



**Bishop Kearney Parent-Student Handbook
2016-2017**

INTRODUCTION

This handbook is designed to serve several important purposes:

- It serves as an official source of school policies and requirements.
- It is especially important that parents read and become familiar with the material contained within this booklet so as to support their students' efforts.

In the administration of its educational, admissions, athletic and other school programs, Bishop Kearney does not discriminate on the basis of race, color, national and ethnic origins, or disability (if, with reasonable accommodation, the disabled person can function in the school environment). The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice.

MISSION OF BISHOP KEARNEY

The mission of Bishop Kearney High School is to empower young men and women to reach their full potential – academically, spiritually, and socially – by providing a college preparatory, values-based Catholic education in a student-centered family atmosphere, in keeping with the tradition of the Christian Brothers and the School Sisters of Notre Dame.

THE ESSENTIAL ELEMENTS OF AN EDMUND RICE CHRISTIAN BROTHER EDUCATION

- Evangelize Youth Within the Mission of the Church
- Proclaim and Witness to Catholic Identity
- Stand in Solidarity with Those Marginalized by Poverty and Injustice
- Foster and Invigorate a Community of Faith
- Celebrate the Value and Dignity of Each Person and Nurture the Development of the Whole Person
- Collaborate and Share Responsibility for the Mission
- Pursue Excellence in All Endeavors

ACADEMIC POLICY

Bishop Kearney High School offers a four-year academic college preparatory program resulting in a Bishop Kearney College Prep Diploma.

Fulfilling the academic requirements as outlined below and as required by New York State is not sufficient to be granted a Bishop Kearney diploma. While New York State Education Law requires private schools to offer a “similar” education to the New York Public schools, Bishop Kearney requires that students go above and beyond the New York state requirements. Our instruction is based on the teachings of the Roman Catholic Church, the special charism of blessed Edmund Rice, and the philosophy and mission of Bishop James E. Kearney. The students who attend Bishop Kearney must live up to these standards both in and out of the classroom in order to be granted a Bishop Kearney diploma.

ACADEMIC PLACEMENT

- For a student to remain at his/her current level (in Honors/AP), he/she must have an 85% average in that course, the approval of the appropriate department chair and the Vice Principal.
- For a student to move up a level (from College Prep to Honors/AP), he/she must have a 90% average in that course, the approval of the appropriate department chairs and the Vice Principal.

ACADEMIC YEAR

The academic year is divided into four quarters with report cards, featuring numerical grades that are distributed after each quarter. Students' full-year averages are based on six components made up of the four quarters, the mid-term grade and the final examination.

Academic Honors are awarded for each marking period as follows:

- **High Honors:** Students with an overall grade of at least 95% and no individual grades below 90%.
- **1st Honors:** Students with an overall grade of at least 90% and no individual grades below 85%.
- **Honorable Mention:** Students with an overall grade of at least 85% and no individual grades below 80%.

THE CURRICULUM

Bishop Kearney exceeds the requirements of the New York State Board of Regents. Students have the opportunity to pursue College Prep, Honors and Advanced Placement courses (college credit) based on ability, performance and teacher recommendations.

Discipline	College Prep	Honors*
Religion	4.0	4.0
Social Studies	4.0	4.0
English	4.0	4.0
Science	3.0/4.0	4.0
Mathematics	3.0/4.0	4.0
Health	0.5	0.5
Physical Education	2.0	2.0
The Arts (Art, Music, Theater)	1.5	1.5
Foreign Language	2.0	3.0
Electives	5.0	5.0
Total	30.0 (minimum)	32.0

*In order to be eligible for the Bishop Kearney Honors Diploma, students must pass at least two Advanced Placement courses.

ADVANCED PLACEMENT COURSES

It is Bishop Kearney's policy that students must take the AP exam to have AP indicated on their transcript.

Course	Grade 10	Grade 11	Grade 12	Prerequisite
AP World	X			Global I Honors
AP Biology	X			Biology Honors
AP Language		X		English II Honors
AP U.S. History		X		Global Honors/AP
AP Physics		X	X	Physics Honors
AP Calculus		X		Pre-calculus
AP Literature			X	English III Honors/AP Lang
AP Chemistry		X	X	Chemistry Honors
AP Government			X	AP U.S or Teacher Recommendation

COMMUNITY SERVICE REQUIREMENT

All Bishop Kearney students will perform volunteer service in a context in which the recipient(s) of their service is someone (or a group) who is either materially poor or whose lifestyle dictates a genuine need for their time and talents.

The Community Service Program at Bishop Kearney stems from the Gospel command to serve others in extreme need. All students must ensure that they place themselves in volunteer situations where they can fulfill this duty in an ongoing and meaningful manner.

Students are expected to complete their designated Community Service hours within the class year they are assigned. If this requirement is not fulfilled by the deadline date, an F will be entered for their grade until said hours are complete.

For promotion and graduation, students must complete Christian service hours as follows:

6 th Grade	5 Hours
7 th Grade	5 Hours
8 th Grade	5 Hours
9 th Grade	10 Hours
10 th Grade	15 Hours
11 th Grade	20 Hours
12 th Grade	30 Hours

- **All community service must be submitted through the Bishop Kearney website (BK Life Tab)**
 - **Hours will be verified with the supervisor**
- Bishop Kearney will provide service opportunities on a first-come, first-serve basis. In order to secure a spot, students are strongly encouraged to sign up early. Students are also strongly encouraged to seek service opportunities through their place of worship and local communities.
- Service to the elderly must occur within a nursing home or an assisted living facility.
- Any service work done for an institution or business MUST be a “non- profit” enterprise/business. No work paid or unpaid done for a “for- profit” business will be accepted.
- No monies shall be earned for Community service.
- No hours will be accepted for service done for a family member or relative
- Any service done for Bishop Kearney School, coaching (non- marginalized) or for your church regarding “Sunday Mass observance” will only count for a small portion of your Community service requirement per year. Please see the Community Service requirement website for details.

FAILURE POLICY

Students are considered to have failed a subject if a grade less than 65% is received for the year as a final average in a course. A student who fails one subject must attend an accredited summer school approved by the Principal. If he/she fails again in summer school, the student may be dismissed, pending a review of his academic record by the Principal. A student may not graduate until he has made up any failures he has incurred regardless of credits he may have. If a student has several failures in January, he may be dismissed pending an administrative review.

If a student passes in summer school, he/she will be awarded a grade of 65% for the year on his/her transcript. Students are not permitted to repeat a course.

Failure of two or more classes for the year will result in the student being placed on academic probation. A student who continues to fail their courses after being placed on academic probation may be dismissed from Bishop Kearney High School.

HONESTY POLICY

Bishop Kearney's policy on honesty is simple: Cheating, in any guise whether giving or receiving information, is morally wrong and will not be tolerated. As a Catholic community, it is vital that each member appreciates and practices a strong code of ethics.

The student has the responsibility of conducting themselves in a manner that is above suspicion. It is also to be understood that this same responsibility applies to all classroom performance, daily and weekly quizzes and tests, homework assignments, outside readings, papers, and final examinations. Should a teacher find that a student has cheated on an exam, test, quiz, homework assignment, or plagiarized a paper, the following will occur:

- The teacher will contact the student's parents.
- The student may be assigned a "zero" on the assignment, paper, quiz or test.
- The teacher will inform the Vice Principal who will determine if further action is required.

INFINITE CAMPUS

Infinite campus provides the world's leading technology solutions that help schools improve student performance by harnessing the power of parental involvement by allowing both parents and student access to grades online. Contact the Vice Principal with questions.

LATE WORK

Teachers may penalize students for assignments submitted beyond the due date according to their published procedures. Teacher policies may include a refusal to accept work submitted after the due date. Teacher policies can be found on course syllabi.

ACADEMIC ELIGIBILITY

When the report card is issued, any student who has two or more failures is automatically suspended from participation in all extracurricular activities. At the end of a suitable period, the Vice Principal will review the student's academic progress with his/her teachers and determine whether reinstatement is appropriate.

Additionally, any student who has three or more failures at the end of a quarter will be notified, by email or phone by the Counseling Office. The email or phone call will contain strategies aimed at producing better academic outcomes for the student.

COURSE SYLLABI

Each course is governed by the individual syllabus that is accessible on Infinite Campus at the start of the academic year.

CONCUSSION MANAGEMENT PLAN

The following plan will assist Bishop Kearney High School in identifying and implementing protocol for students who have suffered a traumatic brain injury (TBI). Bishop Kearney endeavors to create an environment where reporting signs and symptoms of concussions is required and important.

Identification

Concussion protocol will go into effect when a concussion has been medically diagnosed. Parental and student requested accommodations will not be honored.

Academic Concussion Management

Students who have been diagnosed with a concussion often require both physical and cognitive rest. Delays in instituting medical provider orders for such rest may result in prolonged recovery from a concussion.

When needed, Bishop Kearney should seek clarification regarding any medical provider's correspondence. Since no two concussions are alike, the student and parent will work with the school counselor and school administrators in creating a plan that addresses classroom accommodations, testing accommodations and the issue of academic re-entry.

SCHOOL COUNSELING DEPARTMENT

The goal of the School Counseling Department is to assist each student to realize his/her full potential as a spiritual, intellectual and social human being. We endeavor to deliver a systematic and comprehensive school counseling program to the entire student body. Academic, personal/social and college/career counseling services are provided to all students in both group and individual school settings.

The staff consists of two full-time counselors and a part-time social worker. Students are assigned to a school counselor and remain with the same counselor throughout the duration of their schooling at Bishop Kearney. The students are designated to their school counselor based on their last name. In junior and senior years, the counselors assist the student and his/her parents in making his/her college selections.

Students meet with a counselor each semester. Students with academic difficulties or other issues that impact their lives should be seen more frequently as determined by need. Parents and students are encouraged to set up appointments with the counselor to discuss concerns or to obtain information. Counselors are generally available for conferences between 8:00 AM and 3:00 PM provided an appointment has been scheduled. Other times for conferences can be arranged by mutual agreement. Any parent wishing to schedule an appointment with a teacher or a counselor should make arrangements through their child's counselor.

STUDENTS WITH DIAGNOSED LEARNING DISABILITIES (IEPS, 504 ACCOMMODATION PLANS AND PRIVATE EVALUATIONS)

General Information

- Bishop Kearney High School supports students who need limited accommodations to be successful in a college Kearney high school.
- A documented language exemption modification may be honored at the discretion of the Bishop Kearney Administration.

Examples of Accommodations Honored at Bishop Kearney

- Preferential seating
- Copy of class notes
- Use of laptops/tablets for note taking purposes
- Repeating of directions
- Increased wait time for verbal responses
- Bathroom breaks as needed
- Audio amplification devices

Examples of Testing Accommodations Honored at Bishop Kearney

- Extended time 1.5 and 2.0 for mid-term and final exams
- Alternate exam location for mid-term and final exams
- Use of a laptop for midterm and final exams
- Large print for mid-term and final exams
- Bubble Sheet Exempt - record answers on classroom test, mid-term and final

Special Education Services Available at Bishop Kearney

Resource room services are available after meeting the criteria set by the East Irondequoit BOCES I and II.

Process for Requesting Accommodations

- Requests for accommodations will be considered after Bishop Kearney has received an evaluation (IEP, 504 or private evaluation) which is supported by norm-based educational and psychological testing. Evaluations should be current (completed within the past 2 years) and Bishop Kearney should have access to the evaluator if requested.
- Incoming students requesting accommodations should submit documentation to the Counseling Office for review.
- Current Bishop Kearney students who are requesting accommodations should submit documentation to their school counselor for review.

NOTE: As a private school, Bishop Kearney cannot automatically guarantee accommodations for students with an IEP or 504. Bishop Kearney will carefully review all relevant information to determine if we can support the accommodations in the IEP or 504. If a determination is made to support accommodations, the school counselor will share that information with the student, his parents and teachers.

Please note that decisions regarding accommodations for college entrance exam testing and AP exam testing are not made by Bishop Kearney. College Board and ACT make their own decisions regarding testing accommodation. The school counselor will assist parents and students in attempting to secure testing accommodations from these companies.

SCHOOL SECURITY/VISITORS

Bishop Kearney is a “lockout” school. There are four entrances that will be open Monday-Friday from 7:00am-8:00am. All other times the doors will be locked. All visitors must use the intercom system to inform the main office that they need to enter the school. The main office will be responsible for unlocking the doors and allowing entry. All visitors must sign in at the main office and display a visitor tag. All visitors are required to sign out upon departure from the school. Parents are prohibited from “dropping in” to speak with a teacher. An appointment must be acquired through the Counseling Department or through an email request directly to the teacher. Parents and visitors are prohibited from walking through the school without either an escort or the proper credentials from the main office.

ATHLETIC DEPARTMENT PHILOSOPHY

The Bishop Kearney High School Athletic Program serves the purpose of supplying important co-curricular activities to students. Athletic competition and participation provide students with a sense of belonging and resilience. Participants enjoy the physical, mental and emotional expression that accompanies athletic participation.

All students are encouraged to try out for our teams. Participation in the athletic program is a privilege granted in return for compliance with school policies regarding attendance, and academic achievement. (See: *Extracurricular Attendance Policy and Academic Eligibility Policy*.)

It is required that each year, in order for a student to participate in athletic competition, including try-outs, they **MUST** have a complete physical. These forms must be completed and signed by a doctor and a parent. A physical form can be found on the school website (www.bkhs.org) under the *Athletics* tab. These forms must be received and approved by the school nurse prior to the season starting. According to NYS High School Section V Rule, athletes are not allowed to practice without approval from the school nurse.

Any student in grades 7 or 8, wishing to try-out for a Junior Varsity team, **MUST** participate in the Athletic Placement Process. Please contact the Athletic Department Office for further details.

Students are reminded that the use of all Bishop Kearney athletic facilities (fields, gyms, fitness center, tennis courts, etc.) is limited to times when a school coach, moderator, or faculty member is present and supervising a specific event or activity. Students must recognize that Bishop Kearney has important responsibilities regarding student welfare and supervision. Open or unlocked doors are not an invitation to use unsupervised facilities. Students not complying with this policy will jeopardize their participation in interscholastic sports during the school year.

ATHLETIC LOCKERS

Athletic lockers are assigned to athletes in their current season. Students, who are athletes *in season*, wishing to use an athletic locker, should approach the Athletic Department after school for a locker, if one is available.

Students assigned to an athletic locker must be certain to use a lock (supplied by the Athletic Department) to secure their personal items. Laptops, calculators, wallets and other expensive personal items should always be kept in the student's school locker. Any non-school issued lock will be removed.

Bishop Kearney High School is NOT responsible for loss of property that is not secured. "Secured" is defined as locked in a school appointed locker.

SPECTATOR CONDUCT

Students are reminded that being a "Bishop Kearney KING" requires appropriate behavior at all athletic events. Students and parents should cheer for Bishop Kearney High School, never root against, or mock opponents, and be considerate of opposing players, fans, coaches and officials. The behavior of opposing fans should never be used as an excuse for rude or obnoxious behavior. All rules of conduct apply at athletic events on or off campus. Unacceptable sportsmanship or behavior will result in removal from the athletic event and a referral to the Vice Principal.

The consumption of alcoholic beverages is prohibited at all Bishop Kearney High School athletic events conducted on or off school premises. Bringing alcoholic beverages to any sporting event is strictly prohibited. This applies to regular season as well as any playoff or championship competition wherever and whenever a Bishop Kearney team is a

participant. Any violators will be ejected from completion. Further, the student athlete of any parent who violates this policy will be immediately suspended from further participation in that sport.

STUDENT ACTIVITIES

There are many extracurricular activities available for the students at Bishop Kearney High School. The activities are created to accomplish the following goals:

- Organize events and programs that engender mature camaraderie and cooperative interaction between the student body and the faculty. This is done through the planning and execution of community building events.
- Supervise and financially support the numerous extracurricular activities and clubs.
- Build student leadership within the school. Keep the lines of communication open between the student body and the administration/faculty.

New clubs require the approval of the Principal and Vice Principal.

NATIONAL HONOR SOCIETY (NATIONAL JUNIOR HONOR SOCIETY)

Bishop Kearney High School has an officially constituted chapter of the National Honor Society. Induction into this society is held in the spring of each school year. Membership is open to juniors and seniors who have met the academic criteria set forth by the National Honor Society as well as faculty approval. Members must also have exhibited leadership and service to the school, church and community. Candidates are accepted with probationary status for one year prior to society approval. An academic or disciplinary infraction could result in suspension or dismissal from the National Honor Society.

- **Peer Tutoring Program**

National Honor Society students are available to provide assistance for students who are experiencing academic difficulty. This program is directed by the faculty member who is designated as its supervisor. Requests for the tutoring program must be directed through the School Counseling Office.

THE SCHOOL STORE

The Bishop Kearney School store, *The Lion's Den*, provides clothing and related items to faculty and students. The store is open during lunch periods and by appointment with the store manager.

WEBSITE

The school's website address is www.bkhs.org. Additional forms are located on the website.

HEALTH OFFICE

The goal of the Health Office is to promote the health and well-being of each student. To this end, we abide by the following regulations mandated by New York State:

- All entering students must have a recent physical examination by their private physician and be completely immunized. Students may not start classes until these health requirements are met.
- All students are required to have up to date immunizations. Students not in compliance may be suspended until the Health Office clears the student to return. Please refer to the NYS Immunization Schedules or contact the school nurse for more information.

- Students, who wish to participate in an interscholastic sport, including tryouts, must have a physical examination. A private health care practitioner may perform this examination. A parent or guardian must sign this form to be valid, and it must be filed with the Bishop Kearney Health Office.

Be advised that NO STUDENT can participate in our sports program, including try-outs or practice, without a physical exam as directed above.

As each athlete begins the season, a recertification form must be filled out, signed by both parent and student, and kept on file in the Health Office.

- Medications may not be administered in school unless there is written parental consent and a medical prescription note on file in the Health Office. This procedure is also necessary for “over the counter” medications which *must be in the pharmaceutical container*.
- Long-term gym excuses require a doctor’s note to be brought to the Health Office. A one-day gym excuse requires a parental note to be brought to the Physical Education instructor.

FITNESS CENTER

The Fitness Center is scheduled for use by sport specific teams and will be open under the direct supervision of the coach or moderator. Students, faculty and staff are only permitted to train in the fitness center under the supervision of a moderator or coach. For reasons of safety and liability no one may use the fitness center alone or unsupervised.

SCHOOL CLOSINGS

In case of inclement weather or other school emergencies, information will be disseminated via Infinite Campus Messaging System, local radio, and news outlets. Parents are asked to keep their contact numbers current.

STUDENT RULES AND REGULATIONS

The following regulations are presented for the purpose of providing an atmosphere of order and decorum, a respect for others, and a guideline for personal conduct and responsibility. The Vice Principal, with the support of the faculty, will enforce the following regulations. The Vice Principal will have the authority to use discretion in whatever circumstances the present rules do not precisely apply.

ATTENDANCE POLICY

Consistent attendance and punctual arrival to school are important aspects of a Bishop Kearney education. As a school community we cannot overemphasize the importance of classroom attendance. Students must avoid being absent whenever possible, and parents must make every effort to make appointments for their children outside of school hours.

We ask that all parents and students read the following paragraphs carefully, especially the information regarding legal reasons for absence.

Requirement

Section 104.1 of The Regulations of the Commissioner of Education, requires that... “on or before June 30, 2002, each public school district, board of cooperative educational services (BOCES), charter school, county vocational education and extension board and nonpublic elementary, middle and secondary school shall adopt a comprehensive attendance policy...”

“The purpose of the policy shall be to ensure the maintenance of an adequate record, verifying the attendance of all children at instruction in accordance with Education Law sections 3205 and 3210...”

Objective of Attendance Policy

- To ensure sufficient pupil attendance at all scheduled periods of actual instruction to permit students to succeed at meeting New York State and Bishop Kearney (The School) learning standards;
- To know the whereabouts of every student for safety and school management reasons;
- To identify individual and group attendance patterns in order to design possible improvement plans.

Philosophy

Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster good attendance habits in the student, both for the benefit of academic achievement as well as to encourage appropriate adult behavior in the future.

The School is committed to the philosophy that every student must attend every class, every day. Regular attendance and promptness are expected in all classes and are essential for student success in school.

The philosophy is based on the following beliefs:

1. Regular attendance is an important aspect of a student’s educational program.
2. The educational process requires a continuity of instruction and active classroom participation.
3. Students enhance their learning through interaction with their teachers and peers, which occurs through regular attendance.
4. Regular attendance is a major component of academic success. It increases student achievement and reduces the potential for disciplinary problems.
5. Regular attendance prepares students for success after high school.

Notification

Successful implementation of any attendance policy requires cooperation among all members of the Kearney community including parents/guardians, students, teachers, administrators and support staff.

All participants will be informed about the policy so that they may understand its purpose, procedures and consequences of non-compliance. To ensure that students, parents/ guardians, teachers and administrators are notified of and understand this policy, the following procedures will be implemented.

Student Notice

Students will be made aware of the attendance policy and procedures at a grade-level assembly during the first two weeks of each school year.

Parent/Guardian Notice

Parents/guardians will be notified of the attendance policy and procedures via email and signature requirement from RightSignature.com. This email will be sent directly to the email provided to the school.

Faculty/Staff Notice

Faculty and staff will meet prior to the beginning of each school year to review the attendance policy and procedures. This meeting will include clarification of individual responsibilities, procedures for implementation of the attendance policy, and appropriate forms and guidelines for accurate record keeping. A copy of the attendance policy will be posted in the library and in the mail room.

Policy on Attendance and Course Credit

The School’s attendance policy is based on a school year of 180 days. For purpose of this policy, each semester will be considered to have 90 days. In order for a student to be eligible to take tests/exams and/or submit papers or projects, and to receive credit for a course, a student must be in attendance a minimum of 85% of the total number of days in which the particular course is in session. Classes only meet every other day on an alternating basis. This means that, in order to qualify for academic credit, a student cannot exceed the total number of absences as listed below.

<u>Course</u>	<u>Maximum Absences Allowed</u>
Full year course	15
Semester course	8

All absences, both excused and unexcused, are counted toward the cumulative number of days a student is absent.

Exceptions to absences, tardiness and/or early dismissal include: documented guidance and social worker’s appointments, administrative requests for students to come to the office, scheduled music lessons, school-approved educational field trips or sporting events and students’ responsibilities related to the Bishop Kearney Ambassador’s Program. In all these cases, students’ absences from class(es) will not count toward the maximum number of absences allowed. Students, however, are responsible for making up all missed work in each of the classes from which they were absent.

At the discretion of the teacher, students with verified excused absences will be given the opportunity to make up the work missed in their classes. The make-up work will count toward the student’s academic average but will not count towards attendance.

With the exception of specific, school-generated absences identified earlier, no distinction will be made between excused and unexcused absences. Failure to meet the class attendance guidelines will result in loss of academic credit and may result in removal from class unless a doctor's order is signed and the illness is documented.

- Participation in educational trips, sporting events, community projects, and college visits, though approved of by the administration and recorded as an excused absence from class, will be added to the absence tally for the purpose of attendance requirements. Students must complete all teacher-assigned make-up work.
- Days for which a student receives school-approved home tutoring shall be counted as regular class attendance.
- **Days for which the administration suspends a student out of school or places a student in in-school suspension are not counted as absences for purposes of attendance policy. Teachers are not required to provide make-up work when students have been placed in out-of-school suspension.**
- Although all absences, both excused and unexcused, are counted toward the cumulative total of days absent, a distinction is made between the two for purposes of make-up work and for disciplinary reasons.

Excused absences, tardiness to school or early departure include:

- Sickness
- Sickness in the family
- Death in the family
- Medical appointment
- Religious observance
- Court attendance
- Music lessons
- Remedial health treatment
- Approved cooperative work program
- Ambassadors' program
- College visits
- Educational trips
- Community projects
- Any other program approved by the school administration

Each excused absence, excused tardiness to school or excused early departure must be documented with a written note signed by a parent or guardian.

Unexcused absences, unexcused tardiness to school or unexcused early departure include:

- Oversleeping
- Late ride
- Missing the bus
- A note simply stating, "Please excuse for being late/absent"
- Traffic delay, traffic accident, traffic violations
- Car problems
- Alarm clock not working
- Family vacation
- No note from parent/guardian
- Skipping class(es)
- Weather
- Power outage
- Hair appointment
- Personal reasons

Note: Truancy from school or from class is always an unexcused absence which will have immediate disciplinary consequences.

Notification and Intervention

Students and parents will be notified in writing if lack of attendance in courses becomes an issue. The following time table will be used for purposes of notifying students and parents about the possibility of not receiving course credit.

- If Maximum Absences allowed are: **15**
Notifications will be mailed after the 5th, 10th and 13th absence.
- If Maximum Absences Allowed are: **8**
Notifications will be mailed after the 3rd, 5th and 7th absence.
- Students who miss more than 35 minutes of any given class will be considered absent for attendance purposes. This will be counted towards the total number of course absences for the year or semester.

When it is determined that the student has exceeded the maximum number of absences in a particular course, the student will be denied credit and will not be allowed to take any exams for the remainder of the course. Identification of WEA (withdrawn from course due to excessive absences) will appear on the report card and transcript.

Appeal Process

Students who have reached the final notification step in the attendance process may request an attendance review with the Principal.

Students must appeal to the Principal, in writing, if they feel that their attendance record is not accurate. The appeal must be made within (5) days of the disputed absence. At this review, the absence(s) will be discussed and the Principal will render a decision. No further appeal may be made.

ATTENDANCE PROCEDURES

Absence from school

On each day that the student is absent from school, a parent/guardian must telephone the attendance office (342-4000) between the hours of 7:30 a.m. and 9:30 a.m. to inform the school of the reason for the absence.

When returning to school, the student must provide a written excuse from a parent/guardian explaining the reason for the absence. The attendance law requires the school to keep all excuses on file.

Tardiness to school

Since classes begin at 8:05 a.m., students arriving at school after that time are considered tardy. Late students must report to the Main Office and present a note, signed by parent/guardian, stating the reason for the tardiness. Without a note signed by a parent or guardian, the tardiness will automatically be recorded as unexcused. Repeated tardiness to school will result in detention, revocation of parking privileges or other disciplinary measures.

Tardiness to class

Students are expected to be punctual and to be ready for instruction at the start of the class period. Students must be in the classroom when the bell rings. Tardiness to class, which will be reported to the administration by individual teachers, will result in disciplinary action.

Truancy

Students are truant if parents/guardians expect them to be in school/class but they do not attend. This applies also if a student leaves school property during the school day without a proper excuse signed by parent/guardian and a school administrator.

Truancy will result in a variety of disciplinary measures such as: parent conference, detention, in-school or out-of-school suspension or, in chronic cases, dismissal from Bishop Kearney. Teachers are not required to give make-up work/test when students are truant.

Make-up work

It is the responsibility of the student to make arrangements with the teachers to make up work missed during an excused absence.

Early dismissal

If it is necessary for a student to be excused during the school day, the parent/legal guardian must write a note stating the time the student must be excused, the reason for the early dismissal, and the telephone number where, if necessary, the parent/legal guardian may be reached for verification.

Parents/legal guardians should make every effort to schedule doctor and dentist appointments outside of school hours. When those appointments must be scheduled during the school day, the request for early dismissal should give the doctor's/dentist's name, telephone number, the time of the appointment, and the time that the student needs to be excused from school.

The student should bring a request for early dismissal to the Attendance Officer before reporting to class in the morning. If the student is able to return to school, he/she should sign in upon returning to school. Students who become ill during the school day may not leave school to go home without first reporting to the nurse or the Main Office. If the appropriate school official deems it advisable for the student to go home, a call will be placed beforehand to the parent/legal guardian by a school official, not the student.

Student Responsibilities

- Student must attend school on time and every day that school is in session.
- Student must attend all classes and is expected to participate fully.
- Student must request make-up opportunities.
- Student must understand that it is not the responsibility of the school or the individual teacher to insure that missed work is made up. It is the responsibility of the individual student to make up the missed work in a reasonable period of time to be determined by the appropriate teacher.

Students with an unexcused absence from any class may receive a "0" (zero) for any assignment, performance, quiz or test on that day, except under extenuating circumstances. Teachers are under no obligation to provide make up work or additional time to complete assignments in the event of an unexcused absence.

Students with excused absences may request and will be allowed to make up any missed work. It is the student's responsibility to ascertain which assignment must be completed to make up the missed work. The teacher will determine the time frame of the make-up assignments.

Parent/Guardian Responsibilities

- On each day that a student is absent from school or class, the parent/guardian must telephone the attendance office as outlined in the attendance procedures.
- In addition to calling, the parent/guardian must submit to the attendance office a written explanation of the absence.
- Parents/guardians are required to provide their current home address, telephone number, emergency number(s), and list of adults to contact in their absence.
- Parents/guardians are expected to work collaboratively with school personnel to attend meetings and to respond to attendance concerns.

- Parents/guardians are expected to monitor the work of students when make-up opportunities are required.
- Parents/guardians are asked to schedule family vacations when school is not in session. Remember that family vacations fall into the category of “unexcused absences.”
- All anticipated student absences of one or more weeks due to illness or other medical problems must be documented by a physician’s statement. All absences from school where home tutors are provided by the student’s public school district will not be counted as days missed toward the attendance requirement.

Teachers/Counselors/Staff Responsibilities

- Classroom/subject area teachers are required to personally take accurate daily attendance in each class in a teacher-created attendance document, as prescribed in Section 3211 (104.1, d, ii).
- Report cards will reflect overall school attendance and specific attendance in each course.
- Teachers and school personnel shall continually stress to students the importance of promptness and regular attendance by setting a positive example through their own contact with classes.
- Counselor(s), after consultation with the appropriate Administrator, may contact parent/guardian and schedule a conference with teacher, student, parent/guardian to review attendance and to develop an improvement plan. Results of that conference will be discussed with the Vice Principal.
- Teachers will provide make-up work in a timely manner. For all excused absences, teachers must allow students to make up missed work. This work will be counted in the students’ class average until they have reached the maximum number of absences allowed. Once a student has exceeded 15% absenteeism, no make-up grades will be counted into the average.
- The school will initiate notice(s) to parents and students regarding lack of attendance, as soon as teachers provide such information to the Administration.

Administrators’ Responsibilities

- Review and discuss attendance policy with faculty and staff prior to the start of each school year.
- Impress upon the faculty and staff the need for accurate record keeping.
- Play an active role in implementation of procedures in a timely manner.
- Make sure that accurate attendance records are kept by teachers and staff.
- Provide appropriate resources to faculty and staff for effective implementation of policy.
- Maintain an open dialogue with counselors, teachers and other staff regarding adherence to policy.
- Disciplinary sanctions are within the jurisdiction of the administration and may include: denial of participation in athletics and extracurricular activities; after-school or Saturday detention; in-school or out-of-school suspension; in severe cases, dismissal from Bishop Kearney High School.
- The Vice Principal, in cooperation with the Principal, will review the accuracy of the attendance records and will initiate appropriate action to address unexcused absences, tardiness and early departure patterns.
- The appointed attendance officer for the school year 2016-2017 will be Mrs. Gail Andrews, telephone number 342-4000 extension 201. She will be responsible for maintaining the school attendance records, for contacting parents when students are absent but no call has been received, and for alerting the Vice Principal when initiation of administrative action may be necessary.
- At the end of each school year (or at any time when school attendance records are requested by a court of law or by law enforcement agency) teachers and the attendance officer will be required to sign an attendance oath.

The School’s attendance policy is intended to strengthen the overall academic program and, due to the clear correlation between student attendance and academic success, to increase, at the same time, the opportunity for students to experience success in each course.

The policy also fulfills the requirements of the Regulation of the Commissioner of Education (section 104.1, I, 1) which are stated at the start of this document.

As is the case with any policy, rule or procedure, the successful implementation of this attendance document relies on the support of each member of the Kearney family and, in particular, on the trust and partnering among and between students and teachers, and parents and administrators.

According to New York State Education Law, students are considered “excused” for absences of the following nature:

- sickness
- death in the family
- **impossible** traveling conditions
- required court appearance
- religious observation
- pre-approved college visitation

It is to be understood that students who attend a school sponsored *class trip* bear the responsibility to check for and complete all missed academic work. Furthermore, all such work must be submitted the first day upon return to school.

Please note: The Vice Principal will make all final decisions regarding excused and unexcused absences.

Unexcused Absences and Consequences

Students are not permitted to be absent for any of the following reasons:

- vacations
- job interviews
- entertainment events or non-school athletic events
- personal endeavors

Absences for 4 or more consecutive days due to an illness will require a medical doctor’s clearance to return to classes.

There exists a growing concern regarding students missing school days prior to the start of extended school breaks and vacations. Parents are asked to comply with New York State Law by not planning family vacations during school days. Absences for family vacations will be recorded as “unexcused absences.”

Excessive Absence

There are many sound academic, social and emotional reasons why a student needs to be in school every day. Bishop Kearney is sincerely interested in every student’s well-being and wants each student in school each day.

Students who are absent during the course of a school year for more than 10 days will be subject to the following conditions:

- After 10 days of absence a letter will be sent home to parents as a reminder that continued absence may require a meeting with the Vice principal to determine the specific reasons for the absence.
- At 15 days of absence a meeting with the Vice Principal will be required to work on strategies to improve attendance.
- At 20 days of absence a review of the student’s records will be made by the Principal to determine if the student will be allowed to continue matriculation.

If a student is absent for a reason that is not compliant with New York State Education Law, the absence is recorded as “unexcused.” Students and parents with such absences may be required to meet with the Vice Principal.

Exam Period Attendance

Students absent for a school midterm or final exam must present a doctor's note in order to schedule a makeup otherwise the exam grade will be a zero. Tuition must be up to date in order to sit for exams.

Procedure for Verifying Absences

If a student is to be absent, parents are required to:

- Call the Attendance Office prior to 9:30 AM on the day of the absence at 585-342-4000.
- Submit an absence note to the Attendance Office upon the student's return to school.

Tardy Policy

- Class begins promptly at 8:05 AM. Any student arriving after the bell must report to the Main Office for admittance to class. A late student will not be admitted to class without a pass from the Main Office.
- Continued unexcused tardiness will result in disciplinary action.
- Tardiness due to doctor's appointments require a note from the doctor verifying the visit.
- Parent excuses for tardiness must be submitted on the same day the student is late. If circumstances make the writing of a note impossible, parents should contact the Main Office by telephone.
- Parent excuses for tardiness will not be honored for students who have been late to school more than 7 times in the course of a school year. In situations involving extenuating circumstances, the implementation of this rule is under the discretion of the Vice Principal.
- A student is considered tardy to class if they are not in their assigned room when the bell rings to begin a class period. Students will be permitted to enter class, but will receive a disciplinary referral from the teacher.

Early Dismissal Policy

Bishop Kearney requests that parents do not seek early dismissals for students unless there are no other alternatives for the family and/or student. As a general rule, parents should make appointments for their children outside of school hours.

An early dismissal from school requires:

- A written request signed by a parent stating the time and reason for the dismissal. **This must be submitted to the Main Office before the school day begins.** Requests submitted one day in advance of the early dismissal are preferred. Acceptable reasons for an early dismissal are the same as acceptable reasons for a school absence (sickness, death in the family, impossible traveling conditions, required court appearance, and religious observation).

Please note: For safety reasons NO student will be allowed to leave school early without meeting this criterion.

Senior College Visitation Policy

While days missed from school for students to visit colleges are considered legal absences, students and parents should make every effort to plan college visits during school vacations.

Should a college visit on a school day be a necessity, students must submit a note to the Main Office at least one day in advance of the anticipated visit. Students who miss school due to college visits are still responsible for completing all assignments and assessments that are missed during the absence.

Extracurricular Attendance Policy

The following policy applies to all students who participate in any extracurricular student activity or athletic event. Athletic coaches and activity moderators work with the Administration in carrying out this policy.

- If a student is absent on a Friday, they are ineligible to participate in extracurricular activities on Friday, Saturday and Sunday.
- If a student is absent following a weekend extracurricular event, in the absence of a doctor's note, they are ineligible for the next game, match, or contest.
- If a student is absent on the day following a weekday extracurricular event, in the absence of a doctor's note, they are ineligible for the next game, match or contest.
- If a student is absent from school on the day prior to a vacation, they are ineligible from practicing, playing or scrimmaging until school resumes.
- If a student is absent on the day of a game, contest, scrimmage or practice, they are ineligible to participate that day.
- If a student is late to school (after 11:00 AM), they will be ineligible to participate in extracurricular events that day.
- If a student is assigned a detention, they must serve the detention regardless of the start time of any events scheduled that day.

DRESS CODE

An enforced dress code supports the orderly nature of the school. Parents are asked to assist in making certain that their students arrive to school in proper school dress code. The dress code shall be in effect from the opening of school in September. Decisions regarding appearance are the responsibility of the Vice Principal. Faculty and administration will assist in enforcing the dress code. The fact that some type of clothing, footwear, or hairstyle is not specifically forbidden, does not make it acceptable. **THE DECISION OF THE PRINCIPAL AND VICE PRINCIPAL IS FINAL.** *Teachers are encouraged to write disciplinary referrals to any student who violates any of the rules regarding the student dress code.*

- Students are required to arrive at school and enter the building in full dress code.
- Baseball hats, visors, and other head wear accessories are not permitted to be worn anywhere inside the school building except on weekends and during vacation periods.
- Dress shoes must be worn at all times. Casual shoes and boots are not permitted. Socks must be worn at all times.
- Students with foot injuries may not wear casual shoes or sneakers unless a note has been supplied to the Nurse's office regarding the injury and the presumed duration of the injury and a parent phone call has been made to the Vice Principal's office regarding the student's footwear.
- Jeans, leisure pants, carpenter and/or tie string/zipper pants, cargo pants, pants with elastic at the ankle, and pants with patch pockets are not considered dress pants and are not permitted. Pants must be hemmed and should be worn above the hips at all times. Unconventional designs are not allowed.
- Shirts should be tucked in and worn appropriately both before the start of school and throughout the day.
- Hair must not be extreme in style, nor color, nor exceed the shirt or jacket collar, nor cover the eyebrows or ears. Unconventional hairstyles are prohibited.
- Facial Hair: students are to be "clean shaven." Facial hair is not permitted. ***Students who present doctors' notes to the Vice Principal prohibiting the use of razors are not exempt from this regulation.***
 - Students are expected to comply with this regulation with regular home care. Students who continue to disregard this regulation will be sent home from school and kept out of classes until cleanly shaven. Furthermore, no mustaches, beards or sideburns below the top of the ear lobe are permitted.

- Boys are not permitted to wear earrings during the school day. Tongue rings and any other body piercing are not permitted. Covering an earring with a Band-Aid is not acceptable.
- Girls are permitted to wear one set of sensible earrings (no large hoops, spacers, bars, multiple piercings)
- Visible jewelry, other than a watch and/or one single ring of conventional size and shape, is not permitted. Chains hanging from pant pockets are not permissible.
- Visible tattoos are **not** acceptable.

All students must come to school dressed in uniform (i.e. in accordance with the dress code) and must leave school still in uniform. There will be no changing of clothes on campus, either before and after school, unless the student is participating in a school-sponsored event, such as an athletic activity. Du-rags, hats and boys' earrings must be removed before entering the building.

ACCEPTABLE

UNACCEPTABLE

BOYS	GIRLS	Hair and Head coverings	Clothes and Shoes
<p>Shirts Blue or white oxford shirt with logo in long or short sleeves. Option: Black or white polo with logo (Sept. 1-Oct. 15 & May 1-June 15)</p> <p>Fleece or vest V-Neck fleece vest with logo in navy or black. Pullover fleece with logo in navy or black. Must be worn over uniform shirt.</p> <p>Dress Pants Pleated or plain pants in khaki, navy blue or black only. Pants must be worn at natural waist. No cargo pants.</p> <p>Hair Style Conform to standards of good grooming and neatness. Hair must be cut above the collar. Side burns may be grown straight down from the hairline and not extend below the ear lobe. All male students must be clean shaven.</p> <p>Ties MUST conform to the standards of good taste and values of BKHS. NO suggestive or offensive words, logos or pictures.</p> <p>Belt Brown or black belt only NO studded belts</p> <p>Shoes Closed shoes with <u>visible socks</u>. Laces on shoes must be tied. NO SNEAKERS, BOOTS OR SOFT ATHLETIC TYPE SHOES, NO HIGHER THAN THE ANKLE.</p>	<p>Shirts Blue or white oxford shirt with logo in long or short sleeves. Option: Black or white polo with logo (Sept. 1-Oct. 15 & May 1-June 15)</p> <p>Fleece or vest V-Neck fleece vest with logo in navy or black Pullover fleece with logo in navy or black. Must be worn over uniform shirt.</p> <p>Dress Pants Flared dress pants in khaki, navy blue or black only. No yoga style or stretch denim pants allowed.</p> <p>Hair Style Conform to standards of good grooming and neatness.</p> <p>Belt Brown or black belt only NO studded belts</p> <p>Shoes Closed shoes with no more than 2 inch heels, visible socks or stockings. Laces on shoes must be tied. NO SLIPPER-LIKE FOOTWEAR, MOCCASINS, SNEAKERS, BOOTS OR SOFT ATHLETIC TYPE SHOES, NO HIGHER THAN THE ANKLE.</p>	<p>Jewelry No body piercing rings or studs (EYEBROW, LIP, ETC.) No spacers No earrings for boys No chains No chain necklaces and/or bracelets (e.g. dog collars) No sunglasses No bandaids covering earrings No leather necklaces or bracelets. No choker necklaces of any kind</p>	<p>No athletic style shoes No shoes with any "logo" imprinted No sneakers No slipper/slide like footwear No sandals No open heeled shoes No boots No platform shoes No spandex or yoga pants No athletic wristbands No long sleeve shirts may be worn under short sleeve uniform/dress shirts No tank tops or spaghetti straps No half or cropped tops (no bare midriffs) No sweatshirts No cargo pants No shorts</p>

DRESS-DOWN DAYS

Several dress-down days are held each year to benefit charities and worthwhile causes. Students may dress casually keeping in mind the following:

- No tank tops, or cut off shirts are allowed.
- No flip-flops or athletic slides.
- No sweatpants, joggers, or shorts are allowed.
- No student's shirt, sweater or bag should contain an inappropriate picture, symbol, or message.
- Pants may not be ripped or contain holes.
- Normal rules apply concerning cell phones, hats, and jewelry.

FALL/SPRING DRESS CODE

In the Fall and in the Spring, due to the heat, Bishop Kearney polo shirts may be worn. The Bishop Kearney Administration will set the dates when students will be allowed to wear their polo shirts. Polo shirts must be tucked in the student's dress pants. Students are not permitted to wear long-sleeve shirts under the Bishop Kearney polo shirts. Only white undershirts without writing may be worn underneath the Bishop Kearney polo shirt. All other dress code items regarding shoes, socks, belts, etc. remain in effect.

CODE OF CONDUCT

In formulating the following rules and regulations, the Bishop Kearney High School Administration has tried to anticipate as many areas as possible that students need to demonstrate responsible behavior. In the event of new and unusual circumstances, *the Vice Principal will have the authority to use discretion in whatever circumstances the present rules do not precisely apply.*

In order to protect its standards of scholarship, discipline, deportment and character, Bishop Kearney High School reserves the right to require the withdrawal of any student at any time, for any reason deemed sufficient at the sole discretion of the school and its administrators. By the parent/guardian's signing of the handbook letter, the student and parent/guardian acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

When a student makes application for entrance to Bishop Kearney High School, they thereby understand and agree that the school reserves the right to *exclude* him/her at any time if his/her conduct, attitude, or academic standing is regarded by the Administration as undesirable.

It is understood and agreed that Bishop Kearney, or any of its administrators or faculty, shall not be liable in any way whatsoever for such exclusion. Students and parents give signed agreement to this contract before official acceptance by Bishop Kearney.

Furthermore, parents should support the mission, goals and policies of the school. Nevertheless, a situation could occur in which the uncooperative or disruptive attitude and/or actions of parents might so diminish the effectiveness of the school that continuation of the student in the school could be impossible. In such cases, the school reserves the right to require the withdrawal of the student. Teachers, staff, coaches and administrators will keep confidential any information entrusted to them so long as no one's life, health or safety is at risk.

- Students should realize that their conduct, in and out of school, should reflect their home and school training. Any conduct that is detrimental to the good reputation of Bishop Kearney, endangers the safety of students, or demonstrates disrespect to a person or property will result in suspension or expulsion.
- Students are expected to manifest the highest degree of sportsmanship at all athletic events.
- Use of the Internet (See Internet Policy): Students should also realize that online communication between students, whether at school or at home, must be appropriate. Bishop Kearney maintains that any type of online harassment, abuse, or threat between students demonstrates a serious violation of the Bishop Kearney Code of Conduct. Students violating this policy will be subject to suspension or expulsion.
- Character Assassination: This involves any spoken or electronic language or behavior that intentionally and negatively influences the portrayal and reputation of a particular student, teacher or staff member through the use of deliberate exaggeration or manipulation of facts to present an untrue picture of the targeted person. Any such behavior will be referred to the Vice Principal and could result in suspension or expulsion.
- Inappropriate language is never acceptable in or around the school building.
- Students are expected to be courteous and respectful when entering, riding or leaving public vehicles. Disciplinary referrals received by Bishop Kearney from bus companies will result in disciplinary action against the student. The Vice Principal can revoke any student's privilege to ride a bus to school. Furthermore, any conduct on a public vehicle (RTS, Taxi, etc.) that is detrimental to the good reputation of Bishop Kearney, endangers the safety of students, or demonstrates disrespect to a person or property will result in suspension or expulsion.
- The use of illegal drugs, including alcohol, is unlawful and dangerous. Any student found possessing or using any unlawful substance anywhere on or around school grounds, or while involved in any school weekday or weekend activity or field trip is subject to immediate suspension or expulsion.
- Gambling of any sort is strictly prohibited.
- Smoking or the use of e-cigarettes anywhere on or around campus is not permitted. Violators will be suspended.
- Fighting will result in immediate suspension or expulsion.
- Students are not permitted to use headphones and/or personal stereo or television equipment during the school day unless approved by a specific teacher within the classroom.
- Chewing gum is not appropriate in school.
- Once a student arrives on campus, they are not permitted to leave the campus. Students can leave campus after their last class of the day. Students are not permitted to loiter in the parking lot.
- Students who drive to school should drive with caution in the parking lot and recognize all local traffic laws. Volume of car radios need to be maintained at a respectful level.
- During the morning announcements, students are not permitted to use their laptops, nor are they permitted to do any written work. Students are encouraged to watch and listen for information pertaining to the Bishop Kearney community.
- Food and drink are not permitted in the academic wings of the school or in the classrooms. Food must remain in the cafeteria.
- Verbal, physical or emotional bullying will not be tolerated. Cases of bullying are referred to the Vice Principal.
- Theft (the taking of another person's property without consent), and the possession of stolen property are serious disciplinary infractions that are detrimental to the good reputation of Bishop Kearney High School and a violation of the rights of students and staff.
- The Principal or the Vice Principal reserves the right to search backpacks, book bags, computer bags, and cars when circumstances indicate a reasonable suspicion of drugs, weapons, dangerous, illegal or prohibited matter or stolen items which are likely to be found.
- The Principal or the Vice Principal reserves the right to check the contents of school email, text messages and voice mails that are possibly inappropriate and damaging to the Bishop Kearney's reputation or the health and welfare of faculty, staff or students.

- The unauthorized use of audio and/or video recording devices (using any media format) is prohibited. No student is permitted to make an audio and/or video of another individual or class session without the written permission of the administration. Posting recordings in any public forum, internet or otherwise, without the written consent of all individuals involved is also prohibited.

Theft

Theft or possession of stolen property may result in the any or all of the following:

- Suspension from class, the assigning of additional hours of community service above the regular Bishop Kearney High School commitment, mandatory counseling, reimbursement for items stolen, disciplinary probation, referral to the Irondequoit Police Department, and/or dismissal from Bishop Kearney High School

Drugs or Illegal Substances

If a student exhibits the symptoms or is suspected of substance abuse, the school may require that the student **undergo substance abuse testing**. If the results of the test suggest any use or abuse, the school will use this information to help the student seek assistance. Refusal to participate in such a test may result in dismissal from the school. A student who acknowledges their substance abuse may need to be tested and will be required to undergo substance abuse counseling by a certified off-campus substance abuse counselor.

If it comes to the attention of the Administration that a student is in need of drug/alcohol rehabilitation for an extended period of time, the student may be required to take a leave of absence from Bishop Kearney until such time that treatment has been completed and documentation to that effect has been submitted to the Vice Principal.

Bishop Kearney reserves the right to search any student's locker, car or possessions with or without cause. Bishop Kearney reserves the right to ask the aid of law enforcement to conduct any such search **by any and all available means to** check for illegal substances present on campus. Should such substances be found, Bishop Kearney may turn the matter over to proper law enforcement authorities and the student(s) may be subject to disciplinary action up to and including expulsion.

CELLULAR PHONE POLICY

A student may NOT use their cell phone during the school day except for lunch time in the cafeteria. Parents should refrain from texting their student during school hours. If it is an emergency, parents are directed to contact the main office to reach their student.

Students not complying with the policy will have their phones taken away until a parent or guardian comes to the Main Office to retrieve the phone before 4:00 PM Monday to Friday. The teacher will also write a disciplinary referral for the student.

The Bishop Kearney School Administration will make the final judgment in all cases involving possible cell phone violations.

Bishop Kearney High School will not be responsible for any loss or damage to cell phones.

SOCIAL MEDIA POLICY

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at Bishop Kearney are necessarily high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times, as well as by alumni and all other users who participate in BK-sponsored sites.

Student Use of Social Media

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the Bishop Kearney community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire Bishop Kearney community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct.

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- To protect the privacy of BK students and faculty, students may not create digital video/audio recordings of Bishop Kearney community members either on campus or at off-campus events for online publication or distribution without written consent.
- Students may not use social media sites to publish disparaging or harassing remarks about Bishop Kearney community members, athletic or academic contest rivals, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

Failure to abide by this Policy, as with other policies at Bishop Kearney, may result in disciplinary action.

Bishop Kearney Social Media Comments and Participation Policy

Comments to Bishop Kearney-sponsored sites, such as its Website via blogs, online forms, etc., or social media sites, are welcome and encouraged, and we look forward to hearing from you. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Blogs often foster debate of an issue; users are to engage in such exchanges with mutual respect for others' opinions.

For the privacy of users and their families, please assume that all postings to Bishop Kearney-sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet.

By posting a comment or other material to Bishop Kearney-sponsored sites as outlined above, users give Bishop Kearney the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. Bishop Kearney reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

Bishop Kearney further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Comment Policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate this Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed.

We also reserve the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

In posting material on Bishop Kearney -sponsored sites, you agree not to:

- Post material that Bishop Kearney determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of Bishop Kearney or any individual or entity, including privacy, intellectual property or publication rights.
- Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by Bishop Kearney, except in designated areas specifically marked for this purpose.
- Post chain letters, post the same comment multiple times, or otherwise distribute “spam” via the Bishop Kearney sponsored site.
- Allow any other individual or entity to use your identification for posting or viewing comments.
- Post comments under multiple names or using another person’s name.

Bishop Kearney reserves the right to do any or all of the following:

- Ban future posts from people who repeatedly violate this Policy. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
- Remove or edit comments at any time, whether or not they violate this Policy.

User agrees to indemnify and hold harmless Bishop Kearney High School, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys’ fees and costs) arising out of any claim by a third party relating to any material user has posted on Bishop Kearney sponsored sites.

By posting a comment or material of any kind on a Bishop Kearney sponsored site, the user hereby agrees to the Policy set forth above.

AFTER SCHOOL SUPERVISOR

The After School Supervisor is stationed in the cafeteria after school each day from 3:00 PM until 5:30 PM. The After School Supervisor supervises the cafeteria. Any student with a problem or concern after school hours should see the After School Supervisor.

RESIDENCE FLOOR POLICY

The 3rd floor of Bishop Kearney High School is a residence floor for students within a specified program. To protect the residents of this program, it is necessary to implement security measures for both the residents and non-resident students at Bishop Kearney. Access to the residence floor is restricted to the stairwell in the NW corner of the building. Visitors to the residence floor will be permitted Monday through Friday from 3:00pm-7:00pm. All visitors must be accompanied by a resident. Visitors to the residence floor must sign in on arrival and must be sign out on departure at the reception desk located at the entrance of the residence floor. Visitors must remain in the common areas of the floor. **No visitors are allowed in the residents' personal rooms at any time.**

LAPTOP USE

The Administration clearly communicates to students that laptops always belong in one of two places:

- On the student's person
- In the student's locker

For all other internet rules and regulations, see the Code of Conduct as well as the Bishop Kearney Internet Agreement and Acceptable Use Policy.

PARKING REGULATIONS

Use of Bishop's parking lot is by permit only. Permits may be obtained from the Main Office in September. The cost of the yearly parking pass is \$20. All passes issued after February 1st will be prorated to \$10.

- Students found parking on campus without a valid permit will be subject to disciplinary actions which may include towing at the owner's expense.
- *Permits must be displayed on the "rear-view" mirror every day.*
- Cars must park in the Bishop Kearney School parking lot in the back of the school in the third row or further. The front spaces are reserved for faculty and staff. Loitering, before and/or after school, in the parking lot is strictly forbidden.
- Cars should be parked legally within the YELLOW lines of the designated student spaces. Furthermore, students must not park in fire lanes or restricted areas.
- The parking lot speed is 5 MPH. Reckless driving or dangerous actions may result in the revoking of parking privileges.
- Excessive noise from car radios, horns, defective mufflers, or security alarms is strictly forbidden.
- Once a student arrives on campus, they are not permitted to leave until dismissal.
- Students violating any parking regulation will be subject to detention and suspension of the parking privilege.
- Students, who drive or not, are not permitted to loiter in the parking lot during or after school.
- Students park on campus at their own risk. Bishop Kearney assumes no responsibility for loss or damage to vehicles or their contents.
- Students reported driving recklessly off campus may have their parking privilege revoked and their parents will be informed.

LOCKERS

Bishop Kearney is the co-tenant of all lockers and desks and reserves the right to search them at any time without notice.

Students in all grades will be assigned a school locker in the appropriate class hall. Students should never share their locker combination with any student.

All valuables should be kept secure in the student's school locker. Under no circumstance should a student leave anything of value (wallets, cell phones, laptops, etc.) in the athletic area locker rooms. Bishop Kearney will not be responsible for any item which is left unsecure in any athletic locker room including unsecure lockers.

INFINITE CAMPUS EMERGENCY NOTIFICATION SYSTEM

The *Infinite Campus* Emergency Notification System will allow Bishop Kearney High School to immediately contact parents and guardians in the case of a school, local or national emergency. In such emergency cases, the phone numbers provided on the Infinite Campus System will be contacted for each student. These numbers should be kept up to date.

The *Infinite Campus* system will also be used to announce school closings or delays due to inclement weather.

Bishop Kearney maintains and regularly reviews a *School Safety Plan and Crisis Procedure*.

TUITION POLICY

Bishop Kearney is financed primarily by tuition. In order to preserve the financial future of the school, tuition must be collected. Failure to maintain current tuition payments can result in suspension from classes or exams. Tuition payments must be current in order to:

- Receive a class schedule at the beginning of the school year
- Participate in extracurricular activities including athletics
- Take mid-term and/or final exams
- Attend the school dances and social events
- Receive a report card
- Receive official transcript/records
- Receive a diploma
- Attend Graduation
- Participate in field trips within the USA or abroad

Tuition Management Systems (TMS)

Bishop Kearney uses an online-program for the electronic distribution of tuition bills and collection of tuition payments. You can access this program at www.smarttuition.com.

Tuition Payment Plans

_____ Option 1 - SINGLE LUMP SUM PAYMENT

Payment to Smart Tuition for 100% of net tuition **prior** to July 1. You may deduct \$125 for Jr. High and \$250 for Sr. High if payment is made **before** July 1, 2016.

_____ Option 2 – SEMI-ANNUAL PAYMENTS

Payment to Smart Tuition for 50% of net tuition **prior** to July 1, with the remaining 50% due **prior to Dec 31, 2016**.

_____ Option 3 – QUARTERLY PAYMENTS

Payment to Smart Tuition for 25% of net tuition **prior** to July 1, 2015 with the remaining 75% due in equal installments **prior to October 1, 2016, January 1, 2017, and April 1, 2017**.

_____ Option 4 – 10 MONTHLY PAYMENTS

You may choose to pay on the 1st, 5th or 20th day of each month.

Current families: Your Smart Tuition account will automatically reenroll your child for next year.

Student Transfer Refund Policy

If a student transfers out of Bishop Kearney during the school year, there will not be any refund of tuition.

Registration Deposit

A non-refundable registration deposit of \$175 is due February 15th and will automatically be deducted through Smart Tuition.

FINANCIAL AID

Bishop Kearney offers financial assistance. Families complete an application along with sending tax documents to Smart Tuition.

CHANGE OF ADDRESS

Parents are urged to make the Main Office aware of any change of address, home, work or cell phone number. Also, changes in a student's health history should be made known to the Health Office as soon as possible. Parents are encouraged to update all of this information through the Infinite Campus Parent Portal.

USE OF FACILITIES AND GROUNDS

Any use of the Bishop Kearney facilities or grounds must be approved by the Director of Facilities. Adequate school supervision must be present during such use. An event request must be submitted and approved in order to use Bishop Kearney facilities or grounds. Please use the following website: <http://bkhs.org/about-bk/event-request>

BISHOP KEARNEY INTERNET SAFETY AND ACCEPTABLE USE POLICY

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. Bishop Kearney School has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and a user may discover controversial information. Bishop Kearney School firmly believes that the valuable information and interaction available on the network far outweighs the possibility that users may procure material that is not consistent with the educational goals of Bishop Kearney School.

Cases of gross Internet misuse will be referred to the Principal and Vice Principal.

Bishop Kearney High School | A Golisano Education Partner (The School) is pleased to provide our students with use of a laptop computer during the school year. Laptop computers remain the property of The School while students are enrolled at The School. However; the laptop will become the property of the graduate after successful completion of all academic requirements, graduation, and reconciliation of all tuition and fees with The School. At that point, all financial responsibility for the laptop transfers to the graduate and/or parent/guardian.

The use of any laptop must be in support of education and research and be consistent with the educational goals of The School. Furthermore, laptop use must adhere to all existing policies as established by the school. The use of a laptop is a privilege, not a right, and inappropriate use will result in revocation of those privileges. The School administration reserves the right to amend this agreement. The purpose of this agreement is to outline the rules for using computers, laptops, the local area network and the Internet at The School. Internet access is available to the students, teachers and staff. The use of the network and the Internet are important to prepare students for the 21st century. Our goal in providing this service to teachers and students is to promote educational excellence in our school. With the access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in a school setting. The School has taken precautions to restrict access to controversial material, by using a firewall and other sophisticated security technology that will filter out access to objectionable material. However; on a global network, it is impossible to control all material. It is our belief, that by training our students how to deal with objectionable material now, they will be better-prepared to make the same types of value judgments as adults. Local area network storage areas will be treated like school lockers. Network administrators may review files to ensure system integrity and that students are using the system responsibly. Students should not expect that files stored on the server, hard drive, or storage devices as private. The use of the Internet is a privilege, not a right, and access requires responsibility. Inappropriate use of the Internet will result in the cancellation of those privileges. The faculty and administration will deem what is inappropriate use and their decision is final. The school may close a student account at any time. During school, teachers will guide students toward appropriate material. Outside of school, families bear the same responsibility for such guidance when using the Internet. Parents shall hold The School harmless if their child(ren) reads, views or hears objectionable material. Students in grades 6-8 will utilize laptop computers in the computer lab or classroom. These will be shared computers and considered “*public access computers*”. The students should refrain from saving any personal information to any laptops that are considered “*public access computers*”.

Laptop Care and Use

Vandalism

Vandalism is defined as any deliberate, mischievous or malicious destruction or damage of property. If it is determined that a student has engaged in such activity with regard to the laptop and related equipment, systems and network, the result will be payment for any damages, revocation of computer and network privileges, disciplinary action and/or legal referral if deemed necessary.

Accidental Breakage

Laptops that have been damaged accidentally or intentionally *beyond regular maintenance and repair* are *not* covered by extended warranty. Damage not attributed to normal wear and use must be paid for by the student. Replacement of a lost or stolen laptop is the financial responsibility of the student. The School will facilitate ordering the replacement from the manufacturer. The Information Technology Center and/or the manufacturer will make the final determination if replacement is covered under limited manufacturer warranty, as well as determine assignment of financial responsibility.

Hardware or Software Malfunction

Students are responsible for inspecting and reporting malfunctions of hardware or software to the IT Center.

Laptop Repair

A fee will be assessed for laptops that require re-imaging or repairs due to student negligence or violation of this document. **This fee will be charged to the student's Smart Tuition account via the Finance Department.** Current prices of the most commonly replaced parts are as listed below:

2016-2017 Laptop Repair and Replacement Costs*

Item	Cost
Laptop Replacement	\$500.00
LCD Panel (display)	\$100.00
Keyboard replacement	\$40.00
AC Adapter (charger)	\$30.00
Backpack	\$30.00
Stylus	\$5.00
Rebuilding/Reimaging	\$50.00

* These prices may vary slightly due to market fluctuation.

** Other repairs (not listed) will be billed based on a cost determined by the IT Center.

Inspection

Students may be selected at random to provide their laptops for inspection at any time. Students engaged in suspicious activity or found to be off-task during class lessons will have their laptops taken for inspection.

Handling

Each student is responsible for the proper handling of the laptop that they have been assigned. This includes, but is not limited to, the requirement to "Shut Down" the computer during transport and the recommended method of "opening and closing" the laptop to prolong the life of the computer without damage. Failure to follow the proper procedures may result in laptop damage and; therefore, require maintenance that will be deemed "negligent use" and the appropriate fees will apply.

Laptop Use

Students are responsible for ensuring their laptop is ready for classroom use each day. While some power outlets will be available in classrooms, laptops should be fully charged and able to access the Internet and the The School Network. Students must take their laptops to all classes, unless specifically advised not to by their teachers.

Originally Installed Software

The software originally installed by The School must remain on the laptop.

Additional Software

Any additional software installations can only be added with written permission of the The School's IT Center.

Password Protection

In order to access the The School Network, you must use the username and password that was issued to you. Passwords should be changed by the user; passwords will only be changed by the network administrator if a security problem occurs. Students should not disclose their password to any individual, including faculty or staff, unless directed to do so by an authorized network administrator.

Privacy and Security

- Do not open, use, or change computer files that do not belong to you.
- Do not post name, personal address, phone number, or other identifying information to public sites
- Do not go into chat rooms or send chain letters.

Sharing Laptops

Students should not use or handle laptops that are intended for use by another student.

Academic Dishonesty

The School has a firm policy regarding academic dishonesty that includes, but is not limited to, cheating, plagiarism, or any other action that misrepresents academic work as being one's own. Students are expected to demonstrate academic honesty in all coursework, and in using the computer, Internet, network and network systems, whether completed in-class or not, individually, or as part of a group project. Violations of academic honesty policies may result in disciplinary action as determined by the faculty and administration.

Internet and Email Use

E-mail-During and after school hours, email should only be accessed for school-related purposes. School provided e-mail is considered the property of The School and is subject to inspection.

Printer Access-There is no student access to a printer. Class assignments will be done electronically unless specified by the teacher. Students should email the assignment to their home account and print from your home computer, or store it to a portable storage device and transfers the data to another computer which has a printer available.

Acceptable Internet Use-Users are responsible for ensuring that all Internet sites and material accessed are of an appropriate nature. The School reserves the right to periodically check student e-mail accounts and conduct investigations if necessary. All Internet use is monitored and subject to inspection and review. Users are expected to avoid any material that is deemed inappropriate by The School and should expect to have their access removed if such action is necessary.

- To conduct research within the boundaries of reasonable material. Reasonable material is determined by The School.
- To participate in collaborative projects with other students, faculty and staff.
- To communicate broadly and effectively with other students, faculty and staff.
- To publish work.

Unacceptable Internet Uses

- Use of non-school or any other public chat room is strictly prohibited.
- File sharing activity (e.g. Kazaa, WinMX, BitTorrent, and Limewire).
- Installing games onto the laptop, or bringing games into school on the laptop or removable or external media.
- Instant Messaging during school hours or class time.
- Videoconferencing or internet phone calls without faculty or staff permission.
- Sending e-mails that are unkind, damage the reputation of students, faculty or staff, or are anonymous, threatening, or harassing.
- Posting name, personal address or phone number, or other identifying information to public sites.
- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Damaging computers, computer systems or network systems.
- Trespassing in another's folders or files.
- Using another's password or login name.
- Vandalizing hardware or software – vandalism is defined as any malicious attempt to destroy hardware or software.
- Attempting to access resources that are restricted, confidential or privileged.
- Using access for illegal acts.
- Attempting to disrupt network access.
- Causing damage to, or changing the operation or design of the network.
- Agreeing to meet someone met online without parental approval and under the supervision of an authorized adult.
- Plagiarizing information found on the Internet.
- Other forms of academic dishonesty or cheating by using the Internet and computers.
- Violation of any software agreements for software installed on the laptop.
- Posting web pages or other content without the consent of faculty or staff.
- Installation of unauthorized software or download of unauthorized files on school computers.
- Use of social networking sites to intimidate, threaten, or harass other students.

***The preceding list is not an all-inclusive list of inappropriate uses and activities. The School network administrators reserve the right to add to this list without prior notification. Violations *will* result in a loss of access as well as other disciplinary or legal actions.**

Disciplinary Actions

Violation of laptop policy, depending on the depth and range of the offense, can lead to disciplinary action beginning with parental / guardian notification, re-imaging of laptop, revocation of privileges, detention, suspension, or expulsion. A fee will be assessed if your laptop must be re-imaged or repaired in cases involving disciplinary action.

Laptop Identification-Each student is recommended to have their name on their laptop and AC adapter. These items will also be linked to students via an electronic bar code system. Under no circumstances should a student remove or deface the serial numbers and bar codes on the laptop.

We also suggest that students take steps to identify the school-provided laptop cases using a self-purchased luggage tag or key chain, for instance. Bags are identical; with so many students carrying the same case it will be helpful for students to be able to identify their bags with ease.

Storing the Laptop at School

- Laptops that are not being monitored by the student should be stored in their school lockers with the locker securely locked. Storage facilities are **NOT** provided in the gym. **Under NO circumstances should students leave their laptop unattended in the gym or any other area.** Unsupervised laptops will be confiscated by the staff and taken to the IT Center. Laptops that are brought into the cafeteria should be used with extreme care. Any laptop in the cafeteria before or after school should not be opened around food or beverages.
- If a student needs to secure a laptop on school premises and cannot secure it in the locker for any reason, they can also bring their laptop to the IT Center for proper storage.

Storing the Laptop after School

Students are expected to take their laptops home every day after school, regardless of whether or not they are needed.

Carrying Laptops

Laptops should always be carried in the protective case provided by the school. Students should never move their laptops while the lid (screen) is open. The carrying case is equipped to hold the laptop, accessories and a limited amount of books and supplies, but should not be overloaded. **If the laptop is left on while in the carrying case, do not store papers next to the laptop,** as they can block the fan and negatively affect the cooling of the laptop.

Laptops Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair, depending upon the extent of repair work, and duration of repair process.

STUDENT INSURANCE

All full-time registered Bishop Kearney students need to have their own valid medical coverage. Bishop Kearney will not cover the cost of any medical bills associated with any injuries associated with any school related activities.

SECURITY CAMERAS

For safety purposes, video/audio equipment may be used to monitor student behavior in common areas of the campus. Students will *not* be told when the equipment is being used. The Principal or Vice Principal will review the video/audio recordings routinely and document students' misconduct. Discipline will be in accordance with the **Student Code of Conduct**.

CONTACT INFORMATION

For communication with the school, please use the following telephone numbers:

Phone: (585)342-4000

Fax: (585)342-4694

***All attendance calls should be placed to the following direct phone number of the Main/Attendance Office:
(585) 342-4000 x297***

Teachers may be reached by email only. There are no phones in the classrooms. If a parent would like to speak with a teacher, please email the teacher with the contact information and the teacher will contact you when they are not teaching a class. The Bishop Kearney School website (www.bkhs.org) contains the email addresses of all faculty and administration. Please refer to the website for additional contact information.