

### Office Phone Numbers

|                                     |              |
|-------------------------------------|--------------|
| Main School Number                  | 610-275-2846 |
| President/Development/Alumni Office | 610-275-8862 |
| Office of Academic Affairs          | 610-275-3997 |
| Office of Student Life              |              |
| Attendance Line                     | 610-277-3310 |
| Ms. Mann                            | 610-277-3310 |
| General Info                        | 610-275-2752 |
| Athletic Office                     | 610-275-2848 |
| Finance Office                      | 610-275-2654 |
| Guidance Office                     | 610-277-3370 |
| Intermediate Unit Office            | 610-277-7174 |
| Nurse's Office                      | 610-275-9084 |

Teachers and administrators can be reached via telephone during school hours or via the internet at [kkchs.org](http://kkchs.org). To use the faculty e-mail system, use first initial and last name @ [kkchs.org](http://kkchs.org). — *i.e.*— [mmann@kkchs.org](mailto:mmann@kkchs.org)

The exceptions to the format are: [frokon@kkchs.org](mailto:frokon@kkchs.org) and [srjanet@kkchs.org](mailto:srjanet@kkchs.org)

Please be sure to check the web page at [kkchs.org](http://kkchs.org) for current updates of our schedule and events.

\*F.Y.I.-

Password for access to KKCHS library files is located on page 13, *Tomlinson Learning Center*.

### **Renaissance Program**

Upon its introduction last year the community saw that its programs were well received by our students and faculty, therefore, it will be implemented throughout this year to encourage personal growth and achievement.

KKCHS Renaissance Program is in need of donations of prizes, gifts and monies to finance the projects throughout the year. If you would like to support this program by donating please call *Mrs. Carr* at 610-277-3310.

# KENNEDY-KENRICK CATHOLIC HIGH SCHOOL

## STUDENT HANDBOOK

***Rev. Alan Okon***

PRESIDENT

***Mrs. Judith Owens***

PRINCIPAL

***Sr. Janet Purcell, I.H.M.***

ASSISTANT PRINCIPAL FOR ACADEMIC AFFAIRS

***Ms. Marion Mann***

ASSISTANT PRINCIPAL FOR STUDENT LIFE

250 East Johnson Highway  
Norristown, PA 19401

610-275-2846  
[www.kkchs.org](http://www.kkchs.org)

This Handbook belongs to:

Name \_\_\_\_\_ Section \_\_\_\_\_

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# Bell Schedule 2008-2009

| <u>Schedule #1</u> |               | <u>Schedule #2</u> |               |
|--------------------|---------------|--------------------|---------------|
| Warning Bells      | 7:40 & 7:50   | Warning Bells      | 7:40 & 7:50   |
| First Period       | 7:55 - 8:39   | First Period       | 7:55 - 8:31   |
| Second Period      | 8:41 - 9:25   | Second Period      | 8:33 - 9:09   |
| HOMEROOM           | 9:30 - 9:42   | HOMEROOM           | 9:14 - 9:20   |
| Third Period       | 9:44 - 10:28  | LITURGY            | 9:20 - 10:25  |
| Fourth Period      | 10:30 - 11:14 | HOMEROOM           | 10:25 - 10:30 |
| Fifth Period       | 11:16 - 12:00 | Third Period       | 10:32 - 11:08 |
| Sixth Period       | 12:02 - 12:46 | Fourth Period      | 11:10 - 11:46 |
| Seventh Period     | 12:48 - 1:32  | Fifth Period       | 11:48 - 12:24 |
| Eighth Period      | 1:34 - 2:18   | Sixth Period       | 12:26 - 1:02  |
|                    |               | Seventh Period     | 1:04 - 1:40   |
|                    |               | Eighth Period      | 1:42 - 2:18   |

| <u>Schedule #3</u> |               | <u>Schedule #4</u> |               |
|--------------------|---------------|--------------------|---------------|
| Warning Bells      | 7:40 & 7:50   | Warning Bells      | 7:40 & 7:50   |
| First Period       | 7:55 - 8:36   | First Period       | 7:55 - 8:38   |
| Second Period      | 8:38 - 9:19   | Second Period      | 8:40 - 9:23   |
| HOMEROOM           | 9:24 - 10:00  | HOMEROOM           | 9:28 - 9:48   |
| Third Period       | 10:02 - 10:43 | Third Period       | 9:50 - 10:33  |
| Fourth Period      | 10:45 - 11:26 | Fourth Period      | 10:35 - 11:18 |
| Fifth Period       | 11:28 - 12:09 | Fifth Period       | 11:20 - 12:03 |
| Sixth Period       | 12:11 - 12:52 | Sixth Period       | 12:05 - 12:48 |
| Seventh Period     | 12:54 - 1:35  | Seventh Period     | 12:50 - 1:33  |
| Eighth Period      | 1:37 - 2:18   | Eighth Period      | 1:35 - 2:18   |

| <u>2 Hour Delay</u> |               | <u>Wednesday Meeting Schedule</u> |               |
|---------------------|---------------|-----------------------------------|---------------|
| <u>Schedule #5</u>  |               | <u>Schedule #6</u>                |               |
| Warning Bells       | 9:40 & 9:50   | Warning Bells                     | 7:40 & 7:50   |
| First Period        | 9:55 - 10:24  | First Period                      | 7:55 - 8:37   |
| Second Period       | 10:26 - 10:55 | Second Period                     | 8:39 - 9:21   |
| HOMEROOM            | 11:00 - 11:12 | HOMEROOM                          | 9:26 - 9:38   |
| Third Period        | 11:14 - 11:43 | Third Period                      | 9:40 - 10:22  |
| Fourth Period       | 11:45 - 12:14 | Fourth Period                     | 10:24 - 11:06 |
| Fifth Period        | 12:16 - 12:45 | Fifth Period                      | 11:08 - 11:50 |
| Sixth Period        | 12:47 - 1:16  | Sixth Period                      | 11:52 - 12:34 |
| Seventh Period      | 1:18 - 1:47   | Seventh Period                    | 12:36 - 1:18  |
| Eighth Period       | 1:49 - 2:18   | Eighth Period                     | 1:20 - 2:02   |

**ALMA MATER**

**Hail Kennedy-Kenrick Catholic High**

With pride and loyalty, we dedicate our hearts.  
We come together seeking truth, 'midst friend-ships' lasting bonds.  
We learn to live each day, in faith, hope and love.  
***Hail Kennedy-Kenrick Catholic High, our school, our pride.***

We fly the blue and gold, our pledge of unity.  
God's providence, we know will give the strength to help succeed.  
With courage we join hands, together all as one.  
***Hail Kennedy-Kenrick Catholic High, our school, our pride.***

Our spirit is alive, its message clear and strong.  
A heritage from years gone by will thrive each dusk to dawn.  
The future years will hear our song of victory.  
***Hail Kennedy-Kenrick Catholic High, our school, our pride.***

KYW School Closing # 322  
www.kkchs.org

**Kennedy-Kenrick Catholic High School  
Norristown**

Kennedy-Kenrick Catholic High School was established through a merger of Archbishop Kennedy High School in Conshohocken and Bishop Kenrick High School in Norristown. It first opened its doors to the community at 250 East Johnson Highway in September 1993. It currently serves the communities of Andorra, Blue Bell, Conshohocken, Lafayette Hill, Norristown, Roxborough, as well as many parts of Eastern and Northern Montgomery County and the communities on the Philadelphia/Montgomery line. Open enrollment which was established throughout the Philadelphia Archdiocesan School System in September, 1993 has allowed students from all the Philadelphia/Montgomery County areas to take advantage of the basic core curriculum offered at KKCHS as well as the Christ-centered community and individualized atmosphere available on campus.

**Policy of Nondiscrimination**

Kennedy-Kenrick Catholic High School admits students of any race, color, sex, national and ethnic origin to all rights, privileges, programs, and activities generally made available at the School. Similar policies apply to the school staff. The school does not discriminate on the basis of race, color, sex, national and ethnic origin in the Administration of its educational policies, its admission policies, or in any school administered program.

|                      |   |
|----------------------|---|
| School Motto         | United in Faith, Hope, and Love               |
| School Colors        | Blue and Gold                                 |
| School Mascot        | Wolverine                                     |
| School Newspaper     | <u><a href="#">The Chronicle</a></u>          |
| Parent Newsletter    | <u><a href="#">The Current</a></u>            |
| Alumni Newsletter    | <u><a href="#">The Graduate Chronicle</a></u> |
| Literary-Publication | <u><a href="#">Reflections</a></u>            |
| School Yearbook      | <u><a href="#">Kennnections</a></u>           |

**The Administration**

|                                    |                           |
|------------------------------------|---------------------------|
| President                          | Rev. Alan Okon            |
| Principal                          | Mrs. Judith Owens         |
| Assist. Prin. for Academic Affairs | Sr. Janet Purcell, I.H.M. |
| Assist. Prin. for Student Life     | Ms. Marion Mann           |

**Academic Department Heads**

|                             |                         |
|-----------------------------|-------------------------|
| Business                    | Mrs. Marilyn Matregrano |
| English                     | Ms. Jennifer Alexander  |
| Fine Arts                   | Mrs. Mary Jo Tella      |
| Foreign Language            | Mr. Louis Amici         |
| Mathematics                 | Ms. Megan McDonald      |
| Physical Education          | Mr. Bryan Wilson        |
| Science                     | Mr. Douglas Wessels     |
| Social Studies              | Mrs. Felicia Rzeznik    |
| Theology                    | Mrs. Janet Wigoff       |
| Director of Campus Ministry | Ms. Crista Anders       |
| Guidance                    | Ms. Louise Eckert       |

**ARCHDIOCESE OF PHILADELPHIA TUITION POLICY**

**TUITION**

Tuition for students in the secondary schools of the Archdiocese of Philadelphia is \$4860 for the 2008/2009 fiscal year. Families with two or more students in Archdiocesan high schools pay full tuition for two students; thus when three or more students in the same family are in high school at the same time, each receives a discount. If your tuition account does not reflect this discount, please provide the Business Office with a list of the students' names, their grade and high school. The family rate discount does not apply to students in parish schools or in private high schools.

A shared-time discount is applied when a student attends a public Vo-Tech school in addition to attending a diocesan high school. The Academic Affairs Office coordinates the student's roster and will notify the Business Office of students eligible for this discount.

Archdiocesan parishes also pay an assessment to help maintain the secondary schools. Parents must pay a supplemental tuition fee of \$1020.00 if the student is not Catholic, or if the student is a Catholic or another rite, or if the family is not registered in any parish, or if in the judgement of the pastor the family is not practicing the faith or contributing to the Church according to their means. A parish is to provide two letters of warning prior to making a decision to have Catholic students charged supplemental tuition. Parents/guardians have a right of review of the pastor's decision through the Metropolitan Tribunal of the Archdiocese.

**TUITION ASSISTANCE AND SCHOLARSHIP**

Although tuition continues to be an excellent value as compared to the tuition in other dioceses and in private schools, we realize that it puts a serious strain on some budgets. In order to assist families in providing for a Catholic School education, the Tuition Assistance Program (TAP) has been established.

Parents seeking financial aid must complete a TAP application by April 1 of the previous school year and a \$15 non-refundable fee payable to the Tuition Assistance Program. The application process is not intended to intimidate, rather, it ensures that the amount of aid given to each family is objective and that as many needy students as possible receive help. Tuition assistance applications are available in the Business Office each Spring for the next school year. If a student receives scholarship or grant assistance from another source, the Archdiocese reserves the right to reduce the TAP grant so that these funds may be allocated to other students. Notification of adjustment to TAP awards will occur by August 15<sup>th</sup> of within 30 days of the school's notification of other awards. Awards will be allocated to the student's account each month beginning in July and ending in April. You are responsible for paying the net amount due each month to keep your tuition account current. If the student withdraws during the year, the full amount of the grant will not be credited to the student account; the amount will be pro-rated based on the time the student has been enrolled.

Kennedy-Kenrick administers the following standardized tests:  
The PSAT/NMSQT: the Preliminary Scholastic Aptitude Test  
The Sat I & II: the Scholastic Aptitude Test  
The ACT: the American College Test

Dates for these tests are announced on the school calendar and during the year through the school's daily announcements. Registration materials are available in the Counseling Office.

**KONNECTIONS – CAFETERIA**

Konnections is a place for students to share, to learn, to grow; but most especially, it is a place to be reassured of how important each one is to the Lord, to family, and to friends. Students may come to speak with the Konnections Moderators individually or they may come during their lunch period to participate in group discussions. The Konnections Office is located just off the Cafeteria.

\*\*\*\*\*

*The Archdiocese Secondary School System  
and Kennedy-Kenrick Catholic  
reserve the right at anytime to amend  
or add to the policies, rules and regulations  
contained in this handbook, and  
to make such changes applicable to current and  
new students when the situation dictates.*

\*\*\*\*\*

**PEER MINISTRY:** which allows students to give direct input and to assist in planning events related to the areas of Liturgy, Respect Life, Service, and Retreats.

**VOCATIONAL DISCERNMENT:** which helps young people understand the meaning of and encourages them to actively pursue a life dedicated to following Jesus Christ and serving the Church as a priest, deacon, religious sister, or religious brother.

### **GUIDANCE OFFICE - ROOM 115**

The counseling staff is available to assist students in learning to be responsible for themselves and to support the parents and the school's professional staff in their efforts to help students.

The Counseling Staff has the following goals:

- a) to help the student understand the skills needed for decision making, problem-solving, goal-setting and human relations;
- b) to aid the student in planning and achieving realistic goals;
- c) to provide the student with the knowledge of educational and career requirements and opportunities;
- d) To assist the student in understanding his/her abilities, aptitudes, interests, and educational needs as indicated through any standardized test the student may take.

### **COUNSELING /RESOURCES**

The counseling staff provides group and/or individual counseling in areas such as academics, course selection, college, career, disciplinary issues, and personal issues. The counseling staff acts as a liaison between the student and his/her family and any community resources, providing support or referrals as needed. The office resources are available to students before and after school and throughout the day, each day. A student wishing to use the resources must request a pass from study period prior to homeroom of the day of such use.

### **APPOINTMENTS**

The student's are called for at least once per year but they or their parents may request a meeting with the student's counselor at any time. Appointments may be made through contacting the counselor directly or through the office secretary.

### **TRANSCRIPTS**

All transcript requests must be made in writing to the Counseling Office. Forms are available in the office. A fee of \$3.00 per transcript must be paid before the transcript is sent. Seniors with paid Graduation Fee have unlimited transcripts for colleges.

### **TESTING**

### **TUITION LOANS**

**The school's Business Office can provide information on how to apply for education loans which provide eligible borrowers with up to the cost of education including tuition, fees, and related expenses.**

Your interest rates and loan fees are based on your credit history. You may also wish to talk to your bank or credit union to see if they will provide you with a loan.

Student loans are also available through the Sallie Mae Corporation. Please call the Finance Office for application forms.

### **SCRIP**

KKCHS sells Scrip on Wednesday in the Finance Office. The certificates are for the following supermarkets: Acme, Giant, Shop Rite and Kohls. Once a student is registered to attend KKCHS, the family is eligible to purchase Scrip. With each purchase, 4% will be credited to the student's tuition and 1% will be credited to the KKCHS Scholarship Fund.

Separate checks are required for each supermarket purchase and usually families purchase certificates for friends and other family members to increase the amount of credit received on their tuition account. For more information call 610-275-2846.

### **FEES**

In addition to tuition, the school has the following fees:

|                      | <u>Amount</u> | <u>Due By</u>                     |
|----------------------|---------------|-----------------------------------|
| Registration Fee     | \$125.00      | Receipt of Course Selection Paper |
| School Fee           | \$525.00      | June 15, 2008                     |
| Graduation Fee (Srs) | \$250.00      | January 15, 2009                  |
| Fund Raising Fee     | \$250.00      | October 1, 2008                   |
| Athletic Fee         | Pay to Play   | Sport Team Roster Selection       |

Additional Fees are assessed for Music and Art Students, Band and Chorus.

### **TUITION PAYMENTS**

Tuition payments may be made by mail, in person, or through direct debits to your bank account. For payments by mail, **please note the student number on your check and write Attention: Finance Office on your envelope**. Tuition may be paid in full in July, in half payments in July and December, in quarter payments in July, September, December and February; or in ten monthly installments. **Monthly installments are due on the 15<sup>th</sup> of each month beginning in July and ending in April. A late fee of \$15 will be charged to your account. Checks should be made payable to Kennedy-Kenrick Catholic High School.** Please **provide separate checks for any fees** since these are deposited into the school's account. Checks may not be post dated. **No personal checks are accepted after May 1 for payment of tuition, fees, or events.** In addition, a \$25 fee will be charged for any personal check returned by the bank for non-sufficient fund. If a second check is returned for non-sufficient funds, the school may accept only a certified check, money order, or cash.

Receipts are given for all tuition paid in-person. If you are paying by mail and wish to have a receipt, please enclose a self-addressed stamped envelope.

Parents interested in having tuition debited directly from their checking or saving account should request an application from the Finance Office.

### **TUITION REFUNDS**

Students who leave school prior to April 1<sup>st</sup>, either voluntarily or because of a violation of school policies, receive a pro-rated refund if they have paid tuition in advance of the transfer. No refunds will be given after April 1<sup>st</sup> of the school year, since the resources have been allocated for the student's education. The school fee is non-refundable. In the event of a withdrawal, scholarships and grants are pro-rated in the same manner as tuition.

### **DELINQUENT TUITION**

According to Archdiocesan policy, delinquency in payment of tuition and fees has the following results:

- No student will be permitted to start a new school year with any outstanding balance from a previous year; **students may not begin the second semester unless they have made the first five monthly payments for the year.**
- Students may be dismissed for non-payment of tuition. **Seniors who have not fully met their financial obligations may not participate in graduation ceremonies and may not be granted a diploma.**
- **Students may not attend a class dance (Senior Prom, Junior Dance) unless they are current in their tuition payments and fees.**
- Students may not purchase a class ring or participate in any ring functions.
- Transcripts may not be released for students who are not current in their payments.
- Final reports may not be released if there is an outstanding balance.
- Rosters for a new school year may not be released unless all tuition for the previous school year and the school fees for the new school year have been paid.

### **FUND RAISERS**

The Fund Raising Fee of \$250.00 must be paid by Monday, October 1.

Any student participating in athletics must pay to play, an individual fee per sport. On payment, the student will receive a Parent Athletic Pass. This Parent Pass\* will enable parents to attend all home sporting events without paying admission. It will not include playoff games. **No student will be permitted to participate if the fee is not paid at the time that the roster is picked for the individual sport.**

*\*NOTE: by paying the fee in September, parents get the advantage of using the pass for all sports, all year.*

*ted to walk with the NHS at Baccalaureate or Graduation.*

### **GRADUATION SPEECHES**

Students in the top 10% of the class are invited to submit and read graduation speeches to a committee of faculty members. Specific instructions regarding format of speeches will be distributed by the Principal. Once chosen, the two addressees will work with the English Department in preparing for Graduation.

### **CAMPUS MINISTRY OFFICE - ROOM 106**

The Campus Ministry Office and the Director of Campus Ministry serve the students, faculty, staff, and administration of Kennedy-Kenrick providing pastoral care, promoting Catholic values, and strengthening their faith-life through the reception of the sacraments, the celebration of the liturgy, and the planning of other spiritual activities. Working together with the entire school community, the Director of School Ministry strives to assist each individual in living the gospel message—a message that will enrich all daily activities and allow them to become a means of deepening one's personal relationship with God in and through Jesus Christ.

In order to address these spiritual needs, the Office schedules certain events, to which all are encouraged to participate.

**MASS:** Daily - 7:15 A.M. in Chapel.

**RECONCILIATION:** Special Penance Services with individual confessions are planned the opening of the school year, and during the Advent and Lenten Seasons. The priests of the faculty are available at any time during the year for the Sacrament.

**RETREATS:** Recognizing the importance of developing a deeper awareness of the presence of God in their lives, **each grade level is scheduled for a mandatory retreat day during the school year.** Seniors must complete their retreat before the end of Lent. Senior retreat is mandatory for graduation.

**SCHOOL LITURGIES:** Scheduled each month throughout the school year, various liturgical celebrations are planned to enhance the spiritual life of the entire community and to keep it connected with the life of the Church.

**ANOINTING OF THE SICK:** The Sacrament of Healing can be arranged through the Director of School Ministry, upon request, to the seriously ill, to those preparing for surgery, and to those battling with serious, chronic diseases.

In addition, the Director of School Ministry coordinates other spiritual activities which include:

**SPIRITUAL COUNSELING:** for those seeking guidance and wishing to discuss matters of faith or other related concerns.

**PRO-LIFE ISSUES:** which promotes within the school community attitudes of respect for human life in all its stages and for one's gift of sexuality. Students are welcomed to join the Respect for Life Club and participate in various activities.

**EVANGELIZATION:** which offers all the opportunity to spread the message of Jesus Christ, especially by personal example. The Director of School Ministry encourages Catholics to remain regularly active in their Parish/Sunday Mass celebrations and encourages non-Catholics in the practices of their faith, welcoming their interest in the Church.

2. Pick up an accident report in the Student Life/Activities Office.
3. Complete and return this form to the Student Life/Activities Office. You will then be issued Insurance Claims Forms which you must present to each service that handled your injury.
4. Claims for benefits **must be filed within ninety days from the date of the injury**. The settlement of a claim is between the parents and the Diocesan Insurance Company. Kennedy-Kenrick Catholic High School is NOT responsible for any expenses NOT paid by the Diocesan insurance administrator or parental insurance.

### STUDENT PARKING

1. Students parking in the school parking lot are required to register their vehicles in the Student Life/Activities Office. A numbered parking permit will be issued. *Cost is \$50.00 for the school year.* Reduced price after March 1.
2. The car must be parked in space issued and parking permit must be visibly displayed or the student will receive **2 demerits**.
3. Cars parked illegally are subject to a **\$25 fine and 5 demerits**.
4. Dangerous and reckless driving will result in a **\$25 fine and 10 demerits**.

### NATIONAL HONOR SOCIETY, CARDINAL KROL CHAPTER

#### Selection Process:

1. Any Senior, Junior or Sophomore who has a minimum CUMULATIVE QUALITY POINT QUOTIENT (QPQ) OF 38, OR ABOVE, AND IS IN THE TOP 15% of the Senior Class, 10% of the Junior Class, and 5% of the Sophomore Class will be notified he/she is eligible scholastically and he/she is invited to complete and submit the STUDENT ACTIVITY INFORMATION FORM AND APPLICATION.
2. Scholastically eligible students must be involved in at **LEAST TWO ACTIVITIES**, one of which must be service.
3. All Faculty members are invited to evaluate the scholastically eligible students on the basis of **LEADERSHIP, SERVICE, AND CHARACTER**
4. A **FACULTY COUNCIL** of five voting members (the Chapter Adviser and the principal are ex-officio non-voting member) meets to review the Student Activity Information Forms, the faculty evaluations, and any other verifiable information about each candidate.
5. Candidates receiving a **MAJORITY VOTE** of the Faculty Council will be inducted into the chapter on October 21, 2008.

While the academic criterion is important and should be considered first, membership should never be considered on the basis of grades alone...schools that select membership solely on the basis of scholarship are violating the Constitutions and placing their Chapter in jeopardy. (**NHS Handbook**)

Students inducted into the Cardinal Krol Chapter of NHS must:

1. Maintain their academic standing (at least 220 quality points per quarter)
2. Present a verified service sheet indicating at least 10 hours per quarter.
3. Attend regularly scheduled NHS meetings
4. Conduct themselves in a manner befitting a student leader

If a member of the society does not meet their obligations, they will be removed from membership. ***If a Senior fails to meet their obligations, they will not be permit-***

### SPECIAL FEES & COSTS

**Kennections** - KKCHS yearbook - \$30 deposit needed to place order

**Final order date December 14 - full payment due at that time**

**NO STUDENT WILL RECEIVE A YEARBOOK UNLESS ORDER IS PLACED BY DECEMBER 12. NO EXTRA BOOKS WILL BE ORDERED.**

**Junior Class Ring** - deposit of \$50 due January 17, 2009. **NO RING MAY BE ORDERED UNLESS TUITION AND FEES ARE PAID UP TO DATE. FINAL PAYMENT SHOULD BE IN FINANCE OFFICE BY APRIL 1, 2009.**

**Graduation Fee - NON REFUNDABLE FEE of \$250 by January 15, 2009.** This fee includes a yearbook and unlimited transcripts as well the normal graduation items.

### ACADEMIC AFFAIRS OFFICE - ROOM 101

#### REQUIREMENTS FOR GRADUATION

Kennedy-Kenrick Catholic High School students who fulfill the requirements of the Commonwealth of Pennsylvania, Department of Education and the Archdiocese of Philadelphia will receive a diploma after the successful completion of the prescribed course of studies. Each student must complete twenty-four (24.0) credits in grades nine through twelve. Students must select a minimum of seven (7) major courses in freshman and sophomore years. Juniors are required to take a minimum of six (6) major courses. Seniors must take a minimum of five (5) major courses but are encouraged to take six (6) major courses **Seniors must receive passing grades in all courses, required and elective, as well as Christian Service. In addition, all students must fulfill a mandatory retreat requirement in order to advance to the next grade. Seniors must complete their retreat before the end of Lent in order to graduate with their class.** A complete description of the courses and their requirements may be found in the official Course Catalog published annually.

#### POLICY REGARDING CHANGE IN COURSES

Selection of courses should be done only after careful consideration. Students should consult their parents, teachers and counselors for advice. Once students make their final course selections, changes can only be made for serious and compelling reasons. These reasons *do not* include:

- Dissatisfaction with a course or teacher
- Displeasure with one's schedule
- Change of mind
- Desire for early dismissal
- Desire for a different lunch or study

There is a \$25.00 fee due with the request to process a roster change. There will be no roster changes made after August 29, 2008

#### GRADE REPORTING / PROGRESS REPORTS

Report Cards are sent home four times a year: November, January, April and June. Quarter Grades appear on each Report Card. Semester Grades are also reported on the

January and June Report Cards. Semester Grades are 40% of the 1st quarter and 40% of the 2nd quarter plus 20% examination. The Final Grade for a course shown on the June Report Card is an average of the 1<sup>st</sup> and 2<sup>nd</sup> Semester Grades. Only 1<sup>st</sup> Semester and Final Grades appear on official transcripts.

Report Card grades are only changed in the event of computational or clerical errors. The teacher must request any grade changes in writing.

Progress Reports are issued midway through each quarter. Teachers have the opportunity to communicate with parents and/or guardians as to the student's progress, keeping them aware of improvement, deficiencies or potential failure. In the 2<sup>nd</sup> and 4<sup>th</sup> Quarter Progress Report, an official Failure Warning may be included. Parent Conferences are scheduled at the Progress Report time and NOT AT REPORT CARD TIME. This gives the students an opportunity to pass for the quarter.

Senior parents and students will be notified by registered mail during the first 10 days of May if the student is in danger of failing any course. No graduation materials will be issued to seniors who receive these Failure Warnings until the teacher issuing the warning notifies the Office of Academic Affairs that **the potential for failure has passed. Seniors with any failures will not be permitted to participate in any Graduation activities.**

### HONOR ROLL REQUIREMENTS

Honors are awarded to recognize student achievement regardless of course load or track. To attain honors, a student must meet the following criteria:

- *Distinguished Honors*– General average of 90 with no grade lower than 90.
- *First Honors*- General average of 90 with no grade lower than 85
- *Second Honors*- General average of 85 with no grade lower than 80

In addition to meeting the minimum criteria, a student receiving Honors may not have an incomplete in any course.

### ABSENCE

Students are responsible for all work they miss while absent. At the beginning of the school year, individual teachers inform students of the make-up policy for work missed while absent. If a student absence continues **beyond five school days**, parents should contact the Office of Academic Affairs to arrange for assignments to be picked up for the student. Teachers need between twenty-four and forty-eight hours notice to gather these assignments and send them to Academic Affairs.

If a student anticipates a long-term absence (more than four weeks), parents should arrange for home-bound instruction through the Office of Academic Affairs and the student's home school district. If home-bound tutoring is unavailable, parents are urged to hire a private tutor to help the student continue her/his studies.

Additional Information Regarding Student Absences:

- Teachers are under no obligation to comply with student requests for make-up assignments, tests or quizzes if the student has a history of spo-

her personal development and the achievement of his/her education potential.

***A student who claims illness and either misses class, remains in bathroom unattended, or leaves school without permission will be suspended immediately. He or she will receive 30 demerits and serve a Saturday Detention.***

### HEALTH POLICY REGARDING MEDICATION

School Health policy prohibits a student from carrying medication, whether non-prescription or prescription. Ideally, the administration of medication or utilization of equipment should take place at home. For students who require medication during the school day, to permit the student to function optimally in the classroom, approval is granted through Kennedy-Kenrick Health Services. The school nurse should be contacted to obtain the proper medical form to be completed by your Doctor. After approval, the medication must be brought to school in the container from the pharmacy marked with the student's name, name of medication, doctor's name, and date. The medication is to be kept in the health room. The medication will be administered by the school nurse, or in her absence, by selected school staff from the Office for Student Life.

### STUDENT LIFE - ROOM 102

Student Life organizes and coordinates all non-academic areas of the school environment. Room 102 is responsible for announcements, lockers, sale of locks, access to lockers when a student forget or loses his/her key, gym scheduling, homeroom mail, athletics, parking, student accident reports, and various other Student Life tasks.

### ATHLETICS

The Athletic Director works in conjunction with the Principal coordinating and supervising all sport-related activities. Together they administrate the Wolverine Athletic Association. All teams follow the PIAA and Code of Conduct for the Philadelphia Catholic League as well as the KKCHS Handbook. These regulations regarding athletics and athletes are explained to students and parents at the beginning of each sport season. The AD Office is in Room 102; the phone number is 610-275-2848.

Athletic Director  
Assistant AD

Mrs. Sandy Nadwodny  
Mr. John Bilella

### STUDENT ACCIDENT INSURANCE

A small part of the school fee insures each student by a Student Accident Policy during the time the student is in school or is participating in a school activity. This coverage is provided through the Office of Catholic Education and is administered through Maskin Management Insurance. Benefits are usually payable for the first \$300.00 of covered expenses without regard to other parental insurance. If expenses exceed \$300.00, the Diocesan policy becomes the SECONDARY insurance.

### HOW TO FILE A CLAIM

1. Report injury to school nurse, teacher, or coach.

**Parents will be notified each report period regarding late problems. ANY STUDENT LATENESS WILL MAKE THE STUDENT INELIGIBLE FOR PERFECT ATTENDANCE.**

### **EXCUSED LATENESS**

- Doctor appointment - certificate must be given on the day.
- Dentist appointment - certificate must be given on the day.
- Court appearance - must present the order from the court.

### **EXAMPLES OF UNEXCUSED LATENESS**

- Overslept
- Car problems
- Traffic problems
- Power outage
- “Didn’t feel well when I woke up.”

### **STUDENTS ROSTERED FOR EARLY DISMISSAL**

Any student who has Early Dismissal on his/her roster will be required to sign an Early Dismissal Agreement. Failure to comply with the terms of this agreement will result in the student being suspended from this right.

**Vo-Tech students must sign out everyday before they leave the building.** Normally, Vo-Tech will attend their first four classes at KKCHS. On Bell #2 & Special Schedules, Vo-Tech students must check with the Office for Student Life for the time of dismissal. ***Any Vo-Tech student who does not sign out will be considered out of bounds and will receive demerits and detention for leaving the premises without permission.***

## **NURSE’S OFFICE - ROOM 6**

Any student who becomes ill during the day should report to the subject teacher and request a pass to the nurse. If a student requests a pass for the nurse during the last 10 minutes of a class the student will be informed to report to his/her next class and request the pass from that subject teacher. The student must go directly to the Nurse’s Office or on the days when the nurse is not in school (Tuesday, Wednesday & Thursday), the student must go to the Office for Student Life, Room 103.

### **STUDENTS WILL NOT BE PERMITTED INTO THE NURSE’S OFFICE OR THE OFFICE FOR STUDENT LIFE WITHOUT A PASS.**

When the school nurse deems a student too ill to stay in school, or when an injury needs immediate attention, a health room pass will be signed by the nurse noting the student is to be dismissed. The student must be picked up by the parent or other responsible adult designated by the parent. This person reports to Room 103 to sign for the student’s dismissal.

If a student has a health problem, the school nurse should be notified. Parents are encouraged to call to discuss any concerns they may have. Our health goal is to strive for maximum physical, mental, and social efficiency of the individual student for his/

radic or voluntary absences.

- Students are responsible for knowing due dates for all assignments, quizzes, tests, Quarterly Assessments and other graded measurements in each course. Students are also responsible for understanding the individual teacher’s policies on making up missed work and complying with those policies. Students and parents are encouraged to review teacher policies regarding absences and make-up work before any unforeseen circumstances occur.
- Teachers may offer alternate forms of graded assignments, quizzes, tests or assessments in the event of student absence. Make-up times and dates are at the convenience of the teacher.
- Students who request absent assignments and **FAIL TO RETURN** the work will not be granted this service in the future.

### **SUMMER SCHOOL**

A student who fails one, two, or three academic subjects on the final grade must attend an approved Diocesan Summer School to compensate for the failure(s). Students with more than three failures will be evaluated individually by the Principal and Assistant Principals with possible recommendation for dismissal. Seniors who fail *may not* participate in Baccalaureate Mass or Commencement Exercises. A senior with failure(s) will receive her/his diploma after successfully completing the required Summer School session.

Specific questions about Summer School should be directed to the Diocesan Summer School the student will attend.

### **TEST DAY SCHEDULE**

Teachers administer their tests according to a six-day cycle to avoid multiple testing on the same day. Students may plan their study schedules according to the following:

| <u>Cycle Day</u> | <u>Department</u>         |
|------------------|---------------------------|
| A                | Social Studies / Business |
| B                | Mathematics / Theology    |
| C                | English / World Language  |
| D                | Social Studies / Business |
| E                | Mathematics / Theology    |
| F                | English / World Language  |

Science testing days will be announced in September to coincide with lab days.

### **VOCATIONAL / TECHNICAL PROGRAM**

*Junior* and *Senior* residents of Montgomery County have the opportunity to participate in the Vo-Tech Program at the Montgomery County Center for Technical Studies. The school offers a wide variety of trade and technical programs. Kennedy Kenrick Catholic students who qualify may elect to enroll in courses in the afternoon. Students who enroll at the Vo-Tech are still responsible for meeting the graduation requirements of

KKCHS. In addition, these students must:

- Provide for their own transportation to and from Vo-Tech.
- Become familiar with the guidelines and expectations of KKCHS and the Vo-Tech school.
- Sign out in the Student Services Office prior to leaving for Vo-Tech.
- Fulfill *all* academic and behavior requirements of KKCHS and Vo-Tech.
- Make up any missed assignments at KKCHS caused by a special schedule.
- Attend KKCHS on days when the Vo-Tech is closed and attend Vo-Tech when KKCHS is closed, if one or the other is open.
- Request permission to attend KKCHS events during the school day if they interfere with the Vo-Tech schedule.
- Complete the entire school year at the Vo-Tech school once enrolled in the program.
- Fulfill Summer School requirements for failures at KKCHS and be subject to review for failures at the Vo-Tech. Failures at Vo-Tech may result in being asked to leave the program and in not having sufficient credits to graduate from KKCHS.
- Follow the dismissal times from KKCHS as mandated by the Student Life Office.

### VISITORS TO SCHOOL

Students may request permission from the Office of Academic Affairs to bring a guest to school. The request should be made at least forty-eight hours in advance. The student and her/his guest should report to the Office of Academic Affairs on the morning of the visit. The guest must provide a parent/guardian name and phone number to contact in case of emergency. Guests should wear the home school's uniform or appropriate attire. Visitation Days are the 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of each month from October to April.

### ACADEMIC ELIGIBILITY POLICY

The first priority of Kennedy-Kenrick Catholic High School is to provide a sound academic program. Students earn the privilege of participating in extra-curricular activities by maintaining certain academic standards. The guidelines for participation are as follows:

- Students with two or more failures in any academic subject are ineligible to participate in any sport or activity during the subsequent marking period. Grades in all courses **INCLUDING CHRISTIAN SERVICE** are considered: full credit and half credit courses, required and elective courses. Ineligibility includes participation in any practices, rehearsals, scrimmages, etc. All such ineligibility becomes effective the day Report Cards are issued and remains in effect until Report Cards are issued the following quarter, provided all academic requirements have been met. A Failure List will be sent to the Office of Student Affairs. That Office will enforce this policy.
- Ineligibility is based on 1<sup>st</sup> Quarter, 2<sup>nd</sup> Quarter, 3<sup>rd</sup> Quarter and 4<sup>th</sup> Quarter Grades
- Students who fail two or more subjects in the 4<sup>th</sup> Quarter will be ineligi-

**IT IS THE POLICY OF KKCHS, THAT STUDENTS WHO ARE ABSENT FROM SCHOOL OR WHO LEAVE SCHOOL EARLY MAY NOT PARTICIPATE IN AFTER SCHOOL ACTIVITIES ON THE DAY OF THEIR ABSENCE.** These activities include dances or proms, practices, games, meetings, the show, or any other school sponsored activity.

**TRUANCY** is a violation not just of school policy, but also of state law. Truancy is absence without parental knowledge or verification. A student found truant is subject to an ***immediate suspension, 30 demerits, and a Saturday Detention.***

### INCLEMENT WEATHER

When weather conditions prevent school from being in session, an announcement will be made on KYW radio 1060, and TV channels 3, 6, & 29. Our School Number is 322. This information can also be found on [www.kyw1060.com](http://www.kyw1060.com) and [6abc.com](http://6abc.com).

### APPOINTMENTS

Important appointments that can be scheduled only during the school day, must follow the following procedure.

- **LATE ARRIVAL**  
The Student Life Office must be notified at least one day before the appointment. The day of the appointment the student must report to the Student Life Office with a note signed by a parent explaining the late arrival. In the case of a doctor or dentist appointment or court visit, please make sure you have a certificate from the office of the appointment or the student will receive demerits for being late.
- **EARLY DISMISSAL**  
The Student Life Office must be notified at least one day before the appointment. Before homeroom, the student is to report to the Student Life Office with a note from the parent explaining the reason for early dismissal. The student receives a PASS which he/she must show to the subject teacher. ***A parent must pick up the student in Room 103. The student must sign out in the Student Life Office before leaving the building.*** Early dismissals must be taken after 11:00AM or the day will be considered a day absent.

### LATENESS

The school day begins at 7:55 AM when the bell rings for the students to clear the corridors of the school. **ANY STUDENT NOT IN HIS/HER 1<sup>st</sup> PERIOD ROOM BY THE 7:55AM BELL IS LATE FOR SCHOOL AND MUST REPORT TO THE STUDENT LIFE OFFICE FOR A LATE SLIP.**

Students late for school will receive **2 demerits**. ***For every 5 lates the student will be required to serve an hour detention on Saturday. Students arriving after 8:30 must have a parent note explaining the lateness.***

Students late **MORE THAN 25 TIMES** DURING THE SCHOOL YEAR ARE **REQUIRED TO ATTEND BEHAVIOR MODIFICATION SUMMER SCHOOL. SENIORS FORFEIT PARTICIPATION IN PUBLIC GRADUATION.**

student's counselor one day prior to returning in order to plan for the re-entry into school. Parents must supply a discharge letter including recommendations from the physician/therapist.

Extended family vacations during the school year are **DISCOURAGED**. The school should be notified of such plans well in advance, and each subject teacher consulted. **MAKING UP THE MISSED WORK IS THE RESPONSIBILITY OF THE STUDENT.**

Students are reminded that excessive absence, **MORE THAN 22 DAYS, WILL RESULT IN MANDATORY DIOCESAN SUMMER SCHOOL IN THEIR LOWEST ACADEMIC SUBJECT.**

No student may **LEAVE SCHOOL PREMISES WITHOUT THE PERMISSION** of the Assistant Principal for Student Life. Students sent home before 11:00AM are counted as absent for the school day. All appointments with doctors, dentist, etc., are to be made for other than school hours when possible. **SHOULD A DOCTOR OR DENTIST APPOINTMENT NECESSITATE A LATE ARRIVAL, THE STUDENT MUST PRESENT A CERTIFICATE WHEN HE/SHE COMES TO THE ATTENDANCE OFFICE, OTHERWISE, THE LATE WILL NOT BE EXCUSED.** Failure to present the certificate will result *in 2 demerits for being late for school.*

In the event that a student must be dismissed from school early for a serious reason, he/she must present a note requesting this dismissal to the Student Life Office **BEFORE 1<sup>st</sup> PERIOD**. Students being dismissed early or sent home because of illness must be picked up by a parent or guardian in Room 103. **On the day of a major dance, show or game, students may not bring notes to leave school early.**

School days are not to be used to visit colleges. Such visits should be planned on days that Seniors are not in session. They are not excused absences.

The following situations will not be considered an absence that would militate against a perfect attendance record:

- Death of a member of the immediate family (parent, brother, or sister).
- Death of a grandparent, uncle, aunt, cousin, niece, nephew, brother or sister-in-law on the day of the funeral **ONLY**.

A student must bring a note from a parent or guardian testifying to the relationship to the deceased and the date of the funeral.

Whenever the parent of a student dies, a representative group of students is permitted to attend the Mass of Christian Burial or burial service. Students wishing to attend the Mass or service should bring a written request from the parents to the Office of Student Life prior to the day of the funeral. After the completion of the Mass or service, *students are expected to return to school as soon as possible. The cemetery interment is for family; thus students do not attend.*

ble to participate in any sport or activity during the 1<sup>st</sup> Quarter of the following school year.

- Two or more failing Final Grades at the end of the year results in a student being placed on Academic Probation.
- Concert Band, Jazz Band and Vocal Music are part of the Academic Program in Fine Arts and are *not* part of the Eligibility Policy.
- Moderators and coaches may not reinstate a student into any sport or activity until passing grades are reported for the next Report Card. *There are not exceptions to this policy.*

## **TRANSFER / WITHDRAWALS**

Parents who choose to withdraw a student from Kennedy-Kenrick Catholic High School should contact the Office of Academic Affairs to arrange for a transfer. A parent or legal guardian must be present to sign the required transfer forms and to satisfy any financial obligations. Once all school property has been returned (textbooks, locker key, etc.) and all financial obligations have been met, an official transcript may be sent to the school or institution where the student will transfer. **The parent or guardian must make this request in writing.**

## **EDUCATIONAL EVALUATION**

If the student has had psycho-educational evaluation or has been diagnosed as Attention Deficit, with or without Hyperactivity or as having a Learning Disability or in need of learning supports, it is strongly encouraged that the parents release the educational report to the school with the understanding that the teachers will have access to the information.

## **KENNEDY-KENRICK CODE OF ACADEMIC HONESTY**

The purpose of this Kennedy-Kenrick Catholic High School policy is to encourage a mature attitude toward learning, to establish a moral academic atmosphere, and to discourage illegitimate aid in examinations and assignments.

Cheating is defined as using or attempting to use, giving or attempting to give, obtaining or attempting to obtain products or prepared materials, information relative to a quiz or examination, homework or other work that a student is expected to do alone and not in collaboration with others.

Plagiarism (copying) of themes or other written work shall also be considered an infraction of this code.

Information downloaded from the Internet, including pictures and sound files must be properly cited.

Discipline for either of these offenses may include a grade of "F" for the examination or assignment or for the marking period.

## **ACCEPTABLE USE POLICY / COMPUTER USE**

Computers are a valuable tool for education and one of this school's purposes is to encourage the proper use of computer-related technology, including the Internet. Students

of Kennedy-Kenrick Catholic High School and all users of computer technology have a responsibility to use these tools in accordance with the policy below:

**Goals:**

- To provide a variety of electronic tools to help teachers and students develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer / communications technology.
- To encourage critical thinking and problem-solving skills which will be needed in this increasingly electronic and global society.

**Responsibilities of Use**

With the right of access comes the responsibility to use the source both correctly and wisely. Every effort has been made to restrict undesirable Internet content; however, some material will surface that does not meet KKCHS criteria. Students are expected to report any inappropriate material or site to their teacher at once.

**General Guidelines for Use of the Internet/Computer Usage**

- All users are required to take simple network and Internet training (how to sign on, log off, etc.) from the Technology Coordinator or their teacher.
- Use is limited to assignments and research.
- Only students issued passes or permission, or who have completed training may use the school's computers to access the Internet.
- All users must log on to the network with each use and log off when finished.
- Each student is allowed 50MB of file space. Every attempt must be made to delete unnecessary files as soon as possible so as to allocate available resources to those who need it.
- Downloading music, games, and videos is prohibited as are shopping, gambling, investing, advertising, and political lobbying.
- All materials found on the Internet are protected by copyright law. Any use of this material must meet specific federal guidelines.
- Installing *or removing* programs of any kind is prohibited.
- Adding, removing, changing, or reconfiguring hardware is strictly prohibited. This includes removing the computer cover and adding or removing peripheral devices.
- Use of electronic mail and other Internet facilities to harass, offend or annoy other users is strictly forbidden. No attempt to access or distribute inappropriate, false, defamatory, or harassing material is to be made. This includes but is not limited to material that is profane, prejudice, pornographic, discriminatory, violent in nature, or illegal.
- Altering any computer setting is prohibited. These settings include but are not limited to background pictures, screen savers, fonts, icons, display properties, and "locking" the desktop.
- You will not disclose personal contact information about yourself or others.
- You will promptly disclose to your teacher or other any school officials any message or information you receive that is inappropriate or makes you feel uncomfortable, including any message requesting you to meet with someone you have met online.

belongings. It is suggested that students secure belongings in their school locker before gym class. If desired, students using the Locker Rooms may bring in a combination lock to secure their belongings in one of the lockers in that area during the class.

**MOTOR VEHICLE REGULATIONS**

- Illegal parking in the school lot (that is parking without purchased a space) will incur a fine of \$25.00 plus 5 demerits.
- Parking without having a valid permit hanging from the mirror or parking in the wrong space will incur 2 demerits.
- Reckless driving or speeding will incur a fine of \$25.00 plus 10 demerits.

**PREGNANCY**

If a student becomes pregnant, the Principal must be notified. The parents and the student will then meet with the Assistant Principal of Student Life to review the Pregnancy Policy/Guidelines. They will also meet with the school counselor to plan for both in-school and community supports. At this meeting, both the parents and the student will sign the policy indicating their awareness of the policy and its ramifications. Under normal circumstances, the student will remain in school until the date the doctor indicates. After that, her academic needs will be cared for during the time she is away from school. Once she has left school, she will not be permitted to participate in school activities.

**ATTENDANCE - STUDENT LIFE OFFICE - ROOM 103**

Because regular attendance is indispensable to progress, none but urgent reasons will be accepted for a student's absence. Each student's attendance record is carefully observed and permanently retained since there is a definite relationship between excessive absenteeism and scholastic failure.

**ABSENCE**

**When a student is absent, parents are required to telephone the Student Life Office (610-277-3310) on the morning of the absence to notify the school** that the student will not attend. **THIS PHONE CALL IS TO REACH SCHOOL BY 9 A.M.** The attendance office will randomly make return calls to verify an absence.

**WHEN CALLING ABOUT ABSENCE, GIVE THE FOLLOWING INFORMATION:**

- |                          |                       |                  |
|--------------------------|-----------------------|------------------|
| <b>1. Caller's Name</b>  | <b>3. I.D. Number</b> | <b>5. Reason</b> |
| <b>2. Student's Name</b> | <b>4. Homeroom</b>    |                  |

**A student returning to school after an absence of 3 or more days must submit a Doctor's Certificate to Room 103. CERTIFICATES ARE NOT RETROACTIVE.**

If a student is to be absent for an extended period for surgery, hospitalization or other serious illness, the parent(s) are required to inform the Student Life Office of the nature of the illness and the estimated length of the absence. The parents are also required to notify the Office of Academic Affairs with the information and to arrange for picking up schoolwork for the student. If a student is absent for reasons related to mental health, they are required to meet with the Assistant Principal for Student Life and the

## ASSEMBLIES

Students are to proceed to McNamara Hall for assemblies quickly and quietly. On entering McNamara Hall the students will move quietly to their assigned seats. Suitable behavior befitting the professional or religious nature of the assemblies is expected of all students. Inappropriate conduct will result in assigned demerits depending on the offense.

## EMERGENCY DRILLS

Drills are held at stated intervals as required by law and in cooperation with the Fire Marshal and other civil personnel. Every fire drill must be taken seriously; misconduct or failure to cooperate is a serious offense. As soon as the alarm sounds, students should stop all other activity and leave the school in silence, following the directions given in all classes.

Any student who takes it upon himself/herself to **TAMPER WITH THE FIRE ALARM** and brings about a disruption of the daily schedule is guilty of a serious breach of disciplinary code and a violation of the Pennsylvania Penal Code. Such an act will bring about an *immediate suspension, 30 demerits, and a Saturday detention, or possible dismissal*, depending upon individual circumstances. In addition to the school penalty imposed, students may also be prosecuted by civil authorities.

## ELEVATOR

A permit to use the elevator is obtained at the Office of Student Life, Room 103. It is given for a limited time to those in urgent need because of a physical incapacitation. The student must present a doctor's note stating the reason and the length of time this permission will be needed. When an elevator key is issued, a deposit of \$5.00 must be paid. This will be refunded when the key is returned. If necessary, one student may ride the elevator with the incapacitated student.

## LOCKERS/LOCKER ROOMS

Lockers are the property of the school and may be inspected at any time by school authorities. **Each student may use only the locker assigned.** The student is responsible to ensure that the locker is secure at all times with a lock purchased from the Office of Student Life, Room 102. **NO OTHER LOCKS MAY BE USED.** The school is **NOT** responsible for items lost or taken from a locker. If a student has forgotten his/her key, lockers are open for a fee of \$.25 between 7:40 A.M. and 7:55 A.M. and after 2:18 P.M. Go to Room 102 for assistance.

Vandalism will not be tolerated. Any damage to a locker must be reported to the Assistant Principal of Student Life immediately. If not reported, the student who is assigned the locker will be charged for clean-up and repairs needed. If a student is found defacing lockers, or any school property, he/she will have to make restitution. In addition, the student will receive demerits, detention, suspension or possible dismissal.

Use of the Locker Rooms during Physical Education is a privilege. Only students in Physical Education Class may use the Locker Rooms during the school day. Students using the Locker Rooms sign a contract stating they are responsible for all personal

- E-mail accounts through the school's computer may be restricted.
- Students are responsible for their individual account and should never give access to anyone else except their teacher or other school officials nor should they use anyone else's account or files.
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Any attempt to circumvent system security, guess passwords or in any way gain access to secured resources is forbidden.
- The school reserves the right to inspect any and all files that are stored on the network or that our system transmits. This includes but is not limited to emails, instant messages, and personal files. Additionally, parents may also request to view students' personal files at any time.
- Kennedy-Kenrick Catholic will cooperate fully with all law-enforcement agencies' investigations if it is suspected that our telecommunications systems were used in any illegal activity.
- No student or employee shall display, "link to", reference, or publicize the Kennedy-Kenrick website or any of its components without prior written approval from the administration of Kennedy-Kenrick Catholic High School.
- Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Headphones, used for educational purposes, are permitted in the Learning Center area.
- Additional rules and procedures may be added at any time.

Any violation of these rules is a serious matter and will be dealt with by the administration of Kennedy-Kenrick Catholic High School.

*KKCHS makes no guarantee as to the reliability and accuracy of information sent or received through our network. Additionally, KKCHS will not be held responsible for damages occurred from the use of our computer system. This includes but is not limited to physical harm, loss of data, interruption of service, or financial obligations accrued from the inappropriate use of our network as stated above.*

## TOMLINSON LEARNING CENTER (TLC)

Students are encouraged to use the resources of the TLC. These include the library collection, computer lab, and the services of the librarian.

During school hours, TLC is *available during lunch and scheduled study period*. Students must have a library pass which is issued by the librarian before school and during homeroom and at the beginning of allotted Study Halls. *Passes are for the entire class period and students must report to the TLC on time. If coming from lunch students must report 15 minutes into the period.*

All materials can be borrowed but everything must be checked out at the librarian's desk. A fine of \$.10 per day is charged for late returns. The Access password for the library on the [kkchs.org](http://kkchs.org) website is **phil\_rpa**.

## **STUDENT LIFE OFFICE - ROOM 102 & 103**

The Student Life Office encompasses Attendance, Bussing, Calendar and Schedules, Behavior Modification, Assemblies, Building Security, Activities, Athletics, and Events. The Assistant Principal for Student Life coordinates the offices and maintains jurisdiction over the areas mentioned along with the Principal so that a healthy, safe school environment is possible. On joining the KKCHS community students agree to follow the rules and regulations of the school and to represent themselves, their parents, and our community as positive, Christian models.

The purpose of school regulations is to develop a sense of personal responsibility and self-discipline, to protect the rights of all students, and to provide an environment in which learning can take place. A code of conduct exists at KKCHS. Students are encouraged to make positive choices that follow the code of behavior so that they can develop into responsible, self-disciplined Christian adults. The code of behavior is contained in this handbook but is not limited to it. Final interpretation of the discipline code is left to the Administration.

### **CLUBS AND ORGANIZATIONS**

The Assistant Principal for Student Life is directly responsible for the administration and coordination of all clubs and organizations. Each club and organization has specific goals and objectives that are aimed at developing well-rounded, self-confident individuals who are an asset to the school and the community. Each has regulations and service components to which members must adhere.

### **ACADEMIC ELIGIBILITY**

Eligibility for co-curricular and extra-curricular activities and athletics is dependent on a student's academic performance. Refer to the Academic portion of this calendar for the school policy.

### **CONDUCT ELIGIBILITY**

Eligibility for co-curricular and extra-curricular activities and athletics is dependent on a student's discipline record.

### **CO & EXTRA-CURRICULAR ACTIVITIES PARTICIPATION**

Any student who is absent from school may not participate in any activity, sport, or school sponsored event that afternoon or evening.

### **SOCIAL ACTIVITIES/DANCES**

Kennedy-Kenrick Catholic High School encourages social functions and sees such activities as another dimension of the social growth and development for our youth. While these activities are designed primarily for Kennedy-Kenrick Catholic High School students, there are events to which guests may be invited. However, the administration reserves the right to refuse admittance to any school sponsored event. *Students who have been expelled/dismissed from Kennedy-Kenrick Catholic are not permitted to attend school-sponsored events.*

Administration and are ineligible to participate in school sports or activities including events such as the Junior Dance and the Senior Prom.

**Students who receive two suspensions or who fail two marking periods are placed on conduct probation and become liable for immediate dismissal whenever another suspension occurs.**

### **INFRACTIONS LIABLE FOR DISMISSAL**

|                       |                  |                                    |                 |
|-----------------------|------------------|------------------------------------|-----------------|
| Gross Insubordination | Alcohol/Drugs    | Tampering with Fire Alarm          |                 |
| Truancy               | Skipping Classes | Violation of Acceptable Use Policy |                 |
| Fighting              | Weapons          | Repeated Smoking                   | Theft           |
| Immorality            | Harassment       | Vandalism                          | Conduct Failure |

## **MISCELLANEOUS INFORMATION**

### **CAFETERIA AND LUNCH PERIODS**

Lunch period is a class period: *students should be in the cafeteria within five minutes or be considered late.* Students going to their lockers en route to lunch are to remember that the **SECOND BELL IS ALWAYS A SIGNAL FOR SILENCE** in the halls since classes are then in session. To establish responsibility for the cafeteria, specific seats will be assigned which the students will use for the entire year. **No food or drink may be carried outside or to any part of the building.** No student may leave the cafeteria during the lunch period without a PASS. General cafeteria cleaners are assigned on a weekly basis; these cleaners are responsible to sweep the floor and collect trash only. Individual students are responsible to clean-up after themselves and to keep their area and table clean, this includes washing down the table each day before they leave the cafeteria. In addition, each student will be assigned general clean-up duty and must work on the days assigned by the moderator. Failure to comply with any protocols for the cafeteria will result in demerits, detention, or possible loss of cafeteria privileges.

Theft in the cafeteria, or anywhere in the building, will not be tolerated. Students found guilty of stealing will be punished to the fullest extent of the code; this includes but is not limited to demerits, detention, restitution, loss of cafeteria privileges, suspension and possible dismissal.

### **STUDY HALL**

Study Hall is held in the cafeteria. Students must report to the cafeteria before the bell rings for the next period. If the student has a regularly scheduled Study, he/she will have an assigned seat and must be in that seat the entire period. Study Hall is a working period, not a free period. All students assigned to Study MUST be working on academic projects during Study. When classes are reassigned to the Study Hall, they must sit in the area provided and complete the assignment given by the moderator.

**NO STUDENT MAY LEAVE THE STUDY AREA OF THE CAFETERIA.  
NO STUDENT MAY EAT OR DRINK ANYTHING DURING STUDY HALL.**

**Threats, written or verbal, made to teachers or other students will be treated as VERY SERIOUS Matters.** Parents/guardians will be contacted and, if warranted, the police will be involved and the student will be *liable for demerits, detention, suspension or dismissal.*

In both of the above situations the Assistant Principal for Student Life, in consultation with the Principal, will determine the number of suspension days and other possible consequences, including dismissal. Students involved in such behavior will also attend counseling.

### **CONDUCT FAILURES**

**Students who fail conduct for the SCHOOL YEAR will be reviewed by the Administration for either retention or dismissal. If retained, the student is required to attend a mandatory Behavior Modification Summer Program.** There is a \$200 fee for this program. The program will begin June 8<sup>th</sup> and end on June 19<sup>th</sup>. Students who are required to attend the program and fail to do so, may not return to Kennedy-Kenrick Catholic High School for the following school year. **FAILING CONDUCT SENIOR YEAR: the student will not be permitted to attend Baccalaureate or Commencement Exercises.**

### **FAILING CONDUCT FOR A MARKING PERIOD**

Following the assigned suspension from sports, activities and events, the student is placed on conduct probation and the student may not accumulate more than 15 demerits for the following marking period. If the student exceeds 15 demerits, he or she becomes INELIGIBLE to participate in any extra-curricular activity, including events like the Junior Dance or Senior Prom, for the remainder of the marking period. Fourth quarter failures carry over to the first quarter of the following school year, with students returning to school on conduct probation for the first quarter. **Students who receive 50 or more demerit points in a quarter are reviewed by the Administration and are ineligible to participate in school sports or activities including events such as the Junior Dance and the Senior Prom.**

### **SUSPENSION AND DISMISSAL**

Formal suspension is a serious disciplinary action taken by the school authorities whenever a student is guilty of a major violation of the discipline code or whenever a student accumulates a large number of demerits for a series of minor violations. Following a formal suspension, the parent or guardian must have an interview with the Assistant Principal for Student Life before the student is permitted to return to school. A failure mark in conduct on the report card (every 31 points) represents a **technical suspension** and a written report placed in the student's file that a suspension has been incurred.

With a formal or technical suspension, the parent receives an official letter and the student is ineligible to participate in any sport, activity or event for a minimum of 10 school days.

**Students who receive 50 or more demerit points in a quarter are reviewed by the**

### **Regulations:**

**Attire:** Neat, well-groomed, modest appearance is required at all Kennedy-Kenrick Catholic High School functions. If necessary, specific dress codes will be announced by the moderators of various dances and events. Students/dates not compliant with the dress codes will be asked to leave the activities/dances.

**Admission:** Students attending a dance or an activity are to report directly to the event upon arrival. Students are NOT permitted to loiter outside, to wait in cars, or to congregate at the properties around the school. Students must present their I.D. cards and admission tickets to gain entry into the dance or activity. All students are responsible not only for themselves, but also for their guests. All guests must be signed in prior to the evening of the dance. **NO GUESTS will be admitted at the door without previously being signed up to attend and showing their I.D. from their home school.** Anyone who is attending a social activity sponsored by Kennedy-Kenrick Catholic High School is subject to the regulations as stipulated by the school, regardless of age. The school reserves the right to regulate and control activities which are its immediate responsibility. Disregard for these regulations will result in serious action.

**Late Arrival:** Anyone attending a dance or activity must arrive within 60 minutes of the start of that event. If a student will be arriving late for some reason, a parental note must be given to the Assistant Principal for Student Life prior to the event.

**Misconduct:** All regulations of Kennedy-Kenrick Catholic High School are in effect at every dance or activity held throughout the year. Any infraction will call for parental notification and dismissal from the dance or activity.

**Smoking:** Kennedy-Kenrick Catholic High School is a smoke-free school. Refer to the Student Life/Discipline portion for the Smoking Policy.

**Drugs/Alcohol:** The drug and alcohol policy of Kennedy-Kenrick Catholic High School will be strictly enforced at all events. Refer to the Student Life/Discipline portion for the Drug/Alcohol Policy.

**\*\*\*Diocesan Regulation\*\*\***

**ALL TUITION AND FEES, INCLUDING THE  
FUND RAISING FEE AND GRADUATION FEE,  
must be paid up to date for ANY STUDENT  
who plans to attend the JUNIOR DANCE or the SENIOR PROM.**

\*\*\*\*\*

**A Mandatory Junior Dance Meeting  
will be held on Wednesday, April 1, at 7 P.M.  
JUNIORS MUST ATTEND the meeting with his/her parent  
if they intend to attend the event.**

\*\*\*\*\*

### **Junior Dance**

Date: April 24, 2009

Time: 7 P.M.-10:30 P.M.

Location: Marriott in Conshohocken

Dress Code: Semi-formal

**Gentlemen:** suit, shirt, tie, dress shoes; or dress slacks, sports jacket. No tuxedos.

**Ladies:** appropriate semi-formal prom dress (No plunging necklines, no midriff showing, no bare back dresses or halters that go to the waist), dress shoes, heels.

**Limousines are permitted.**

**Ticket Sale: April 6 thru April 16**

\*\*\*\*\*

**A Mandatory Senior Prom/Graduation Meeting**

**will be held of Thursday, April 30, at 7 P.M.**

**SENIORS MUST ATTEND the meeting with his/her parent.**

\*\*\*\*\*

**Senior Prom**

Date: May 15, 2009

Time: 7 P.M. to 11 P.M.

Location: Marriott in Conshohocken

Dress Code: Formal

Gentlemen: tuxedos.

Ladies: appropriate formal prom gown (No plunging necklines, no midriff showing, no bare back dresses or halters that go to the waist) and accessories.

**Limousines permitted.**

**Ticket Sale May 1 thru May 8**

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In order to ensure this learning environment Kennedy-Kenrick Catholic High School has in place a ***Mutual Respect Policy***.

**MUTUAL RESPECT POLICY**

Kennedy-Kenrick Catholic High School's Mutual Respect Policy exists to maintain a learning and working environment which promotes respect for each of its members, and is free from harassment and any intimidation of a verbal or physical nature. This policy covers mutual respect in general (that is offensive behaviors) and sexual harassment specifically.

Each member of the KKCHS community has the responsibility to maintain acceptable standards of personal behavior to ensure that all of its members have the opportunity to experience an atmosphere, which promotes respect for each member of the KKCHS family. It is KKCHS's policy that mutual respect violations directed at any of its members are strictly prohibited.

**DEFINITION:**

A mutual respect violation is defined as verbal, visual, or physical conduct that interferes with work performance or creates an intimidating, hostile or offensive environment.

A mutual respect violation may include offensive or unprofessional language, stories, jokes and hazing actions/statements or written material directed at another's age, sex, religion, national origin, physical appearance, sexual orientation or other protected status. While these statements, remarks, or written materials are often not intended to be harmful, their effects can be detrimental.

**BEHAVIOR IN PUBLIC**

In addition to providing a solid education, the mission of KKCHS is to instill Christian values that our students can carry into adulthood and beyond. Our school discipline code reinforces our mission, and school policy allows for disciplinary action where Catholic and legal standards are violated.

Behavior in public which projects a bad or unfair image of KKCHS will be treated as a school matter. Such actions not only can harm the student involved; they damage the reputation and image of the Kennedy-Kenrick community that all of us - administration, faculty, alumni, parents, and friends - have worked so hard to build and uphold.

The school does not actively seek out or inquire about activities that take place outside school unless they are school-sponsored activities, such as athletic events, field trips, retreats, or dances. Nevertheless, the school is concerned when negative incidents are brought to our attention.

Illegal and immoral conduct can result in sanctions under the discipline code. KKCHS also has confidential support services available to address the conduct in question, to try to change the behavior leading to such acts, and to provide support for the student.

If the school is notified of events which are found disturbing, and if parental or guardianship authority is required for a referral to our confidential support services, the Assistant Principal for Student Life will ask verbally and in writing whether there is a desire to refer the student to our confidential support services.

**THE SCHOOL AND THE LAW**

Any unlawful act taking place on school grounds or any unlawful act which brings scandal to the school not only makes the student subject to the penalties of the law but may also result in suspension or dismissal from school. If a student is presently attending or applying to Kennedy-Kenrick Catholic High, and is found guilty of a juvenile or adult crime, and it is reported to the school administration, the student is liable for dismissal from Kennedy-Kenrick or may be refused admission. It is the policy of our school to notify the school to which a student transfers if a student is expelled, or withdrawn from school, and is involved with any of the following infractions: An act or offense involving weapons; sale or possession of controlled substances; willful infliction of injury to another person, or act of violence committed on school property, or while in the custody of the school. The school has the right to search personal possessions and lockers of students suspected to be in violation of the contraband, drug/alcohol, weapons policies of the code of conduct.

Fighting will not be tolerated either in the building or on school grounds. Fighting violations that occur on the way to or from school will be considered a school violation, as well as fight that originate in school and are carried to off school locations or after hours. **BOTH FIGHTERS WILL RECEIVE UP TO 30 DEMERITS AND A SUSPENSION OR POSSIBLE EXPULSION. THIS WILL NOT BE A MATTER FOR DISCUSSION.** Parents will be summoned immediately. If warranted the police will be involved.

**PASS WILL BE CONSIDERED OUT OF BOUNDS.** Students without a hall pass will receive *3 demerits and be sent back to class or homeroom.*

### **LATE FOR CLASS**

Students are to be in the classroom or study hall when the bell rings to start class each period. **STUDENTS ARRIVING IN THE BUILDING AFTER THE 7:55 BELL RINGS MUST OBTAIN A PASS FROM ROOM 103 BEFORE GOING INTO THEIR 1<sup>ST</sup> PERIOD.** A student who is late 2<sup>nd</sup> period through 8<sup>th</sup> period must be issued a demerit slip by the classroom teacher or the study hall moderator. Students late for any *Rostered Period, including homeroom and lunch, will receive 2 demerits.*

### **OUT OF BOUNDS**

*Students are to be where they belong according to their rosters;* otherwise, the students are considered out of bounds or cutting class and will be issued demerits accordingly.

**\*\*Students who are reported missing from class and do not have a valid permission slip are considered to have CUT CLASS. Cutting class results in a suspension, 30 demerits, and Saturday detention.**

Before school begins students are to remain in the cafeteria until the 7:40 bell. The *locker rooms are out of bounds* during the school day except for the students who have Physical Education.

### **PRIVATE DETENTION**

Teachers reserve the option to assign a student to private detention before or after school as punishment for the violation of school/classroom regulations. The student will be given one day's notice if he/she is to report for private detention. Failure to attend a private detention will result in **10 DEMERITS AND A THURSDAY DETENTION.**

### **THURSDAY DETENTION**

Each Thursday, when the AP for Student Life is available, *any student who receives infractions for ID, or any 10 demerit points offense, except for dress code, will serve a 1 hour detention.* Students who are unable to attend a Thursday Detention must see the AP for Student Life prior to the scheduled Thursday Detention to reschedule. Students absent must make up the detention the following Thursday. *A student who misses a Thursday Detention will receive 10 DEMERITS AND A THURSDAY DETENTION.*

### **SATURDAY DETENTION**

Students who commit a dress code violation, a major infraction, accumulate more than 30 demerits in a quarter, or accumulate 5 lates must serve a Saturday Detention. All detentions begin at 8 AM and time served will vary with the offense. **Failure to attend a Saturday Detention may result in 30 demerits, immediate suspension and a parental interview prior to returning to school. There is a cost of \$5 per student to cover the cost of supervision.**

### **HARASSMENT PROHIBITED**

Harassment in any form is unacceptable conduct and will not be tolerated. Any pervasive, unwelcome action, physical, verbal or written, which has the effect of disrupting the normal and appropriate activities of a teacher, student, staff member or anyone within the school community is prohibited by this policy.

Harassment because of a person's sex, race, age, national origin or disability is particularly egregious. Accusations of such harassment will be thoroughly investigated and appropriate sanctions will be imposed on individuals found to have violated this policy.

### **SEXUAL HARASSMENT**

Sexual harassment can result from unwanted sexual attention, sexual advances and comments or requests for sexual favors. Examples include:

1. Threatening adverse action if sexual favors are not granted.
2. Promising preferential treatment for sexual favors.
3. Unwanted physical contact.
4. A pattern of offensive remarks such as unwelcome comments about appearance or clothing, obscene jokes, sexually explicit or offensive language.
5. Display of sexually suggestive object or pictures.
6. Unwelcome notes, e-mails and other communications that are sexually suggestive.

If the unwanted behavior in question does not fit into the above categories but is the inappropriate sexualization of an otherwise nonsexual relationship it will be considered as sexual harassment.

- **In 1986, two forms of sexual harassment were identified by the United States Supreme Court; quid pro quo and hostile environment.**
- **QUID PRO QUO**, means something for something. This kind of sexual harassment usually involves individuals with power who use:
- Threats - if a member does not acquiesce to sexual advances; and/or
- Rewards - if a member does acquiesce to sexual advances.
- **HOSTILE ENVIRONMENT HARASSMENT**, is defined as regular and repeated actions, or materials displayed around the school, that interfere with performance or create an intimidating, hostile, or offensive learning/working environment.
- A hostile environment may include:
  - Sexual pictures, calendars, graffiti, or objects.
  - Offensive language, stories, jokes, gestures, noises, or comments.

### **PROCEDURE FOR REPORTING VIOLATIONS**

1. Violations involving a student shall be reported immediately to the Guidance Department for the initial screening, with follow-up from the Assistant Principal for Student Life. If the student is uncomfortable for any reason discussing this matter with the Assistant Principal for Student Life, the student should report it to the Principal.
2. Violations involving an employee shall be reported immediately to the Principal and/or designee.
3. Sanctions for violations of this policy may be progressive in nature and include:

- Referral to counseling;
- Conference with Principal and/or Assistant Principal for Student Life;
- Roster reassignment if possible;
- Suspension with demerits;
- Expulsion/termination;
- Referral to the criminal justice system for possible sexual violation.

4. The sexual harassment investigation will follow the Archdiocesan Policy for Sexual Harassment.

All allegations of harassment will be investigated promptly and in as confidential a manner as possible. When warranted, appropriate action will be taken, up to and including dismissal. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this policy and is itself a cause for disciplinary action.

### CONCLUSION

All members of the Kennedy-Kenrick Catholic High School family should understand that this policy applies to each and every student, employee (full-time, part-time and temporary) and volunteer. Violations of this policy will not be tolerated. Offensive behavior will be cause for immediate and strict disciplinary action up to and including expulsion for students, and up to and including disciplinary action by the Diocesan Office for staff.

### DRESS CODE

The way we dress says much about us as a person. Your manner of wearing the uniform indicates respect for yourself, your family, and the community of KKCHS. Any message antithetical to Catholic values may not be displayed or worn. **There are to be NO INNOVATIONS to conform to current fashion. This includes adjustments made to the skirt or skort to alter the original shape or style or the uniform itself.**

The official school uniform should be purchased from FLYNN and O'HARA UNIFORMS, Philadelphia, PA, phone# 1-800-441-4122. FLOCCO'S, 110 Fayette Street, Conshohocken, PA, phone # 610-828-5544 is our local distributor of the school shoe.

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### FINAL INTERPRETATION OF THE DRESS CODE REGULATIONS IS LEFT TO THE ASSISTANT PRINCIPAL FOR STUDENT LIFE AND THE PRINCIPAL.

#### DRESS CODE FOR LADIES

**FALL AND SPRING (Worn from the beginning of the school year until November 6 and beginning March 30 to the end of the school year)**

- Khaki skort -**WORN 1" ABOVE THE KNEE**- sold by FLYNN and O'HARA
- Navy blue short sleeve golf shirt with the school logo or

not promote the good. Among these are cigarettes, tape recorders, beepers/pagers, laser pens, water bottles, playing cards, toys, games in calculators, and inappropriate magazines. Materials are subject to confiscation and the students are subject to appropriate disciplinary action. Walkmans, MP3's, Ipod's, radios, or CD players must be placed in the students' locker by 7:40AM.

**Cell phones must be off and in the students' schoolbags or purses during the school day and up to 2:18PM.** If a cell phone is out during the school day, whether in use or not, it will be confiscated and turned in to the Office of Student Life. **Students will receive the phone back after they serve Thursday detention for Contraband.** If a student repeats the offense, on the 3<sup>rd</sup> occurrence, the cell phone will be confiscated and held until June 4<sup>th</sup>.

Being in possession of any contraband will result in **10 DEMERITS AND A THURSDAY DETENTION.** In the case of tobacco, the penalty will also include *a \$50 fine.*

### GAMBLING/COLLECTION OF MONEY

Any form of gambling on school property is prohibited. Appropriate action will be taken. *Private or personal collection of money in school is a direct violation of Diocesan Policy.*

### WEAPONS

Students are forbidden to bring to school or to have in their possession any materials that would be capable of inflicting bodily harm or injury. Any student who has in his/her possession any firearm, pellet guns, BB guns, knives, or any object commonly used as a weapon is liable for immediate dismissal. Law enforcement authorities will also be notified. Any student who removes tools from the Studio Art Room or Science Lab will be subject to the same penalties.

### GUM

**CHEWING GUM IS NOT PERMITTED DURING THE SCHOOL DAY.**  
**Students found chewing gum will receive 5 demerits.**

### BUS MISCONDUCT

Misconduct on school buses will not be tolerated since it involves the safety and lives of others. Any infraction involving bus misconduct will result in demerits, and possible loss of riding privileges as well as monetary compensation for any damage.

### HALL PASS

Once a school day has begun at 7:55 A.M. a student may pass through the hallway during homeroom period or during a class, study or lunch period only by having first obtained a TEACHER'S PASS or after having received an OFFICIAL REQUEST SLIP from one of the offices. To receive such a pass the student is to ask the teacher and exchange his/her I.D. card for the hall pass. **DURING CLASS TIME OR HOMEROOM PERIOD, A STUDENT IN THE HALLWAY WITHOUT A HALL**

## DEMERITS SLIPS - INFRACTION SLIPS

Demerit/infraction slips are the official notice that a student's behavior has been less than satisfactory in a particular area. Demerit slips do not have to be signed unless otherwise indicated by the Assistant Principal for Student Life. It is the student's responsibility to inform his or her parent when a demerit has been received.

## DRUGS AND ALCOHOL

Anyone buying, possessing or using drugs, including alcohol, is suspended, expelled or arrested depending upon the nature of the violation. Drug paraphernalia also constitutes a violation of this policy. If a teacher, staff-member or chaperone, during a school day or at a school sponsored activity, observe behaviors that point to the use of such chemicals it will be considered a violation. A student found to be in violation of the policy will be dealt with directly.

- Parents will be contacted immediately and will be required to come to the school to pick up their son or daughter. Police will be notified if the administration deems it necessary.
- An immediate drug/alcohol screening, at the parent's expense, will be required.
- The student will be automatically suspended and not permitted to return until the parents and student meet with school administrators.
- Students will be referred to the Guidance Department and will be required to follow the recommendations given by the counselors.

The school will work with the parents to confront the situation directly. It should be noted that serious and deliberate action will be taken. Such action could include expulsion.

Students involved in the sale/distribution of drugs/alcohol will be *dismissed immediately*. It is to be noted that this policy will be applied even in cases where there have been no previous suspensions from school. These policies apply to the school grounds, school building, school buses and school activities.

***Drug and alcohol incidents make the student liable to receive 30 demerits, suspension for up to 3 days, detention or dismissal.***

## SMOKING/CIGARETTES

Kennedy-Kenrick Catholic High School is a **SMOKE FREE BUILDING** for all members of the school community. Smoking or being in possession of cigarettes and all tobacco products is a violation of ACT 145 of 1996: School Smoking Laws. Students found in violation of this Act (being in possession or found smoking) will be fined \$50.00 by Kennedy-Kenrick Catholic High School and will be required to appear before the District Court. Smoking is also prohibited on buses, chartered for school activities. This law applies to all school functions, property, and the area immediately around the property.

**Smoking in school or on school property will result in from 10 to 15 demerits and a \$50.00 fine to the school. This is separate from the court fines.**

## CONTRABAND

Students are forbidden to bring to school or to have in their possession any materials which do not pertain to school work, or which are a source of disturbance, or which do

- White oxford button down blouse – with only the top button undone
- Navy tights or white ankle socks (no stripes, colors or patterns)
- Brown or blue Docksidors or the approved suede tie shoe from FLOCCO'S (Docksidors with WHITE SOLES ONLY)

## WINTER

- Blue/gray/white plaid skirt – **NO SHORTER THAN 1" ABOVE THE KNEE** sold by FLYNN and O'HARA
- White oxford button down blouse – with only the top button undone
- Navy long sleeve golf shirt with school logo (optional), will be phased out this year
- Navy blue school sweater
- Navy blue tights – **SOCKS ARE NOT PERMITTED**
- Brown or blue Docksidors or the approved tie shoe from FLOCCO'S (Docksidors with WHITE SOLES ONLY)
- **Sneakers are not permitted**

If for a medical reason a student must wear sneakers, a Doctor's Certificate must be presented to the Assistant Principal for Student Life. This certificate must state the medical reason and the length of time.

## SPECIAL RULES AND REGULATIONS - LADIES:

- Any non-banded navy shirts must be tucked in at all times. All white oxford blouses must be tucked in.
- **Skirts & skorts may be no shorter than 1" above the knee. If shorter, the young lady WILL BE SENT HOME TO CORRECT THE LENGTH.**
- **Only PLAIN white tee shirts may be worn underneath the golf shirt or blouse.**
- Only ONE PAIR of earrings are permitted. Stud or hoop earrings may be no larger than 1".
- No excessive or inappropriate chains, necklaces or medals may be worn. Only a plain gold or silver chain, with or without a small religious medal, may be worn. ***Jewelry may not be worn in the nose, tongue, eyebrow or other visible body part. NO FADS! No bracelets may be worn.***
- Excessive or inappropriate make-up is never permitted.
- Unusual, exaggerated, or colored hairstyles are unacceptable. **NO FADS!**
- **Tatoos are not permitted. If a student has a tattoo, IT MUST BE COVERED AT ALL TIMES.**

## DRESS CODE FOR GENTLEMEN

**FALL AND SPRING (Worn from the beginning of the school year until November 10 and beginning March 30 to the end of the school year)**

- Khaki dress slacks (SOLD BY FLYNN and O'HARA ONLY)
- A black or brown leather belt
- Navy blue short sleeve golf shirt with the school logo or
- White oxford button down shirt
- A school Wolverine tie; SENIORS MAY WEAR A FASHIONABLE TIE OF THEIR CHOICE

- Brown or blue Docksidors or the approved suede tie shoe from FLOCCO'S (Docksidors with WHITE SOLES ONLY)

#### WINTER

- Khaki dress slacks (SOLD BY FLYNN and O'HARA ONLY)
- A black or brown leather belt
- White oxford button down shirt
- Navy long sleeve golf shirt with school logo (optional), will be phased out this year
- A school Wolverine tie; SENIORS MAY WEAR A FASHIONABLE TIE OF THEIR CHOICE
- Navy blue school sweater
- Dress Socks
- Brown or blue Docksidors or the approved suede tie shoe from FLOCCO'S (Docksidors with a WHITE SOLE ONLY)
- Sneakers are not permitted

If for a medical reason a student must wear sneakers, a Doctor's Certificate must be presented to the Assistant Principal for Student Life. This certificate must state the medical reason and the length of time.

#### SPECIAL RULES AND REGULATIONS – GENTLEMEN:

- Any non-banded navy shirts must be tucked in at all times. All white oxford shirts must be tucked in.
- **PANTS MUST BE WORN AT THE WAIST AND BREAK AT THE SHOE. PANTS MUST BE WORN WITH A BELT.**
- **Only PLAIN white tee shirts may be worn underneath golf shirt or oxford shirt.**
- Hair must be well groomed, neat and above the collar. The following are not acceptable\*: *long, unruly hair styles*, pony tails, shaved heads, or any fad hair-style. \*The Assistant Principal for Student Life will rule on acceptable length and style.
- Gentlemen must be clean-shaven at all times. Sideburns may not extend below the ear lobe nor be wider than 1". IF A STUDENT IS UNABLE TO SHAVE FOR MEDICAL REASONS; A DOCTOR'S NOTE, CLEARLY STATING THE CONDITION, MUST BE ON FILE AND MUST BE UPDATED QUARTERLY.
- EARRINGS ARE NOT PERMITTED.
- No excessive or inappropriate chains, necklaces or medals may be worn. Only a plain gold or silver chain, with or without a small religious medal, may be worn. *Jewelry may not be worn in the nose, tongue, eyebrow or other visible body part.* **NO FADS! No bracelets may be worn.**
- **Tatoos are not permitted. If a student has a tatoo, IT MUST BE COVERED AT ALL TIMES.**

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**ALL STUDENTS ARE TO BE IN COMPLETE DRESS CODE BY THE FIRST WARNING BELL AT 7:40.**

#### **ALL DRESS CODE INFRACTIONS ARE 10 DEMERITS AND A SATURDAY DETENTION.**

**LADIES AND GENTLEMEN WHO DO NOT FOLLOW THE DRESS CODE WILL BE ISSUED A LETTER STATING THAT THEY CANNOT RETURN TO SCHOOL UNTIL THE DRESS CODE INFRACTION IS CORRECTED.**

**DAYS MISSED BECAUSE OF THE INFRACTION ARE NOT EXCUSED.**

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#### **DRESS CODE FOR GYM**

- Blue gym shorts with school logo
- White tee shirt with school logo
- Sneakers
- Socks

The gym uniform can be purchased in the school store.

#### **STUDENT ATTIRE FOR FIELD TRIPS**

A field trip during the school day is regarded as a co-curricular experience. Therefore, for most field trips, the regular dress code will be in effect.

#### **I.D. CARD - SWIPE CARD**

Every student is required to have an ID card on his or her person at all times. The ID card is also the SWIPE card. Students found in violation of this policy will receive **TWO DEMERITS AND A THURSDAY DETENTION.** Any alterations, mutilations, or defacing of this card will result in the student having to purchase a replacement card for \$25.00. **The loss of a swipe card must be reported to the Assistant Principal for Student Life immediately.** Failure to do so will hold the student responsible for any damage done to the building if another person uses the card.

Failure to present I.D. card to teacher is defiance and 10 additional demerits.

#### **ID cards are necessary for all of the following:**

- **Obtain a Hall Pass**
- **Obtain a Lunch Pass**
- **Borrow library materials**
- **Purchase a dance ticket**
- **Enter any school activity**

#### **CONDUCT MARK**

Every student begins each quarter of the school year with a conduct mark of 100. At the end of the marking period, deductions from the conduct mark are based on the total number of demerits received during the marking period.