student will be required to perform work in service to the school and/or the community. In addition, the student will be required to submit to a drug screen at the school, at the student's expense and attend two (2) educational awareness counseling sessions, at the student's expense.

## **RULE #2 - Attendance**

**1st Violation of Rule #2:** If the student is involved in an extra-curricular activity at the time of the offense, the student will be ineligible to participate for a minimum of 10% of the total regular season contests or events remaining and must attend practice and complete the current season. The time of ineligibility will begin with the first event after the violation. If the student is not involved in an extra-curricular activity at the time of the offense, the student will be required to perform work in service to the school and/or the community.

**2nd Violation of Rule #2:** If the student is involved in an extra-curricular activity at the time of the offense, the student will be ineligible to participate for a minimum of 20% of the total regular season contests or events remaining and must attend practice and complete the current season. The time of ineligibility will begin with the first event after the violation. If the student is not involved in an extra-curricular activity at the time of the offense, the student will be required to perform work in service to the school and/or the community.

**Coaches or moderators may have additional rules or consequences they choose to add for their athletes or participants.**

## **FREQUENTLY ASKED QUESTIONS**

### **Process and Communication**

1. Who was involved in determining these policies? What process did you use? What were you attempting to accomplish?
  - Over the summer, we brought together a team to review our “Student Expectations and Discipline Policies” in a holistic manner. Our current policies have evolved over the past several years and were in need of review and modification. The team included parents, students, counselors, faculty, administration and members of the BK Board of Governance.
  - As a team, we sought to identify where the gaps, inconsistencies, and problem areas were in our current policies. We reviewed other schools across the country, both Catholic and public schools, for best practices in student policies.
  - We set out with four objectives:
    - i. Simplify, clarify and align our student policies and code of conduct
    - ii. Improve our policies such that we meet our mission of “educating and developing the whole student – spirit, mind and body” in an integrated manner
    - iii. Ensure our policies are clear on the role and jurisdiction BK will play, the role of our parents and how we will partner together
    - iv. Clarify the processes for reviews, decision-making and appeals and the roles of the various involved parties/councils (Principal, Assistant Principals, Board of Governance, President and councils and/or staff to be determined)
  - Our goal with these policies is to set the standards for what it means to be a “Bishop Kelly Knight” and assist our students and parents in meeting that standard. We do not intend this to be a punitive model nor focus on

- catching kids doing things wrong. Our mission at Bishop Kelly is to “educate and develop the whole student in the Catholic tradition – spirit, mind and body.” We believe the expectations set in these policies will help us accomplish our mission working together – BK staff, students and parents.
2. How much student input/feedback did you get in setting these policies? How will you include them in the future when reviewing and adapting policies?
    - We had two students on the Policy review team over the summer and they provided input.
    - During the two week public comment period, we sought and received a good amount of feedback from students.
    - In addition, much of our philosophy underpinning the new policies is derived from our strategic plan, the core of which is our mission as a school and our vision for the Bishop Kelly Graduate. This strategic planning process gathered considerable student input and feedback and utilized it extensively in the formation of the plan.
  3. What happened to the Activities Code of Conduct our students used to sign? Will they now sign a different form to acknowledge they have read and understand these policies?
    - There is now one code of conduct for all students and not a separate one for just activities. All students and their parents will be required on an annual basis to sign a form acknowledging they have read and understand the Bishop Kelly Student Code of Conduct.
  4. How will these polices be communicated to student and parents?
    - At the beginning of each year, these will be included in the student handbook given out to each student and discussed in class meetings.
    - The policies may be modified during the year by the Discipline Review Board. Notification of any changes will be communicated by email and during class meetings.
    - The most current version of the policies will be available on-line. The current version supersedes any other associated policy.

## **Specific Definitions**

1. What is considered profanity or vulgarity?
  - We consider vulgarity as an act, words or expression that offends good taste or propriety. Profanity is defined as obscene or irreverent language.
2. What are "inappropriate public displays of affections?"
  - Excessive physical contact and inappropriate public displays of affection are defined as lewd or inappropriate affection - kissing, "patting bottoms," touching intimate areas of bodies, etc. Holding hands, hugging and gentle kisses are appropriate displays of affection.
3. Can you be more specific on the dance policy? What are behaviors or dances that "are inappropriate in a Bishop Kelly setting?"
  - Grinding, nasty dancing, dirty dancing, moshing and crowd surfing are not appropriate dancing.
  - In addition, inappropriate public displays of affection as cited in the answer above are not acceptable at dances.
  - Overly aggressive and intimidating behavior is also not acceptable at dances.
4. What are the types of "work performed in service to the school and/or community" should a substance abuse offense occur? How much time will be required?
  - Examples of the type of work to be performed are cleaning up the school grounds, serving at a homeless shelter, working at a substance abuse clinic, etc.
  - The time will be determined by the Discipline Board based on the offense and will likely range from 10 to 20 hours.
5. How will the Discipline Board members be selected? How long are the terms they will serve? How often will they meet?
  - The chair of the Discipline Board will be an Assistant Principal selected by the Principal. The Principal will also appoint an Athletic Representative and an Activities Representative. Students will elect two Faculty members to sit on the Board. The final faculty member will be selected by the Bishop Kelly Education Organization (BKEO).

- The members will serve two-year terms and will meet approximately every six weeks plus on an emergency basis as needed.
6. What defines harassment? What behaviors are not acceptable and would be considered harassment?
- Broadly speaking, every student, employee or visitor deserves the opportunity to participate or work in a safe, supportive environment that promotes equal opportunities, free from all forms of discrimination and conduct that can be considered harassing, coercive or disruptive. Specific harassments and unacceptable behaviors are described in the student handbook. They are bullying, cyber bullying, psychological harassment, racial harassment, religious harassment, sexual harassment and hazing.

### **What happens when. . .**

1. What happens if a "family" violates terms of the contract they sign at registration or the Parent Code of Conduct included in this Discipline Policy?
  - As stated in the policy, parents/guardians are expected to work respectfully, courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school. Should they not work in such a manner, they may be asked to leave the school.
  - If we become aware of any family member who trades, sells, gives away or offers to trade, sell or give away alcohol, controlled substances, performance enhancing drugs or other hazardous substances to students, the school will notify the authorities.
  
2. What happens if fellow students or parents bring other students/families potential violations to the attention of the administration or Discipline Board? How will these be handled?
  - The administration and Discipline Board are not in place to be policing or investigative bodies. They will respond only to situations that are witnessed by staff, a responsible adult, have verifiable evidence or come from law enforcement authorities.



3. Can coaches or moderators apply stricter or different codes of conduct for their athletes or participants? Will there be consistency among coaches?
  - We will have consistency among coaches and moderators in enforcement and support of the Bishop Kelly Student Code of Conduct. Coaches or moderators may have additional rules or consequences they choose to add for their athletes and participants.
4. Why are students in activities treated differently in these policies? Why are you taking away activities when the school encourages participation in activities?
  - All students are expected to uphold the same code of conduct. Should a violation of the code of conduct occur, all students will be subject to timely consequences.
  - Representing Bishop Kelly in an activity is a privilege and thus should a violation occur, that privilege can be taken away as a potential consequence.
  - We strongly encourage participation in activities and do believe these policies will not discourage students participating in activities.
5. What happens if my son or daughter is involved in debate? Or theater? What is "10% (or 20/25/50%) of the total regular season contests of events remaining"?
  - Simply put, if there are five performances of a play, they would miss one performance (for 10% or 20%) or two (for 25%) or three (for 50%). The same math holds for debate – if there are 8 debate meets, they would miss one meet for 10%, two for 20 or 25% and four for 50%.
6. Will probationary plans still be drawn up for Category 3 offenses?
  - Yes, when deemed appropriate by the Discipline Board. We believe and have had feedback from parents and students that a probationary plan can be beneficial for all involved in setting clear expectations.

#### **ASSAULT AND/OR BATTERY**

Any assault and/or battery on any individual, where the assault and/or battery occurs on any school premises, or at any school-sponsored activity, regardless of location, is prohibited.

Discipline for violations of this policy:

- a) For an employee, may involve actions up to and including dismissal.
- b) For a visitor, may involve actions up to, and including future prohibition from entering any school premises, or attending any school-sponsored activity, regardless of location.
- c) For a student, may involve actions up to, and including suspension, and/or expulsion.

Discipline shall be appropriate to the offense, age, and status of the individual. The Principal or designee shall submit the case to the appropriate law enforcement agency when the charges warrant such actions.

### **HARASSMENT POLICY**

Bishop Kelly is committed to maintaining an educational environment that protects and promotes dignity, individual worth, and mutual respect for each individual, and is free from harassment. Each student, employee, or visitor deserves the opportunity to participate, or work in a safe, supportive atmosphere that promotes equal opportunities, free from all forms of discrimination, and conduct that can be considered harassing, coercive, or disruptive. It shall be a violation of this policy for any Bishop Kelly student, employee, or visitor to bully, haze or harass another individual, while on any school premises, or at any school sponsored activity, regardless of location. There are a number of harassments that fall into this category.

#### **Bullying**

Bullying is usually physical and psychological harassing behavior perpetrated against an individual by one or more persons. It can occur at school, in the work force or any other place.

#### **Cyber bullying**

Cyber or Online bullying is the use of electronic information and communication devices such as e-mail, instant messaging, text messages, blogs, mobile phones, pagers, and defamatory websites to bully or otherwise harass an individual or group through personal attacks or other means, and it may constitute a computer crime. Cyberbullying is willful and involves recurring or repeated harm inflicted through the medium of electronic text.

#### **Psychological harassment**

This is humiliating or abusive behavior that lowers a person's self-esteem or causes them torment. This can take the form of verbal comments, actions or gestures. Falling into this category are harassments such as workplace mobbing, and gang stalking which is a form of community mobbing and organized stalking combined.

## **Racial harassment**

The targeting of an individual because of their race or ethnicity. The harassments include words, deeds, and actions, that are specifically designed to make the target feel degraded due to their race of origin or ethnicity.

## **Religious harassment**

Verbal, psychological or physical harassments used against targets because they choose to practice a specific religion.

## **Sexual harassment**

Harassment that can happen anywhere but is most common in the workplace, and schools. It involves unwanted and unwelcome, words, deeds, actions, gestures, symbols, or behaviors of a sexual nature that make the target feel uncomfortable. Gender and sexual orientation harassment fall into this family.

The following actions are some examples of sexual harassment:

- Calling girls "slut," "whore," or "lesbo," or calling boys "homo," "fag," or queer."
- Describing sexual fantasies.
- Whistling or yelling obscenities at girls in school.
- Teasing students about their sexual activities or lack of sexual activities.
- Calling another student gay or lesbian.
- "Rating" other students in a sexual way.
- Touching, grabbing or pinching.
- Making obscene gestures.

## **Hazing**

Hazing is an often ritualistic test, which may constitute harassment, abuse or humiliation with requirements to perform meaningless tasks; sometimes as a way of initiation into a social group. The term can refer to either physical (sometimes violent) or mental (possibly degrading) practices.

Bishop Kelly High School will not tolerate any form of harassment. In order to take appropriate corrective action, Bishop Kelly Administration must be aware of harassment. Anyone who believes that s/he has experienced or witnessed harassment or related retaliation should promptly report such behavior to a Bishop Kelly High School staff member. Reports and complaints will be investigated and resolved as

promptly as possible and disciplinary action for harassment will be swift and substantial.

### **COMPUTER USE POLICY**

Computer use at Bishop Kelly High School is a privilege and should be used for educational purposes only. Use of Bishop Kelly's computers for anything other than educational reasons is a violation of school policy. Online games, chats, blogs, illicit or inappropriate material are prohibited. Violation of these policies will mean a suspension or permanent removal of the student's rights at Bishop Kelly High School.

### **DRESS CODE POLICY**

Bishop Kelly's dress code is intended to encourage modesty, cleanliness, neatness, and pride in one's appearance and school community. It is our belief that students should respect each other for who they are, not for what they wear. The administration and faculty will monitor student compliance with the dress code. The administration reserves the right to determine the appropriateness of a student's general appearance and compliance with the code. The school has the duty of presenting and maintaining a serious educational environment, therefore the dress code will be enforced.

**Procedure:** Bishop Kelly's Dress Code lists what a student may or may not wear. Clothing is to be in good condition, not ragged and without holes or patches. Nothing students wear may convey an inappropriate message or suggest violence, alcohol, drugs, tobacco products, sex, racism, or gangs.

#### **Appropriate Dress for Young Men**

##### **1. Shirts**

Young men must wear collared polo shirts or collared full-button front shirts. Shirts may be long or short sleeved. While shirts do not have to be tucked in, the length should be long enough to tuck in. Turtlenecks may also be worn.

##### **2. Pants**

Dress slacks, khaki/Docker-style pants, corduroys, and denim jeans (except blue denim) are acceptable. Pants must be worn at the waist. Shorts are acceptable and must come to the top of the knee. Lounge pants, sweatpants, or athletic pants/shorts are not acceptable.

#### **Appropriate Dress for Young Women**

##### **1. Blouses/Shirts**

Young women must wear collared polo shirts or collared blouses. Polo shirts and blouses are to fit appropriately and should have a modest, appropriate neckline (i.e. no lower than

bottom of clavicle/collarbone). Shirts may be short or long sleeved. Blouses/shirts should not be see-through or show the midriff area. While shirts do not have to be tucked in, the length should be long enough to tuck in. Long or short-sleeved turtle necks may also be worn

## 2. Pants

Dress slacks, khaki/Docker-style pants, corduroys, and denim jeans (except blue denim) are acceptable. Pants must be worn at the waist. Shorts and capris are acceptable. Shorts must come to the top of the knee. Yoga pants, lounge pants, sweatpants, or athletic pants/shorts are not acceptable. Leggings and tights must be covered with appropriate length shorts or skirt.

## 3. Skirts/Dresses

Skirt and dress length shall come to the top of the knee when standing up straight. Leggings must be worn under a skirt that does not come to the knee but is no more than 3" above the top of the knee when standing up straight. Skirts and dresses should fit appropriately. The neckline of a dress should be modest and appropriate (i.e. no lower than bottom of clavicle/collarbone).

**For All Students - Shoes:** Appropriate footwear should be worn at all times. All shoes (other than the exceptions noted) must either cover the toe and heel or have heel and toe straps, properly used. Clogs are permitted. Flip-flops and slippers are not allowed.

**Hair Requirements:** Hair must be neat, clean, and properly cut and styled. Hairstyles should not become a distraction to the learning environment. Unnatural colors are not permitted.

- For male students, the hair should be, when hanging naturally, out of the eyes and off the collar. Facial hair other than sideburns trimmed at the earlobe is not permitted.

**Hair violation:** If a student's hair is deemed inappropriate, the student will be given 3 days to comply with the hair requirements and after that time, the student will be placed in In-School Suspension until the hair is appropriate.

**Jewelry/Tattoos/Hats and Head Covering** – Jewelry shall be worn in moderation; in addition, young women may wear earrings. Body piercing or tattooing should not be visible. Hats are not appropriate.

**Outer Garments:** Coats, jackets, sweaters, sweatshirts, fleeces, etc. must have an approved, collared shirt or blouse underneath.

**Sweatshirts/Hoodies:** Students are allowed to wear Bishop Kelly High School, college or solid-colored sweatshirts; this includes all hoodies.

Solid-colored sweatshirts or hoodies may have a logo, which must be smaller than a 3" x 5" note card.

### **School Liturgy**

Days of all-school Liturgies and other special occasions are designated dress-up days. These are school days where a more formal appearance is expected of students out of respect for the special purpose of the day. Sweatshirts should not be worn.

Young Men: Shirts must be short sleeved or long sleeved collared shirt, with full button front, properly buttoned. Shirts must remain tucked in. A tied necktie is to be worn with the shirt. Only dress slacks, full length khakis/Docker-style, chinos, or corduroy pants are allowed. Note: Cargo pants, denim pants, and shorts are not allowed.

Young Women must wear dresses, skirts or pant suits. See description of skirts and dresses above.

### **Spirit/Blue Jeans Day**

On designated spirit-days, all students will be allowed to wear a Bishop Kelly t-shirt and blue denim.

### **Team/Activities/Club Dress**

Team dress includes appropriate clothing outlined in the Bishop Kelly dress code. On game/competition or club/organization days, team members may dress alike in the spirit of team unity and school pride. Team shirts may have a collar. Student athletes wanting to wear a team jersey as a symbol of team unity may do so.

### **Consequences**

Parents, students and staff must work together to ensure that the dress code is enforced and supported. The administration will be the final judge of student appearance questions not explicitly covered in dress code guidelines. All staff members will refer students to the Assistant Principals for dress code violations; only the Assistant Principals will write the violation.

Students will not be permitted in class if they are out of dress code. Any class time missed due to being out of dress code will be considered an absence (VA).

Students not in dress code will need to:

1. Correct the problem immediately
2. Call parents for change of clothing if the problem cannot be corrected
3. Remain in In-School Detention until the problem is corrected or until the school day ends

**First violation:** Student will report to the Assistant Principal to correct the dress code violation. Student will receive a warning and discuss further consequences if behavior continues.

**Second violation:** Student will receive two days lunch detention; student will report to the assistant principal and go to the in-school detention room at the beginning of lunch and leave when the bell rings.

**Third violation:** Student will wear restricted dress for one week; student will be required to check into the Attendance Office daily during the period of restricted dress. Restricted dress means that the student will wear a white shirt with the BK logo and Khaki/Docker-style pants or skirt; no sweatshirts. Student will receive the shirt when they meet with the Assistant Principal.

**Fourth violation:** Student will serve a Saturday school and wear restricted dress for two weeks. See restricted dress description above.

**Fifth violation:** Students will wear restricted dress for one quarter (9 weeks); students will be required to check into the Attendance Office daily during the period of restricted dress. Please see restricted dress description above.

Any subsequent violations will result in further consequences.

### **ELECTRONIC DEVICES**

During the school day, which will be signified by the first and last bell, cell phones, CD players, I-Pods, and other electronic devices (excluding calculators in math or science classes) should be turned off, kept in student's locker, and not be visible during the school day. These devices must be kept in the student's locker. Students who have these items turned on or visible in the classrooms, hallways, or in the cafeteria will have them taken away. The electronic device will not be returned until a parent or guardian comes to school to get it or seven (7) days have passed. The third violation will result in a Saturday school.

**Exception:** Students may use their cell phone to make important phone calls with permission from, and in the presence of, a faculty member.

### **THEFT**

All students are to be respectful of both school property and the property of other students. **Theft of any kind will not be tolerated.** Offenders will be subject to school consequences and these cases will be turned over to the school resource officer for prosecution. Students are reminded to mark their belongings with appropriate identification. Students should have their lockers closed and locked when unattended and should under no circumstances give out their locker combination to anyone. Safes are available in both the men's and women's locker

rooms for valuables during Physical Education classes and athletic events.

### **WEAPONS POLICY**

Bishop Kelly High School is committed to providing a safe and secure environment for all students, staff, and visitors in order to maximize learning opportunities. While the school cannot guarantee elimination of all safety threats, it directs the administration to implement policies and procedures, which are designed to reduce and minimize the safety risk, Bishop Kelly High School has no tolerance for students who: use, threaten to use, or possess firearms, destructive devices, weapons, dangerous instruments, explosives, or "look-alike" weapons on any school premises, or at any school sponsored activity, regardless of location, or store them in their lockers and/or personal vehicles on campus, or for students who assist others in doing any of the above. The following are examples of instruments ordinarily or generally considered weapons: knives of all kinds, guns, pipes or clubs, chains, chuck sticks, throwing stars, darts, metal knuckles, black-jacks, fireworks, explosives, mace or other chemicals. The Principal or designee has the authority to determine the extent of the threat and/or the disruptiveness to the health, safety, and/or educational process of other individuals in each particular situation. For the purposes of this policy, no tolerance means that consequences will occur if this policy is violated and that the consequences will be commensurate with the circumstances of each situation.

### **SEARCHES BY SCHOOL OFFICIALS**

Students' constitutional rights do not stop at the schoolhouse gates. However, the Board must provide an atmosphere conducive to the pursuit of educational goals. This may include Bishop Kelly High School officials' right to search a student's person and/or the student's personal belongings when it is in the interest of the overall welfare of other students, or is necessary to preserve the good order and discipline of the school and reasonable suspicion exists that the student is in possession of materials which violate school policy, procedure, or law. Students are permitted to park on school property as a matter of privilege, not right. The school retains the authority to conduct routine patrols of school parking lots, and inspections of the exteriors of automobiles on school property. The interiors of vehicles on school property may be inspected whenever an authorized school official has reasonable suspicion that materials, which violate school policy or law, are contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

### **RE-ENROLLMENT POLICY**

Students may seek re-admittance through the school's administration and school counselors. Students who have been dismissed from



Bishop Kelly High School may be allowed to seek re-admittance based on the discretion of the administration.

Re-enrollment will be based upon the review of:

1. Behavioral record while away from Bishop Kelly.
2. Successful completion of treatment or counseling (if necessary).
3. Academic progress toward graduation.
4. Formal interview.

## **ACTIVITIES**

### **STUDENT ORGANIZATIONS**

#### Club Advisors & Coaches

Africa Club .....	Mrs. Braden
Art Club .....	Mr. Dente
Band .....	Mr. Bowker
Campus Ministry .....	Mrs. Siron
Cheerleaders .....	Mrs. Eisele
Debate Team, Mock Trial.....	TBA
Drama Club .....	Mrs. Sternling
Earth Club .....	Mr. Tacke
Engineering Club .....	Dr. Hudson
French Club .....	Mme Bettger
History Club .....	Mr. Skinner
Human Rights Club.....	Mr. Vitrano
Key Club .....	Mr. Barker
Boys Lacrosse.....	Mr. Gaudet
Girls Lacrosse .....	Miss Elise Talboy
National Honor Society .....	Mrs. Dalrymple
Pep Club .....	Ms. Clarkson/Mrs. Crum
Quiz Bowl.....	Dr. Hudson
Science Olympiad.....	Dr. Hudson
Ski/Snowboard Club .....	Mrs. Watson/Mr. Franklin
Spanish Club .....	Ms. Clarkson/Mr. Perea
Student Council .....	Mr. Harris
Varsity Club.....	Mr. Derig
Video Yearbook.....	TBA
Yearbook.....	TBA

### **ATHLETICS**

Athletic Director - TBA

Trainer – Katie Harbacheck

#### **GIRLS' & BOYS' SPORTS**

Baseball.....	Mr. Sutcliffe	Boy's Soccer.....	Mr. Baker
Boys' Basketball.....	Mr. Crump	Girl's Soccer .	Mr. Eisenberger
Girls' Basketball...Mr.	McCormick	Softball.....	Mr. Antonoplos
Cross Country.....	Mr. Shanahan	Swimming.....	Mrs. Marria
Football.....	Mr. Brennan	Tennis.....	Mr. Armstrong
Boys' Golf.....	Mr. Derig	Track.....	Mr. Shanahan
Girls' Golf.....	Mr. Crump	Volleyball.....	Mrs. King
Ski/Snowboard.....	Mrs. Watson/ Mr. Franklin	Wrestling.....	Mr. Neef

## **ELIGIBILITY REQUIREMENT**

Extra-curricular activities at Bishop Kelly High School are a privilege and students must meet the following criteria to be eligible to compete and/or participate in interscholastic sports or other activities. A student will be declared ineligible if he/she does not meet the following criteria:

- ❖ Sub-Varsity and Varsity -- pass 5 classes and maintain a 2.0 GPA

Students not meeting these requirements at each semester marking period will be ineligible for the duration of the next semester. At that time, grades will be assessed and eligibility may be reinstated or terminated until the next grading period. Students with special learning difficulties may, after professional evaluation, be eligible at the discretion of the Principal.

In addition to our in-school policy, students will also be required to meet State Standards required for competition by the Idaho High School Activities Association; including those not sanctioned by the IHSAA (i.e. hockey, lacrosse, skiing, swimming, etc.). These requirements state that a student must pass at least five of the seven classes to be eligible for the next semester. A failure to meet this standard would negate participation for one full semester. Students must also meet some eligibility requirements daily. A student must attend **at least four full periods** during the day of the event (game, concert, daily practices, etc.) to be eligible to participate in that activity. Penalties for being late to practice (detention, appointments, meetings, etc.) are left to the coach's discretion. Students who run for Associated Student Body offices must meet a cumulative 2.5 GPA and maintain this level while in office. All club or class officers must have and maintain a 2.0 cumulative GPA. Opportunities are available to students at Bishop Kelly who need help with class work. The National Honor Society tutors any student having difficulties in course work. A student is not allowed to participate in an extra-curricular activity during a suspension; this includes practices.

## **TRANSPORTATION TO EXTRA-CURRICULAR ACTIVITIES**

When students leave directly from school to an off campus extracurricular activity, the transportation and safety of those students are the responsibility of the coach, advisor of that particular activity. To ensure the safety and best interest of all of our students that participate in off campus activities, the following guidelines must be followed:

- 1) Students will travel together on a Bishop Kelly bus, or on a vehicle approved by the administration.
- 2) The coach/advisor will take roll prior to departure of all the participants that travel with the group.
- 3) Before returning to Bishop Kelly High School, following an extra-curricular activity, students will be expected to travel back to the

school with the team unless they are released to their parent(s)/ guardian(s). **No student may be released to anyone else except their parent/guardian.**

4) Students may drive their personal vehicles to an extra-curricular activity within the city limits. This must be cleared through the coach/advisor.

### **ATHLETIC LOCKERS**

All athletes need to have a locker in the Carley Center. Lockers will be assigned by the head coach or designee for each activity. Lockers should be kept locked at **all times**. Lockers may be inspected by the administration or head coach at any time. No graffiti, unnecessary abuse, or vandalism will be tolerated. **The school assumes no responsibility for loss or damage to personal property kept in the lockers.**

### **SUPERVISION**

Coaches and club advisors will be responsible for the supervision, safety, and security of each student on their particular team until the student leaves campus. Coaches and club advisors shall be the first to arrive and the last people to leave before and after a practice, game, or event. Coaches and club advisors will ensure that the building and facility are locked and secured before leaving and that each student leaves campus safely.

### **SPORTSMANSHIP**

#### **WHEN TO CHEER AND APPLAUD**

1. As your team comes onto the playing floor/field, students should cheer.
2. As your team is introduced, cheerleaders may go out onto the playing floor/field.
3. When an opponent or your own player has made an exceptionally fine play.
4. When a substitution is made on your team, cheer the outgoing player and incoming player.
5. As encouragement and tribute to an injured player.
6. When an opponent who has played spectacularly leaves the game. Such a cheer would be recognition of a fine exhibition and concrete example of good sportsmanship.
7. As encouragement to own team in its drive for a score.
8. As encouragement to own team in defense of its goal.

#### **WHEN NOT TO CHEER**

1. When your team is penalized. The official is closer to the play than you and has expert knowledge of the rules under which the game is to be played.

2. When an opposing player makes a mistake or the opposing team is being penalized - this is poor sportsmanship.
3. When an opposing player is injured. Any expression of pleasure or joy over the injury of an opponent is bad taste.
4. If the opposing rooting section has already started a cheer or the opposing school band is playing.  
A pre-game conference of opposing cheerleaders can help to avoid conflict with each other's effort.
5. As announcements are being made over the speaker.

**BISHOP KELLY FIGHT SONG**

CHEER, CHEER FOR OLD KELLY HIGH,  
HER NAME'S FOREVER, NEVER TO DIE.  
SEND A VOLLEY CHEER ON HIGH,  
SHAKE DOWN THE THUNDER FROM THE SKY.  
WHAT THOUGH THE ODDS BE GREAT OR BE SMALL,  
OLD KELLY HIGH WILL WIN OVER ALL.  
WHILE HER LOYAL SONS AND DAUGHTERS  
MARCH ON TO VICTORY!