

Bishop Kelly

High School

Developing Christian Leaders

Student Handbook
2011-2012

Bishop Kelly High School
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Web site: www.bk.org
Blackboard: <http://bk.blackboard.com>

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Principal: Mr. Robert Wehde
Assistant Principal: Mr. Scott Coulter
Assistant Principal: Mrs. Tammy Emerich
Athletic Director: Mr. Dean Satterfield
Counselors: Mrs. Mary Crum
Mrs. Jane Francis
Mrs. Susan Riley

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Property of:

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 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 7:00 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 tags will be available for free the first 2 weeks of school in the Attendance Office. 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>
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 (**Grade Point Average**) 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, 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 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 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

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

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 9th or 10th grade student, the 11th/12th 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 are 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 a healthy alcohol 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)

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.

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.

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 High School students should be appropriately dressed for learning each school day, which is different than dressing for a social engagement, sporting event, or other weekend activity. Bishop Kelly students' attire should be respectful to self and others by conforming to standards for Christian modesty. The Bishop Kelly dress code is in effect from the first bell to the last bell each school day.

Students must be clean, neat, and modest in appearance. Clothing is to be in good condition, not ragged, and without patches. Clothing cannot be see-through or tight, nor can it mock the dress code. Students must wear clothing that does not expose cleavage. Nothing students wear may convey an inappropriate message or reference sex, drugs, alcohol, tobacco products, violence, racism, or gangs. Colors and patterns on clothes must be appropriate for the school environment.

Bishop Kelly High School will have a uniform option this year. The uniform is intended to promote simplicity and foster Bishop Kelly identity and equality among students, and to provide an alternative to the open dress code. The uniform is appropriate for both regular and Mass Days. The uniform is on display outside the Main Office and can be purchased through the Bishop Kelly Booster Club. The uniform includes: a black v-neck sweater with the BK crest, a BK tie, white button-up shirt, and gray, khaki or black pants for boys; a black cardigan with the BK crest, white button-up blouse, and gray skirt for girls.

Regular School Day Attire

Slacks, Pants and Shorts: Slacks or shorts that are similar to khakis or chinos and other cotton or synthetic material pants or shorts, wool pants, dressy capris, and nice looking dress synthetic pants are appropriate. Shorts should be no more than 3" above the top of the knee when standing up straight. Inappropriate slacks, pants or shorts include: jeans (of any color), sweatpants, athletic pants or shorts, short shorts, bib overalls, leggings, jeggings, and any spandex or other form-fitting pants such as pencil cut or skinny cut pants.

Skirts, Dresses and Skirted Suits: Casual dresses and skirts, and skirts that are split at or below the knee are appropriate. Dress and skirt length should be at a length at which you can sit comfortably in public (no more than 3" above the top of the knee when standing up straight). Sleeveless dresses are acceptable, as long as they are not tank tops or spaghetti straps. Short, tight skirts that ride halfway up the thigh are inappropriate. Mini-skirts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate. Leggings or tights may be worn under a skirt that is no more than 3" above the top of the knee when standing up straight.



Shirts, Tops, Blouses and Jackets: Dress shirts can include blouses with buttons and a collar, sweaters, polo shirts, turtlenecks and mock turtlenecks. They do not need to have a collared shirt underneath, as long as there is a modest neckline that does not show cleavage.

Sleeveless dress shirts are acceptable, as long as they are not tank tops or spaghetti straps. Most suit jackets or sport jackets are also appropriate attire, unless they violate the listed guidelines.

Inappropriate attire includes: **t-shirts;** tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; and halter-tops. T-shirts include shirts that are worn for working out, undershirts, thermal underwear, and shirts with big logos (see picture). BK t-shirts may only be worn according to the guidelines listed in "Spirit/Team dress."

Students are only allowed to wear Bishop Kelly High School or college sweatshirts; this includes all hoodies, even those that have a full zipper.

Shoes and Footwear: Appropriate footwear includes dress shoes, sandals, flats, dress heels, loafers, clogs, and conservative athletic or walking shoes. Flip-flops and slippers are inappropriate.

Jewelry/Tattoos/Hats and Head Covering: Jewelry should be worn in moderation and in good taste. Excessive jewelry and ornamentation is not appropriate. With the exception of earrings for female students, no other body piercing or tattooing allowed to be visible. Hats are not appropriate.

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 others. Facial hair is not permitted.

- 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.

Spirit/Team Dress

On designated spirit days, all students will be allowed to wear Bishop Kelly t-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 t-shirts, and/or jerseys with sleeves.

Mass Dress

We expect students to show more respect and reverence on Mass Day. Therefore, on Mass Day, the standards for dress are elevated and will be effective for the entire school day.

- No sweatshirts are allowed on Mass Day.
- Boys must wear collared dress shirts (no polo shirts) with a tied necktie and long slacks or khaki pants (no cargo pants). Shirts must be tucked in.
- Girls must wear dresses, skirts, or pantsuits (defined below). Skirts and dresses should be no more than 3" above the top of the knee when standing up straight. Pantsuits are defined as a *suit* including a coordinated jacket and dress slacks; polo shirts and khakis are inappropriate for Mass Days.

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 as a Suspension Absence.

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, or
3. Remain In-School Suspension until the problem is correct or until the school day ends

First violation: Students will report to the Assistant Principal after school to participate in an educational activity regarding the dress code. This may include: creating dress code posters, researching other schools' dress codes, or another reflective assignment to get students thinking about the purpose and function of the dress code at Bishop Kelly High School. A letter will be sent to parents on the first violation explaining that the consequence for a second violation is wearing restricted dress for one week.

Second 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 and the Assistant Principal will agree to an acceptable outfit, conforming to dress code standards, for the student to wear for one week.

Third 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.

Any subsequent violations will result in further consequences determined appropriate by the administration (i.e. Saturday School, Suspension, etc.).

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.

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

Africa Club	Mrs. Braden
Art Club	Mr. Dente
Band	Mr. Bowker
Campus Ministry	Mrs. Siron
Cheerleaders	Ms. Jibben/Mrs. Eisele
Debate Team, Mock Trial.....	Ms. Jibben
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
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. Hudson
Ski/Snowboard Club	Mrs. Watson/Mr. Franklin
Spanish Club	Ms. Clarkson/Mr. Perea
Student Council	Mr. Harris
Varsity Club.....	Mr. Derig
Video Yearbook.....	Mr. Connor
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.....	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, 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!