

Bishop Kelly

High School

Developing Christian Leaders

Student Handbook
2010-2011

Bishop Kelly High School
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Blackboard: <http://bk.blackboard.com>

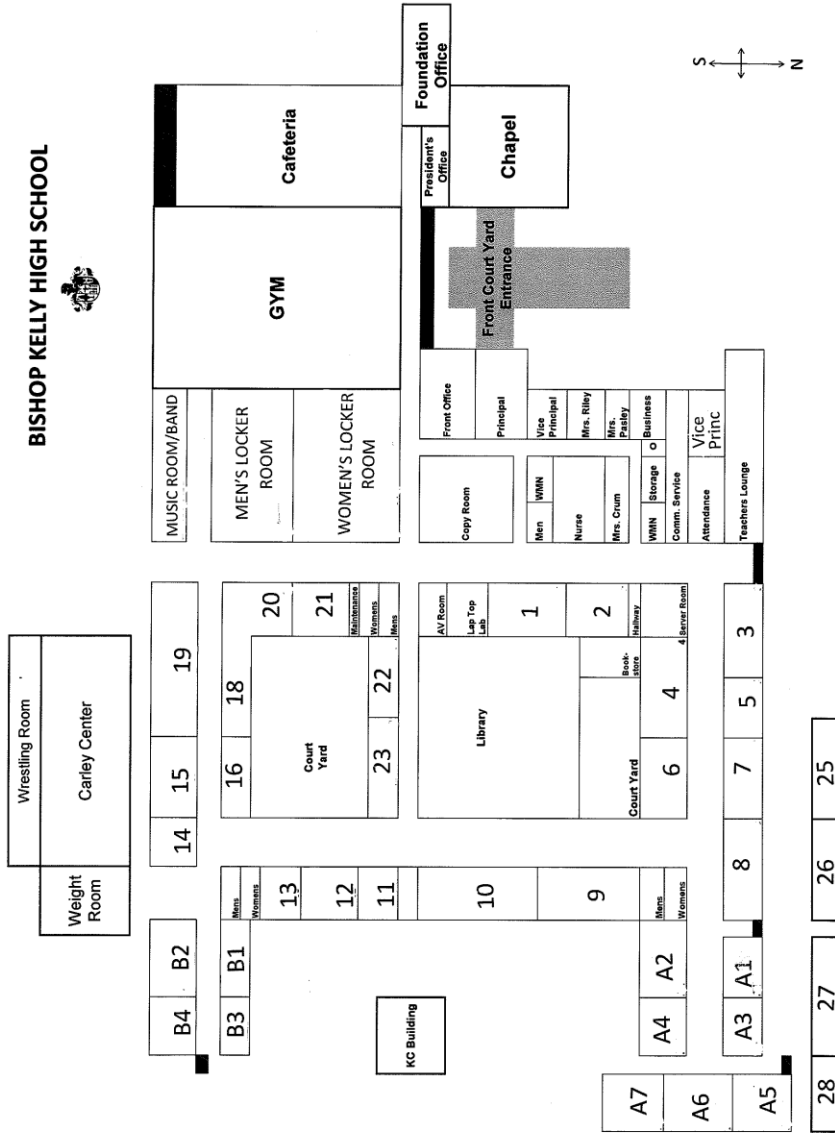
President: Mr. Richard Raimondi
Principal: Mr. Robert Wehde
Assistant Principal: Mr. Scott Coulter
Assistant Principal: Mrs. Sarah Quilici
Athletic Director: Mr. Dean Satterfield
Counselors: Mrs. Mary Crum
TBA
Mrs. Susan Riley

Bishop Kelly High School
Student Handbook
 Table of Contents

School Map	1	Attendance	
Bell Schedules	2	Attendance Policy	12
Philosophy, Vision, Mission, Beliefs	3	Tardy	14
Bishop Kelly Prayer	3	Truancy Policy	15
Spiritual Development, Mass	4	Attendance Appeal Process	15
Financial Information		Expectations and Discipline Policies	
Tuition Policy	4	Student/Parent Concerns	16
Late Payment, Return Check Fee	5	Code of Christian Conduct	16
Collection Policy	5	Honor Code	17
Refund Policy	5	Student Discipline Policy	17
Campus Life		Freedom of Expression Policy	18
School Hours	5	Assault and/or Battery	19
Security and Safety Plan	5	Harassment	19
Counseling	6	Bullying	19
Driver's Education	6	Hazing	20
School Nurse	6	Computer Use Policy	21
School Resource Officer	7		
Parking	7	Dress Code Policy	21
Lockers	7	Electronic Device Policy	23
Fire Drills/Intruder Drills	8	Theft	23
Campus Visitations	8	Weapons Policy	23
Library	8	Searches by School Officials	24
Lunch	8	Re-Enrollment Policy	24
Activity Period	8		
Academics		Activities	
Grading System	9	Student Organizations	25
Graduation Requirements	9	Girls and Boys Sports	25
Credit Acceptance	10		
Grade Reports/Progress Reports	10	Eligibility Requirement	25
Books	10	Transportation to Extra-Curricular Activities	26
Homework and Studying	10	Athletic Lockers	27
Blackboard	11	Sportsmanship	27
Make-Up Work	11	Bishop Kelly Fight Song	28
Email	11		
Failure Notices	12		
Academic Probation	12		
Summer School	12		

Property of:

BISHOP KELLY HIGH SCHOOL



BELL SCHEDULES

Regular Schedule

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

9:00 Late Start Schedule

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

Assembly Schedule

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

Mass Schedule

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

Half-Day Schedule

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

Achieved through:

- Academic Excellence
- Moral Leadership
- Social Responsibility

OUR MISSION

We develop the total student --- spirit, mind, and body.

Through a diverse and comprehensive education in the Catholic tradition, students prepare themselves to serve God and others in the world community.

OUR BELIEFS

- † JESUS CHRIST is our ultimate teacher and role model.
- † Learning is our priority.
- † Moral development and service to others is central to learning.
- † All students strive for excellence consistent with ability.
- † All students are valued for their unique spiritual, intellectual, moral, physical, social, creative and emotional gifts and needs.
- † Our Christian learning environment is the responsibility of students, parents, teachers, staff, coaches, alumni, and administrators.
- † Continuous improvement is imperative to developing lifelong learners.

RESPONSIBILITIES OF A BISHOP KELLY STUDENT

Bishop Kelly will prepare me for my future as a Christian in the working community. I, therefore, accept the following responsibilities:

- To assimilate, understand and practice Christian values.
- To learn about the heritage common to all humans and myself.
- To learn to think critically, to speak clearly, and to write concisely by understanding my language.
- To fulfill my social and civic obligations through school activities and community service.
- To prepare myself for my future education and employment.

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 7:00 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.**

If a student is ill and would like to go home, the student must report to the Nurse. The student should not text or call home prior to seeing the Nurse.

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 stickers will be available at the beginning of the school year in the Attendance Office. These stickers are necessary for vehicle identification and safety. **These stickers 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 5:00 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>
A+	98-100	4	C	72-77	2
A	92-97	4	C-	70-71	2
A-	90-91	4	D+	68-69	1
B+	88-89	3	D	62-67	1
B	82-87	3	D-	60-61	1
B-	80-81	3	F	0-59	0
C+	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**
		Total	52 credits

* 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. 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 and sophomore 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 juniors or 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 two (2) 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 contract with defined term of probation (through administration).
- ❖ Periodic review of probation contract with counselor with reemphasis of expectation (student, parent/guardian, and counselor).
- ❖ Review of probation contract with administration, which may include a redefined contract, 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

Regular school attendance is critical to the learning process. Bishop Kelly policy states that students shall be in attendance at least 90% of the time that subject is taught in order to gain credit for that class.

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(s)/guardian(s). Written, oral, or electronic communication from parents 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 (**PA**) absences 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(s)/guardian(s) 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 or absence from class due to a dress code violation.

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) need to be approved by the administration prior to the absence). College visits are for Juniors and Seniors only.
- 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

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 child 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. A maximum of two Saturday Schools can be served in one semester for tardies.

- Tardies up to 4: Credit Granted.
- 5th Tardy: Loss of Credit, Redeemable through Saturday School.
- 6th Tardy or 5th 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.

Saturday Schools will be arranged periodically throughout the semester by the Administration. 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.

A student who is ten (10) or more minutes late to class will be considered absent.

TRUANCY

If a student misses class time without an acceptable excuse, and/or leaves class or school without appropriate permission, he/she will be considered truant. Work missed while truant may not be made up for credit. Remember, all truancies are accumulative, grades nine through twelve.

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 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 school days. Any subsequent truancy could result in expulsion.

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

STUDENT/PARENT CONCERNS

Bishop Kelly High School seeks to foster open communication between students, parents, faculty and administration. When a situation arises involving instruction, grading, or discipline, 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 Board of Governance, if they feel that they have not received a fair hearing.

CODE OF CHRISTIAN CONDUCT

Student and Staff Rights:

- ❖ Students have the right to learn, free from distraction.
- ❖ Teachers have the right to teach, free from distraction.
- ❖ All people at Bishop Kelly High School, 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, or writing.

Code of Conduct for Students: Students on any school premises or at any school sponsored activity, regardless of location, are expected to obey school officials, protect property, maintain order and decorum, avoid excessive physical contact, fighting, and public displays of affection and 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 solve difficulty is through open and honest communication. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

HONOR CODE

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.

STUDENT DISCIPLINE POLICY

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 one half-hour clean up or one hour of classroom work.
3. Saturday detention – Saturday detention will consist of three to four 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 & 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. Probation - Student will be put on a Behavior Probationary Contract. Conditions of the contract will vary.
6. Withdrawal or Expulsion – Students may be given the option of withdrawal in certain circumstances to avoid expulsion.

You are reminded that you are to comply with the recognized Student Code of Conduct at all times while under the jurisdiction of the school. This includes when you attend school functions (both on and off campus), during lunch periods, and while going to and from school.

The Principal or designee 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 designee should:

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.

Category 1 Offenses

Littering
Loitering
Inappropriate Display of Affection
Dress Code Violation
Classroom Disturbance

Category 2 Offenses

Smoking or Using Smokeless Tobacco
Profanity/Vulgarity
Repetitive Misbehavior
Cheating/Plagiarism
Off Campus without Permission
Graffiti
Fighting
Truancy
Harassment

Category 3 Offenses

Violation of 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

FREEDOM OF EXPRESSION POLICY

While students have the right to express grievances before school officials, school officials may govern the time, place, and manner of any such activity which would distract from the educational process, is slanderous, invades, or threatens to invade the rights of others, or presents a reasonable likelihood of substantial disorder.

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.

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

Philosophy: The purpose of the dress code policy is to contribute to the academic atmosphere of the school, to give students a sense of equality, and to lend dignity and modesty to both the individual and the school, while providing a sense of school unity and identity. The intent of this policy is to provide general guidelines for students, parents, and faculty so that expectations are clear.

General Dress Code: All clothing articles should be modest, well-kept, clean, neat and should fit appropriately reflecting Bishop Kelly's Core Beliefs. Denim, Camouflage, and athletic attire are prohibited.

Pants - Dress slacks, business casual, khaki style, or cargo pants are acceptable and must be worn at the waist.

Belts - Belts must be worn with pants/shorts that have belt loops.

Shorts - Walking or cargo shorts may be worn and must extend past mid-thigh.

Skirts/Skorts/Dresses – Skirts/Skorts (with or without leggings) may be worn by female students and must always extend to the top of the knee when standing up straight. Dresses must have sleeves, extend to the top of the knee, stomachs and backs must be covered, and necklines must be to the collar bone.

Shirts – All students must wear shirts with collars and sleeves and buttons – **every day**. (Only the top button may be worn open.) The only exception for shirts without buttons will be mock and full turtlenecks. Shirts may be worn untucked if the hem is straight. All other shirts need to be completely tucked in.

Sweatshirts – Bishop Kelly, college/university, or unadorned/plain sweatshirts **must be worn with a collared shirt**.

Jackets/Sweaters – Crewneck, V-neck, button up, and zip-up sweaters, jackets and hoodies **must be worn with a collared shirt**.

Jewelry – Jewelry should be worn in moderation and in good taste. Excessive jewelry and ornamentation is not acceptable.

Body Piercing/Tattoos – With the exception of earrings for female students, no other body piercing or tattooing is allowed to be visible.

Hats/Head Coverings – Head coverings of any kind are considered inappropriate for the school environment. No hats, hoods, visors, stocking caps, beanies, or bandanas are to be worn in the building.

Shoes – Shoes must be safe and appropriate for school. All shoes must either cover the toe and heel or have heel and toe straps, properly used. **Flip Flops and slippers are never allowed.**

Hair Requirements – Hair should be kept neat, clean, trimmed appropriately and properly styled. No unnatural hair colors are allowed. Hair styles should not become a distraction to the learning environment for the individual or for others.

- For male students, the hair should be out of the eyes when hanging naturally, off of the collar when hanging naturally, and cut above the earlobes.
- 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.

FACIAL HAIR IS NOT PERMITTED.

Mass Dress:

The Mass Day dress code is designed to reflect dignity and respect. Boys must wear collared shirts (No Polo Shirts) with a tied necktie and long slacks or khaki pants all day. Girls must wear dresses, skirts, or pantsuits with collared blouses all day. **Sweatshirts are not to be worn on Mass Days.**

Spirit/Team Dress:

On designated spirit days, all students will be allowed to wear Bishop Kelly tee shirts. On game/competition days not designated as a school-wide Spirit Day, team members may dress alike in the spirit of team unity and school pride. Team dress includes appropriate clothing outlined in the Bishop Kelly Dress Code, Bishop Kelly tee shirts, and/or jerseys with sleeves.

Consequences:

The dress code is in effect from the beginning of the school day until the end, which will be signified by the first and last bell. 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 as an unexcused absence, and credit for any class work missed shall not be granted.

Students not in dress code will need to:

1. correct the problem immediately
2. call parents for a change of clothing if the problem cannot be corrected, or
3. remain in In-School Suspension until the problem is corrected or until the school day ends.

Dress Code Violations are cumulative through the academic year.

The first violation will be a written reprimand/warning; a second violation will be an After-School Detention; third and fourth violations will each result in one day of Saturday School. Students will be charged \$10.00 per Saturday School to cover the stipend of the Saturday School Supervisor. Any subsequent violation will result in restricted dress, which means the student will wear a pre-approved school uniform for a designated time period.

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

Any student who is asked to leave Bishop Kelly may be allowed to seek re-admittance at a time designated by 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 with enrollment committee.

ACTIVITIES

STUDENT ORGANIZATIONS

Club Advisors & Coaches

Academic Decathlon	Mrs. Watson
Africa Club	Mrs. Braden
Art Club	Mrs. Wilson
Band	Mr. Haskell
Campus Ministry	Mrs. Siron
Cheerleaders	Mrs. Kerkman
Debate Team, Mock Trial.....	Mr. Connor
Drama Club	Mrs. Sternling
Earth Club.....	Mr. Tacke
Engineering Club.....	Dr. Neznanski
French Club.....	Ms. Sasportes
History Club	Mr. Skinner
Human Rights Club.....	Mr. Vitrano
Key Club	TBA
KnightBeat	Mr. Nelson
Boys Lacrosse.....	Mr. Gaudet
Girls Lacrosse	Dr. Brunelle
National Honor Society	Mrs. Dalrymple
Pep Club	Ms. Clarkson/Mrs. Crum
Quiz Bowl.....	Dr. Hudson
Science Olympiad.....	Dr. Neznanski
Ski/Snowboard Club	Dr. Hudson
Spanish Club	Ms. Clarkson/Mr. Perea
Student Council	Mr. Harris
Varsity Club.....	Mr. Derig
Video Yearbook.....	Mrs. Gunther
Yearbook.....	Mrs. Nagel

ATHLETICS

Athletic Director - Mr. Satterfield

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.....	Mrs. Walker
Cross Country.....	Mr. Shanahan	Swimming.....	Mrs. Marria
Football.....	Mr. Leslie	Tennis.....	Mr. Armstrong
Boys' Golf.....	TBA	Track.....	Mr. Shanahan
Girls' Golf.....	Mr. Crump	Volleyball.....	Mrs. King
Ski/Snowboard.....	Dr. Hudson	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, 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!