

Stars

*Kearney
Catholic School*

*Parent/Student
Handbook
2017-2018*



2017-2018 KCHS HANDBOOK (7-18-17)**DISCLAIMER**

This Parent/Student Handbook is provided for informational purposes only and does not constitute a contractual agreement between Kearney Catholic Schools and any student or parent of any student. The information contained in the Handbook provides a general description of rules and regulations. The School reserves the right to add to, modify or abolish any of the Handbook provisions without notice.

Non-enforcement of any of the rules or regulations does not serve as a waiver of rule(s) future enforcement. This Handbook does not create any restriction upon the School's right to institute any course of disciplinary action which, in the School's sole discretion, it believes is necessary and consistent with its Catholic educational mission.

I. KCHS MISSION STATEMENT

The mission of Kearney Catholic High School is to provide all students a Catholic, faith based education to develop academically and spiritually; thereby, preparing them to be of service to the church, community and society.

II. INTRODUCTION**A. Statement of Philosophy**

"Education is one of the most important ways by which the Church fulfills its commitment to the dignity of the person and the building of community. Community is central to educational ministry both as a necessary condition and an ardently desired goal. The educational efforts of the Church must, therefore, be directed to forming persons in the community; for the education of the individual Christian is important not only to his solitary destiny, but also the destinies of the many communities in which he lives."

The Catholic High School of Kearney exists to offer students an excellent education in a Christ-centered environment, thus forming men and women with healthy self-concepts, faith in God, and a willingness to serve their community.

The Catholic High School of Kearney supplements the work of the Christian home by providing experiences which develop understanding, values, attitudes, and habits leading to Christian living. We endeavor to build personal relationships of mutual respect, care, and concern among students, faculty, parents, and administration to foster a Christian climate.

Although the curriculum is designed to prepare students for education beyond the secondary level, the curriculum is flexible in meeting the needs of each student. The faculty, while challenging all students to achieve to their full potential, recognizes the uniqueness of each individual and the wide variety of abilities among those being taught.

The Catholic High School of Kearney emphasizes liturgical worship, prayer, and a strong formational religion program. Christian morality and values are incorporated in all phases of the school environment. The faculty displays ethical leadership and Christian witness as an example to our young people. In this Christian community, students and faculty are encouraged to commit themselves to service to family, school, church and community.

The future of the Catholic Church rests in the hands of today's youth. By providing education and assisting in the faith formation of the individual student, Catholic High School of Kearney affirms our Christian faith and Catholic traditions while sharing the values of our Church community.

B. Admittance to Kearney Catholic High School

Admission to Catholic High School of Kearney is initiated by registering with the administrator. The following provisions will be considered:

1. Eligibility for admission is based primarily on membership in St. James or Prince of Peace parishes. Students from these parishes pay "In Parish" tuition rates.
2. Non-Parish families, or Catholic families who are not members of either St. James or Prince of Peace parishes, may make application for admission to the administration.
3. No student will be refused because of race or sex. Any family unable to pay tuition may apply for tuition assistance.
4. Admission to any specific grade is based on the academic performance and grade placement of the student at the time of transfer.
5. A student who has been expelled from another school will not be considered for admission until one semester has passed. If admitted, he/she will be on scholastic/disciplinary probation.
6. The number of students in each class will be limited according to board policy, with admittance being granted following established guidelines.
7. Student Domicile: All students at Kearney Catholic must be under the direct supervision (living with) a parent or legal guardian. Kearney Catholic will not admit nor retain a student who is not directly living under the authority of a parent or legal guardian. The legal guardian must meet the approval of both the parents and school officials.
8. Students seeking to transfer into Kearney Catholic High School may be required to do the following. Present both present and historical grades. Grant permission to KCHS to contact counselors, teachers and administration at present or previous school(s). Attend a meeting with administration, parent and/or guardian and student.
9. Transfer Students: Students who transfer to Kearney Catholic are on probation for the first year. The actions and grades of all students are continually reviewed at Kearney Catholic, but transfer students are monitored more closely. If it becomes apparent that Kearney Catholic is not the best placement for a student, we will contact the parent or guardian within that time frame about the need to seek a different placement for his/her student.

III. ACADEMIC POLICIES

A. Class Standing

For class standing in the high school, a student must have accumulated the following hours:

Sophomore	50 hours
Junior	110 hours
Senior	160 hours.

B. Course Load

Students in grades nine through eleven must take seven subjects. Seniors must take six subjects (five if they are taking a college course). Dual credit classes being taken at KCHS do not reduce the six subject class load expectation.

C. Dropping and Adding Courses

A student will be permitted to drop or add a class during the first 2 weeks of each semester. Written permission must be received from the teacher of the class, administration, and parents before any change can be executed.

D. Graduation Requirements

Twenty-two units (220 hours) are required for graduation from Catholic High School of Kearney. Of this total, 20 units (200 hours) must be in the core curriculum units as determined by the State of Nebraska.

Salutatorian and Valedictorian are determined by using honor points. (See Appendix B)

The following credits are required for graduation:

- 40 hours – Religion
- 40 hours – English
- 30 hours – Math
- 30 hours – Laboratory Science
- 30 hours – Social Studies

It is highly recommended that students take two years of a foreign language.

See Appendix A for University requirements that became effective Fall 1997.

Religion requirements may be reduced for students who have not attended a Catholic High School for all four years of high school.

There will be no early graduation from KCHS.

E. Junior High Promotion Requirements

In order to be promoted from 6th, 7th, or 8th grade, students must pass four of the five core classes for the entire year or retention will be considered after consultation with parents, administration, and counselor. Core classes for these grades are English, Math, Science, History or Geography, and Theology.

F. Cheating

All students are expected to conduct themselves honestly and with integrity in all of their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework.
- The use of non-authorized electronic devices information.
- Working with others, when the project or work is meant to be done individually.
- Looking at/copying another student's test, quiz, project or assignment.
- Allowing another student to copy your test, quiz, project or assignment.
- Mentally, physically or electronically taking any or all of the answers or questions to a test/quiz to benefit oneself or others.
- Copying information from a source without proper authorization/citation.

Violators of this policy will be disciplined based on the standards established by each individual teacher.

G. Grading System

The standard grading system at Catholic High of Kearney is as follows:

A	90-100	C	70-76
B+	87-89	D+	67-69
B	80-86	D	60-66
C+	77-79	F	Below 60

Inc - An incomplete grade may be given if a student has been ill. ***For any excused absence the student will have 2 times the number of days absent to make-up the assignments or tests that were missed up to a maximum of 10 school days.*** Non-school days are not part of the day count.

H. Student Progress Reports

Progress reports may be checked by parents at any time on Power School. Down slips will only be sent to parents if they do not have access to Power School, and call to request that they be mailed. Grades will be checked by the office to determine eligibility at down slip time.

Note: Teachers may send out progress reports any time there is concern about the student's academic progress.

I. Academic Eligibility

Senior High

If a student fails one or more classes for the 1st and 3rd quarters or the 1st and 2nd semester, the student will be academically ineligible beginning with the first day of the new grading period. If a student becomes academically eligible his/her eligibility will be reinstated the same day as the review of the grades. If a review of the grades indicates that a student will lose his/her eligibility the ineligibility will commence on the first school day following the review of the grades.

A student's second semester grades determine his/her eligibility for 1st quarter of the next school year. **Process for determining academic eligibility of a student who failed one or more classes last quarter or semester.**

- a. **The student's grades will be reviewed at the end of 15 school days or three weeks (whichever is less)** (approximately three weeks into the quarter).
 1. The student is passing all of his or her classes. Student is now probationary eligible for next two weeks. **Continue to B.**
 2. The student is failing one or more classes. Student remains ineligible for next two weeks. **Continue to C.**
- b. **Student's grades will be reviewed at the end of two more weeks of school.** (approximately 5 weeks into the quarter).
 1. The student is passing all of his/her classes. Student is probationary eligible for the next two weeks of school. **Continue to D.**
 2. The student is failing one or more classes. The student is ineligible for the next two weeks. **Continue to D.**
- c. **Student's grades will be reviewed in two weeks.** (approximately 5 weeks into the quarter).
 1. The student is passing all classes. The student is probationary eligible for the next two weeks of school. **Continue to D.**
 2. The student is failing one or more classes. Student is ineligible for the remainder of the quarter.
- d. **Students grades will be reviewed in two weeks.** (approximately 7 weeks into the quarter).
 1. The student is passing all classes. Student is eligible for the remainder of the quarter. The student is failing one or more classes. Student is ineligible for the remainder of the quarter.

Junior High

Junior High students failing classes may be deemed academically ineligible on a case by case basis.

J. Advanced Courses

Entrance into advanced courses is at the discretion of the instructor and the administration.

K. Student Records

The school maintains a complete student file, including academic records, testing records, personal data and health record. These records are for the purpose of better serving the educational needs of the student and parents.

In accordance with government law, the student file is open to any parent who thinks there is reason to see his/her student's record. Any parent who wishes to review their student's records may do so by contacting the counselor and making an appointment to do so. Students over the age of 18 years also have the right to view their own record, following the same process.

No student record will be shown without the counselor or principal present to explain the meaning of test records, grades and other information. The parent or the student has the right to contest any information in the folder by requesting a review of the material with the administration. Student records will not be released to anyone outside the school without the written permission of the parents or the student if over 18. It is understood that the records are for the use of staff members at any time for proper educational purposes.

The records of the student will ordinarily be promptly transferred if requested. However, the school will not send school records to an institution of higher learning until the tuition responsibility agreed to by the parents has been paid.

Reporting of ACT/SAT Scores to KCHS

Most colleges and other post-secondary institutions of higher learning require that ACT/SAT scores be sent directly to them from the testing organization. However, there are numerous occasions where KCHS is requested to submit this information for scholarships, certain awards, etc. Students must request that an official copy of their scores be sent to Kearney Catholic. If this is not done, we will not be able to submit this information on behalf of the student. In such cases, requests for ACT/SAT scores will be answered with "official report not on file for this student."

Foreign Exchange Student Graduation

The academic record of each foreign exchange student will be reviewed in order to determine if he/she is eligible for graduation. This determination will be made on a case by case basis.

IV. ATTENDANCE

General

Students are expected to attend school regularly and to be on time for classes and other scheduled activities.

Any time a student is absent from school, it is the responsibility of the parent to call the school office to verify the student's absence. Otherwise, the absence will be counted as unexcused. The school office will call to check on the student's absence if a parent has not called the school. Parents should call by 9:00 a.m. When the student returns to school, he/she must present the office with a note signed by the parent explaining the absence. The signed note **is required** even if the parent has verbally communicated with the school. If the signed note is not received within one week of the absence, the student will be required to make up the time missed, in detention.

A. Attendance and Absences

1. Absence from School – Definitions. An Absence form school will be reported as:

(a) An excused absence or (b) an unexcused absence.

a. Excused Absence. Absences should be cleared through the Principal's office in advance whenever possible. All Absences, Except for illness and/or death in the family, require advance approval.

An absence for any of the following reasons may be excused, provided the required procedures have been followed:

- (1) Attendance at a funeral for a member of the immediate family
- (2) Illness which causes a student to be absent form school
- (3) Doctor or dental appointment which require the student to be absent from school,
- (4) Court appearances that are required by a court order,
- (5) School sponsored activities which require students to be absent from school,
- (6) Family trips in which the student accompanies parent(s)/legal guardian(s), and
- (7) Other absences which have received prior approval from the Principal.

The Principal shall have the discretion to deny approval for any of the foregoing reasons, depending on the circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed and in the case of a family trip, whether the trip could be taken during non-school time and educational nature of the trip.

b. Unexcused Absence An absence which is not excused is unexcused. A student who engages in unexcused absences may be considered truant as per state law Neb. Stat. "79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for trancies.

2. **Absence Procedure** A student will not be allowed to enter class after an absence until an admit slip, based upon a written or written and verbal parental excuse, is issued by the Principal's office.

Two school days will be allowed to make up work for each day missed, with a maximum of 10 school days allowed to make up the work.

3. **Excessive Absenteeism** Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences". Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

- a. One or more meetings shall be held between the school principal or a member of the school administrative staff designated by the school administration, the child's parent or guardian and the child, if necessary, to report and to attempt to solve the excessive absenteeism problem. If the parent/guardian refuses to participate in such meetings, the principal shall place documentation of such refusal in the child's attendance records.
- b. Investigation of the problem of excessive absenteeism by the school principal or a member of the school administrative staff designated by the school administration, to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions contributing to the problem for excessive absenteeism.

4. **Reporting Excessive Absenteeism to the County Attorney.**

- a. **Twenty Excused Absences** If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which the person having control of the student resides.
- b. **Twenty Unexcused Absences** If a student accumulates more than Twenty (20) absences per year, and any of the absences are not excused, the attendance officer shall file a report with the county attorney of the county in which the person having control of the student resides. The report shall be made on a form which includes the following two statements, one of which must be designated by the school representative signing the report: (a) the school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) the school representative believes the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child's attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.
- c. **Other** A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

5. **Attendance Policy.** A copy of the entire attendance policy may be viewed or obtained in the school office.

B. Consequences for Unexcused Absences

Students who are absent from school with consent of their parents, but who are not excused by the school administration will be required to make up the time missed in after-school detention. These absences will count in the excessive absence count.

In accordance with Nebraska School Law Section 79-201, the administration of the school shall determine if absences are excused or unexcused. Students will be considered absent and unexcused if they are absent without the consent of a parent/guardian, or if they are absent for a reason considered unacceptable by the administration.

Consequences for students with unexcused absences are as follows:

First Occurrence – Parent notification and the student will make up the time missed, with the minimum being one hour.

Second Occurrence - Parent notification and the student will make up double the time missed with the minimum being two hours.

Third Occurrence - Parent notification and the student will be assigned one day of in-school suspension, triple the time missed with the minimum being three hours.

Succeeding Occurrence - Student and parent must appear before the Board of Education to determine if the student will continue his/her education at Kearney Catholic.

All unexcused absences shall result in a "0" grade for each class missed, and there will be no makeup privileges for missed work.

Removal of a student from a class or study hall for repeated disruptions or disrespect will be classified as an unexcused absence.

C. Attendance Requirements for Participation in Extracurricular and School Sponsored Activities

In order to participate in any extracurricular or school sponsored activities (ie. practices, games, contests, athletics, dances, concerts, etc.) students must be in attendance for the **entire day** that the activity takes place. Exceptions may be made for doctor/dentist appointments, funerals, and other unavoidable conflicts. Each case will be looked at individually by the administration. Illness, oversleeping, sleeping in, will not be considered as a reason for exemption to this policy.

D. Tardy Policy

1. School tardies (morning tardies) - Each student will be allowed four tardies per quarter before disciplinary action is taken. On the fifth through seventh tardies, the student will be assigned one detention for each tardy. Parents will be notified after the sixth tardy. If there are more than seven tardies, the student will be required to serve a one- hour detention. If a student receives more than nine tardies, a conference will be scheduled with the parent(s), student, and administration in order to determine what course of action to take in order to prevent future tardies.

Further tardies could result in in-school suspension, morning detention, or suspension from an extracurricular activity (ie. Student will not be allowed to participate in one athletic contest.)

If students are more than 15 minutes late, they will be required to make up the time missed from class plus detention time, if applicable.

2. Habitual tardiness - students who accumulate over 12 tardies in a semester will not receive the four tardies allotted the following quarter before they are required to serve detention time. Those students who have accumulated over 12 tardies in a semester will have to serve detention time for any tardies they receive the following semester. In

addition, students who accumulate over 12 tardies may be required to sit out one extracurricular activity for each tardy over 12.

3. Class tardies - Unexcused class tardies will be handled by the teacher.
4. Repeated tardies to a particular class will count as class absences, which may result in a loss of credit.

E. Absences for School-Sponsored Events

Students who are going to be absent from school in order to participate in a school sponsored event or activity (speech, student council activities, band, athletic competitions, etc.) are responsible for getting their assignments from their teachers.

Students who are not participating in a school-sponsored activity are not excused from school to attend school-sponsored events such as sports, speech tournaments, etc. Exceptions may be made for state and district competitions, if the student is attending the competition with his/her parent, or in other special circumstances. Such absences must be pre-approved by the administration.

F. College Visitation (Juniors and Seniors Only)

Juniors and seniors will be allotted two days per academic year to be used to visit college campuses.

This is a scheduled campus visit through the admissions office. This could also be a NCAA/NAIA approved activity visit.

These two absences will be counted as "school business" absences providing the following conditions are met:

- 1) The visit is legitimate. (discussed with Mrs. Kaskie)
(If there is a question about the legitimacy, a phone call will be made to the College Admissions Office)
- 2) The absence is pre-approved.
(Pre-approve with Mrs. Kaskie and pick up college visit worksheet, which is to be returned to Mrs. Kaskie after the visit)
- 3) The student completes and hands in a pink make up sheet to the KCHS Office before the visitation.
- 4) Student must be accompanied by parent or guardian.

Failure to meet any of the above conditions will result in the absence being counted toward the general absence count or possibly counted as an unexcused absence.

G. Checking In or Out of School

Students who arrive after the start of the first period must check in at the office and will receive a class admit slip. This slip is to be presented to the teacher, thereby allowing admittance to the

class. If a student becomes ill or for some other reason needs to leave school, **he/she must check with the office personnel**. The student needs to contact the parent and allow the office personnel to verbally communicate with the parent or guardian. With permission to leave the student may then sign out and leave. **If no office personnel is in the office, the student must wait for someone to arrive so that the above procedure may be followed.**

A student leaving school for a prearranged reason must have an excuse from a parent. The office will issue a permit to leave building pass to present to the teacher at the time of leaving.

Students who need physical therapy treatments may do so only during study halls. Prior to leaving, the student must communicate with office personnel, sign out and pick up a physical therapy pass. Upon their return, he/she must present the signed pass to the office.

Students leaving and returning to school must sign in and out in the office, regardless of whether or not the absence is prearranged. Students must also receive permission from office personnel prior to leaving. Failure to do so will result in detention time.

H. Closed Campus

Kearney Catholic High School has a closed campus. Seniors will be allowed open campus if their schoolwork and behavior is satisfactory and they have parental permission. If a parent or guardian prefers that his/her senior not have open campus, they will need to notify the school in writing of their expectations. Students in grades 6-11 are to eat at the school. Students who live within walking distance of the school may walk home for lunch if they have written permission from a parent. Students in grades 6-11 may not go to any house other than their own for lunch. Repeated tardies in coming back from lunch may result in the loss of this privilege.

Underclassmen MAY NOT drive cars at lunch. STUDENTS ARE NOT TO GO TO THEIR CARS AT LUNCH. SENIORS OR UNDERCLASSMEN WHO ARE RETURNING TO SCHOOL AT LUNCH TIME ARE NOT TO BRING LUNCH TO OTHER STUDENTS.

State and Federal regulations do not allow food to be brought in that competes with the lunch program, i.e. **a parent may bring in food for their own child, but are not bring food for any other student.**

Pop may not be purchased until 1 hour after all lunches have been served. This is a State regulation. A student may bring pop with a sack lunch.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

I. STUDENT GOVERNMENT

Student Council

The official student government of Kearney Catholic High School is the Student Council. Members of the Student Council are elected by the student body. The Student Council functions in accord with its constitution.

Any group of students within the school wishing to sponsor a social, athletic, musical, dramatic, or academic activity must confer with the class or club sponsor. Having received the written permission of the sponsor, the Student Council representative will submit the date and nature of the activity to the Student Council and administration. Following approval by the Student Council and administration, the activity will be placed on the activities calendar.

1. Activities Approval Procedure

The following procedures must be followed when approving school activities such as dances, fundraising activities, community volunteer work, etc.:

a. Dances

All dance proposals must be submitted to the administration a minimum of two weeks before the date the dance is to be held. At that time, the student council president should present the administration with a proposal that includes the date, starting and ending times, and rationale for having the dance.

When the dance has been approved by the administration, eight sponsors must be found (couples count as 2). These sponsors need to sign a *Dance Sponsorship Form*. Those forms must be given to the administration the Monday before the proposed dance date. Failure to turn in forms from all eight sponsors by the Monday before the dance will result in a cancellation of the dance.

***Note:** additional sponsors may be required for the Homecoming and Prom dances

APPROPRIATE MUSIC AND DANCE

School dances are for the enjoyment of the students and are part of the total school curriculum. Dances, therefore, need to reflect and support the Mission Statement of KCHS (page 2). Inappropriate music and dance is not acceptable. Students dancing in an unacceptable manner will be asked to leave the dance. In order for dances to be an ongoing part of the curriculum the students' choice of dance must not detract from the mission of the school.

ATTENDANCE BY NON-KCHS GUESTS

Non-KCHS guests must complete the School Dance Guest form. The form needs to be in the school office at least two days before the dance.

b. Community Volunteer/Charitable Work & Fundraising Activities

Any community volunteer work or charitable work that the student council wishes to do must be approved by the administration.

If the volunteer work, charitable work, or fundraising activity requires students to miss class time, the following procedure should be followed:

The student council president should inform the administration of the proposed activity a minimum of 1 week before it is to take place. After the work has been approved, the student council president should provide to the administration (in writing) the names of individuals involved and the dates and times that they will be missing.

If time off from school is approved by the administration, each individual student who is going to miss school time must have a pink sheet signed by each teacher whose class will be missed. They must then turn the signed sheet into the office before they will be allowed to participate in the activity.

c. Fundraising

All fundraising requests must be approved by the "fundraising committee" in order to be conducted. Any group or individual who plan on conducting a fundraising activity must fill out a fundraising request form. The form can be picked up in the office. The form needs to be filled out and returned so that the fundraising committee may review and act upon the request. The committee does not meet on a regular basis so it is important that the request be submitted well before the date of the planned activity so the committee can act upon the request

d. Student Activity Accounts.

Funds that are raised and go into a student's activity account always remain in that account. If the student quits that activity, graduates or for some other reason no longer has a connection with that account any remaining monies remain in that account. The transfer of money from one student account to another student activity account is not allowed even if the accounts are for the same student.

VI. STUDENT APPEARANCE

A. Clothes must be neat, clean and suitable for casual wear (not recreational).

*Judgement on any extreme or faddish hair styles are at the discretion of the Administration.

*Non-natural hair colors will not be permitted. For example, green, purple, blue, etc. Also unnatural variations of natural hair colors.

* Earring plugs (gauges) are not acceptable.

* Boys' hair must be no longer than the top of the collar in length and facial hair is not permitted. **All students are expected to be clean and well-groomed at all times. Personal pride and dignity, as well as the pride and dignity of the school demand this.**

Items that are not listed below will be considered unacceptable.

B. Uniform Dress Code

BOTTOMS: Pants, (pleated or plain), shorts (cuffed or plain), skirts and skorts.

Colors: Khaki or Tan

*Note: *Denim and corduroy are not acceptable.

*Cargo pants (pants with loops and protruding pockets down the leg) are not acceptable.

* Patched pants, real or manufactured are not acceptable.

*Pants that have extra wide legs or that are excessively baggy are not acceptable.

*Pants with drawstrings at the waist are not acceptable.

***No yoga pants or legging type pants will be allowed unless they are covered by a skirt, dress or shorts of acceptable length as defined by student dress code.**

***Shorts and Skorts must be at least FINGERTIP LENGTH.**

***Skirt length must be no shorter than one inch above the patella (knee cap). This includes skirt underlays.**

TOPS: Solid colored cotton polo shirts (short or long sleeve) with 2 or 3 buttons on the placket.

Uniform top colors: Solid White, Solid Navy Blue, or Solid Forest Green

Solid colored vests (**button down only**).

Solid colored cardigan sweaters with NO POCKETS/POUCHES OR HOODS

Solid colored pullover sweaters with NO POCKETS/POUCHES OR HOODS

Solid **white** Oxford button-down shirts with a collar and tails. (Lapel pockets are acceptable)

Sweatshirts: Crewneck collar only

NO Zippers

NO Buttons

NO Pockets/Pouches

NO Hoods

Not allowed to be worn inside out

***** Spirit wear, Playoff wear, Team Roster wear,** etc. that meet all the above criteria, will be acceptable. These aforementioned items will be acceptable if they are deemed to be in good taste, present a positive image, reasonably conform to the colors of the school uniforms or athletic uniforms, and both support and advance the KCHS's mission statement. If you have questions about a particular design being deemed acceptable, please consult the administration prior to having the garment printed.

-Full first names and/or last names are acceptable. NO nicknames allowed.

-Sweatshirts, Jackets, and other clothing tops with hoods and/or pockets/pouches **will not be allowed on either SPIRIT DAYS OR DRESS DOWN DAYS.** The exception would be an oxford shirt with lapel pockets.

***Note:** *Collared shirts must be worn at all times.

*Shirts must be buttoned to the top two buttons.

*White, Navy, or Forest Green turtlenecks may only be worn under the students' polo shirts

*T-shirts that have lettering on them should not be worn as undershirts if the lettering can be seen through the uniform polo. T-shirts need to be gray, white, navy blue, black or forest green. T-shirts should not be so large that the sleeves stick out from under the short sleeved polos.

***Shirts must be tucked in at all times.**

SHOES: Dress shoes, casual shoes, tennis shoes, running shoes, basketball shoes, deck shoes or any other shoe type with a back strap or enclosed heel that are in good repair are acceptable. Various other shoes or athletic shoes such as football, soccer, wrestling, bowling, cycling, track spikes etc... to name a few, will be considered unacceptable. No slippers, flip flops, or flip flop style shoes regardless of materials. Sandals must have a back strap.

BELTS: Belts are to be worn with pants, shorts. Colors: **Black or Brown**

*Note: *Belts should not be so long that they hang down.

*Buckles should be no more than ½” wider than the belt.

SOCKS: Socks must be worn with shoes at all times. Socks do not have to be worn with sandals during the 1st and 4th quarters, but must be worn with sandals during the 2nd and 3rd quarters.

Visible Logos/Labels: All logos/labels should be removed from clothing. **Please** be sure that labels are removable before buying clothing. This **DOES NOT** apply to socks or shoes.

STUDENTS WHO ARE ONLY AT SCHOOL FOR PART OF THE SCHOOL DAY DUE TO ATTENDING A SCHOOL EVENT:

If students will be leaving for an event, that they need to dress for, and will be at school for less than two periods, they may come to school dressed for the event. If students are returning to school from an event and will be back to school for more than two periods, they need to change back into their uniform.

C. Mass Day Dress Code

Mass Day dress code will normally be the same as stated above. On the occasion of a Mass Day not being a uniform day, students will wear dresses, skirts, dress shirts/blouses (including oxfords and polos), slacks/pants or shorts. No t-shirts, sweatshirts (unless worn over a collared shirt), jeans, jean shorts, jean skirts/dresses (regular or colored) may be worn on Mass Day.

D. Guidelines for Dress Down Days

Clothes need to be neat and clean and suitable for casual wear (not recreational). Tops with either hoods and/or pockets are not allowed. **Clothing should not have patches, real or manufactured.** No tops, shirts, jeans, shorts or pants with holes, tears, slashes, fringes or cuts in them. No tank tops, no low-cut tops, no mid-riff tops (skin should not show when arms are raised), no wind pants flannel pants, or gym pants. No boxers, biker shorts, or athletic shorts. **No flip-flop sandals or flip flop styles regardless of materials.** The sock policy is the same as for the regular school days. Skirts, skorts, and dresses – underlay must be no less than one inch above the top of the patella. **NO** yoga pants or legging type pants unless covered by a skirt, dress or shorts of acceptable length as defined by student dress code. **Shorts must be at least fingertip length.**

Any clothing which alludes to, advertises, or promotes alcohol, tobacco, or drugs, or which carries any derogatory or undesirable connotation, profanity, or sexual innuendo whether by word, symbol or picture is prohibited. If the administration is unclear as to what the message is on the clothing article it will be considered inappropriate. Clothing to which sayings and/or symbols have been added in pen, markers, etc., will not be permitted.

The administration will make the final decision in the determination of inappropriate clothing and all other adornments.

E. Penalties

Policies will be announced the first day of school.

VII. STUDENT CONDUCT

The purpose for the rules and regulations of Kearney Catholic High School is the development of a Christian character in every student.

Every student is responsible for learning and following the rules of Kearney Catholic High School. Ignorance will not be an acceptable reason for failing to follow school rules.

Primary rules of Kearney Catholic High School are as follows:

1. Respect yourself, others, and your school.
2. Contribute in a positive way to your learning environment.
3. Follow school procedures.

The GOALS of the Kearney Catholic High School Student Conduct Policy are as follows:

1. To promote the growth in every student of the character, integrity, and service to others modeled by Jesus Christ.
2. To guide each student's growth in respect for others, as well as the rights and property of others and those rights and property held in common.
3. To increase in each student the self-discipline trait of personal responsibility.
4. To guarantee students a school-learning environment where they are free to learn, grow, and change in safety.

The EXPECTATIONS for every KCHS student are as follows:

1. Treat every person with respect and dignity.
2. Always use appropriate language to represent oneself and our school in the best possible way.
3. Respect the property of others.
4. Work cooperatively with others.
5. Resolve conflicts in a peaceable and mature manner.
6. Cooperate with members of the school staff
7. Attend all scheduled class and study sessions.
8. Act honestly and with integrity.
9. Act as good stewards of the gifts of God has given us, chiefly by making moral decisions about the care of one's body and the material resources held personally and in common.
10. Follow the rules of the school and seek redress for any alleged grievances through appropriate means
11. Follow the civil laws of the community, state, and nation...
12. Accept responsibility for one's actions at all times and act responsibly so as to protect the safety and well-being of others.
13. Know and apply the rules of Kearney Catholic High School as listed above.
14. Employ the self-discipline skills noted in student handbook.

SELF-DISCIPLINE SKILLS

At the heart of the behavior expectations for Kearney Catholic High School student are fifteen skills of self-discipline. These skills are:

1. Listening
2. Following instructions
3. Asking questions
4. Sharing time, space and things
5. Interacting socially
6. Cooperate with others
7. Understanding reasons for rules
8. Accomplishing a task
9. Exhibiting leadership
10. Communicating effectively
11. Organizing time
12. Resolving mutual problems
13. Taking the initiative in problem solving
14. Distinguishing fact from feeling
15. Sacrificing from a motive of love

ACADEMIC INTEGRITY

Kearney Catholic students are expected maintain and exhibit academic integrity. In addition to the trust lost and tainted reputation earned by those without academic integrity, not to mention the negative character development involved, a loss of credit will be incurred.

Examples of Academic Integrity and a lack of Academic Integrity are as follows:

ACADEMIC INTEGRITY LOOKS LIKE:

- Students studying and preparing for class.
- Students doing their own homework.
- Student submitting tests that reflect their own abilities and efforts.
- Students having pride in their own sense of accomplishment and learning.
- Students accepting responsibility for decisions regarding time management and study.
- Students respecting themselves, classmates, and teachers by honestly representing their own work.
- Students understanding what is expected of them and following established procedures to obtain those results.

ACADEMIC INTEGRITY DOES NOT LOOK LIKE:

- Students coming to class unprepared.
- Students obtaining grades dishonestly.
- Students representing others' work as their own.
- Students abusing others' confidence.
- Students using deceit to obtain higher grades, whether they are observed doing so or not.
- Students not being entirely truthful.
- Students providing information in the form of answers or "cheat sheets" to others.
- Students covering up and/or protecting others' dishonesty.

A. Vandalism

Kearney Catholic High School is owned and maintained by the parishioners of St. James and Prince of Peace parishes. Thus, each student has a responsibility to respect this parish property. Any person damaging or destroying any school property will be responsible for:

Payment in full for damage done and depending upon the severity of the incident subject to:

- *detention
- *community service
- *contacting law enforcement
- *suspension
- *expulsion

Accidental Breakage – Student is responsible for full monetary restitution.

B. Theft

The property of the school and of individuals within the school are to be respected. Basic Christian decency demands this. The consequences for vandalism also apply to theft, whether from the school or an individual student. The taking of notebooks or other schoolwork from students is theft and is never to be condoned. Any student identified as taking another student's work will receive a "0" for that assignment, and must apologize.

C. Possession of, Use, Under the Influence of Alcohol/Illegal Drugs on School Property or at School Functions and Activities (Home or Away)

The Possession of alcohol, illegal drugs, drug paraphernalia, or the use / being under the influence of alcohol or illegal drugs, on school property or at school functions /activities is strictly forbidden. The student will not be considered for re-admittance to school until there has been a parent, student and administrator meeting. Students who exhibit signs of being under the influence of alcohol will be subjected to an alcohol breath-alizer test. Failure to submit to the test will be construed as an admission of guilt and all penalties will apply. Should a student appear to be under the influence of a drug other than alcohol, the police will be summoned.

If the above rule is violated, the following will ensue:

1. First Offense
 - a. Law Enforcement Authorities will immediately be contacted.
 - b. 5-10 school days out of school suspension
 - c. The student must complete an approved drug /alcohol dependency evaluation. The cost of the evaluation will be at the family's expense.
 - d. Conference with parents, student and school administration
2. Second Offense
 - a. Law Enforcement Authorities will immediately be contacted.
 - b. Expulsion from Kearney Catholic
 - c. Loss of all academic credit for the present semester

*** In Regard to "C" above, the offenses are cumulative being carried forward from year to year.

******* Drug Dog Searches**

The school will have periodic drug dog searches which will be conducted by law enforcement agencies. The searches will be conducted in the school, on school grounds, and around vehicles. Should drugs or drug paraphernalia be found, the student who is deemed associated with the find will find will immediately be turned over to the police.

D. Use of Tobacco Products in any Form on School Property, at School Functions or Activities

Use or possession of tobacco products on school property or at any school functions by students is forbidden at all times. Students apprehended smoking or chewing or in possession of tobacco in any form will be subject to the following:

1. First offense:
 - a. Confiscation of tobacco.
 - b. Donation of \$10.00 to the American Cancer Society.
 - c. Notification of parents.

2. Second offense:
 - a. Conference with parents.
 - b. Donation of \$10.00 to the American Cancer Society.

3. Further offenses:
 - a. Student will be assessed a two-day in-school suspension.
 - b. Probation for one month.

THIS APPLIES TO ALL KEARNEY CATHOLIC STUDENTS, REGARDLESS OF AGE.

E. Student Relationships

Kearney Catholic does not wish to inhibit the growth of healthy boy-girl relationships. This is an important part of maturation. Though we discourage steady dating in high school, we feel this is primarily a parental decision. The school makes the following requests for the benefit of all students:

1. Steady dating is strongly discouraged.
2. Inappropriate displays of affection are not acceptable on school premises/grounds during school or at school functions
3. Married students will not be allowed to attend Kearney Catholic High School due to existing Catholic Church Policy.

F. Distribution and Posting

All materials distributed or posted at Kearney Catholic School must be approved by the administration before it is distributed/posted. This includes all fliers, signs, articles, etc. Failure to have such materials pre-approved will result in disciplinary action.

G. Behavior at Sporting Events (Spectator Sportsmanship Guidelines)

1. Because of the damage that can occur to the bleachers, foot stomping and pounding of the bleachers is prohibited.
2. Any deliberate attempt to distract a player/participant or referee by actions of the student body are prohibited. This would include booing, finger pointing, jeering, removal of clothing, etc.
3. If pep bands or organized music groups are present at athletic events, music or chants shall be led only when the ball is not in play. Drums are to be played only when the pep band is playing.
4. If banners are displayed, administrators at the home site will have complete authority as to whether the banner will be displayed and what is printed on the banner.
5. Megaphones may be used by cheerleaders only and may be banned in some gymnasiums.
6. Prolonged standing during volleyball and basketball games is discouraged.
7. Only school sponsored cheerleaders and/or mascots should be allowed to lead cheers on the playing court.

H. Consequences for Removal from Class

Any student who is removed from class for misbehavior will serve a minimum of one-hour detention. Students removed from class will not be allowed to participate in any activities either extracurricular or co-curricular on the day they are removed from class (practices, competitions or performances).

The ban on extracurricular and co-curricular activities will extend for as many days as the removal from class and until all the detention time associated with the incident is served.

Student removal from a particular class.

- 1st – removal for that class period and notification of parents.
- 2nd – removal for that class period plus one additional class and a meeting with parents.
- 3rd – removal for that class plus four additional classes and a meeting with parents.
- 4th – removal for the remainder of the school year with loss of all credit for the class.

If a student is removed multiple times from different classes, there will be a meeting with an administrator, counselor, parent and student at which time some or all of the following may be explored: behavior contract, detention/other consequences, suspension or the loss of the privilege to attend KCHS.

SKIPPING SCHOOL, CLASS OR ACTIVITY WHERE ATTENDANCE IS DEEMED MANDATORY

Students will be excluded from all practices and competition until all of the assessed detention time has been made up.

First Occurrence – Parent notification and the student will make up the time missed, with the minimum being one hour.

Second Occurrence - Parent notification and the student will make up double the time missed with the minimum being two hours.

Third Occurrence - Parent notification and the student will be assigned one day of in-school suspension, triple the time missed with the minimum being three hours.

Succeeding Occurrence - Student and parent must appear before the Board of Education to determine if the student will continue his/her education at Kearney Catholic.

I. Card Playing

Card playing is prohibited. This applies to students in lounge, study hall, and at lunch.

J. Fighting

Any student actively involved in a physical confrontation with another student will be given either an in-school suspension or out of school for between 1-10 school days.

K. Gangs

Kearney Catholic firmly believes that the lifestyle promoted by gangs is wrong and counterproductive to our mission. Therefore, any clothing, manner of dress, flashing of gang signs, promotion of gangs, gang graffiti or drawings, and/or gang activity in any manner is strictly prohibited. Any material that may be construed to be gang related will be turned over to the proper authorities.

Any student who is a known member of a gang will be expelled from Kearney Catholic High School.

L. CELL PHONE/SMART PHONE/IPOD USAGE PROHIBITED: Due to small screen size and supervision issues associated with, cell phones, smart phones, iPods and other similar devices, they are prohibited in the classroom and are to remain in student lockers. Students may use their cell phones, smart phones, iPods and other similar devices during their assigned lunch period and before and after school.

CONSEQUENCES FOR IMPROPER USE AND/OR UNAPPROVED DEVICE:

Any electronic device brought onto school property or to school events is subject to search if school officials have a reasonable suspicion that such a search will reveal a violation of school rules.

If a device is confiscated for improper use or because it is prohibited in the classroom, the student will be assessed a fine which must be paid to the office before the device is returned.

1 st Confiscation:	\$10.00 fine
	(Each subsequent violation will include parent contact.)
2 nd Confiscation:	\$25.00 fine
3 rd Confiscation:	\$40.00 fine PLUS loss of device privileges for 10 school days.
Additional Confiscations:	\$40.00 PLUS loss of device privileges for 20 school days and possible in-school suspension.

If any violation is deemed severe enough the course of action could range from loss of all technology privileges for the remainder of the year to suspension to expulsion.

Cell phones or other electronic devices may be subject to search if deemed necessary.

Failure to surrender a phone or electronic device will constitute insubordination and will be grounds for suspension and/or other disciplinary action.

M. Unauthorized Items

Students who bring unauthorized items to school will have them confiscated. Such items may or may not be returned. Examples of items that will not be returned are laser lights, lighters, etc. Other items, including authorized items, may be confiscated and held until such time as the administration sees fit to return them and/or until parents of the students come to the office to pick the items up. The administration reserves the right to refuse to return items until the end of the year or not at all. The administration will make the final determination of what is and what is not an unauthorized item.

By bringing any item onto school property or to school events, the student and parent/guardian are consenting to the search of that item when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.

N. Other Specific Punishable Offense

The following circumstances would merit disciplinary action including detentions, curtailment/removal from co-curricular/extracurricular activities, possible suspension, and/or expulsion from school:

1. Obscene language or gestures.
2. Classroom disobedience or defiance.
3. Use of automobile during the school day without permission.
4. Possession of weapons or items that could be construed as (look alike) or used as weapons.
5. Harassing, intimidating, bullying, cyber bullying, and other offensive behavior is prohibited. Any student engaging in harassing, intimidating, bullying, cyber bullying or other offensive conduct shall be subject to discipline, including the possibility of suspension and expulsion. Harassing, intimidating and offensive conduct shall include, but not be limited to jokes, gestures, comments, statements, drawings, pictures, sexting, writings, and any physical contact or interference. Included within this prohibition is harassing, intimidating or offensive conduct that is or can be interpreted to be of a sexual nature.
6. Sexting with the mandatory contact of law enforcement.
7. In addition, a student may be disciplined and is subject to exclusion, suspension or expulsion for engaging in any in-school or out-of-school conduct which:
 - a. Conflicts with, is contrary to, or interferes with the purpose, mission or philosophy of Kearney Catholic High School.
 - b. Violates the policies or standards established by Kearney Catholic High School.
 - c. Violates any provision of this handbook.
 - d. Can be reasonably construed as activity forbidden by state laws

O. Harassment, Violence & Bullying

1. Everyone at Kearney Catholic has a right to feel respected and safe: consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include, but not be limited to, the following when related to sex, race, creed, color, national origin or disability:
 - a. Name calling, jokes, or rumors
 - b. Pulling on clothing
 - c. Graffiti

- d. Notes or cartoons
 - e. Unwelcome touching of a person or clothing
 - f. Offensive or graphic posters or book covers
 - g. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad
 - h. Bullying or physical violence of any kind
 - i. Electronic communication (email, internet posts, texts, sexting etc.)
 - j. Enlisting others to carry out the harassment
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or Human Rights Officer, **Mrs. Micek or Mr Langan.**
 4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
 5. Your right to privacy will be respected as much as possible, consistent with an adequate investigation and the rights of others.
 6. We take seriously all reports of religious, racial or sexual harassment or violence and will take **all** appropriate actions based on your report.
 7. Kearney Catholic will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
 8. This is a summary of Kearney Catholic's policy against unlawful or un-Christian harassment and violence. **The complete policy is available in the school office upon request.** Each student will, as a condition of attending this school, be fully familiar with it and abide by it.
 9. **Regarding student conduct issues, law enforcement will be contacted whenever it is deemed appropriate.**

Cyber-Bullying is defined as the use of the Internet, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send email to someone who has said he/she wants no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victim by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim: disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them/ sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target, which is determined to have a material and substantial interference with school activities or with the rights of students and teachers

"Sexting" is defined as using a cell phone or other personal communication device to send, text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive.

VIII. USE OF THE MEDIA CENTER

The library is established and maintained for the maximum use of all students. It is the primary resource center for the school and is available to all students who use it responsibly. The common good demands respect for others in the library and respect for the materials available there. Misuse of

facilities or materials and/or misbehavior in the library will result in the student losing the privilege of using the media center. Any materials taken or damaged will be replaced by the person responsible.

IX. STUDENT PLANNER AND HALL PASSES

Each student at KCHS will be issued a school planner. Each student who wishes to go to the office, another teacher, locker, media center, restroom, etc., will need to have the teacher sign the planner on the current date, the time and destination. ***Students are to have planners with them at all times.***

Students who leave their student planner at home forfeit all privileges for that day.

Students who are found to have forged signatures or fail to be at the listed destination will relinquish the planner and forfeit all privileges until the planner is returned.

Students who use another student's planner as a hall pass will forfeit all pass privileges for 10 school days for the first offense. A second offense will result in more severe disciplinary action.

The student planner must be intact when handed to the teacher with the student's name and grade clearly visible on the inside back cover of their planner. Planners that have been damaged will be taken and the student will have to purchase another planner.

X. COMPUTER USE POLICY

Kearney Catholic High School actively pursues making advanced technology and increased access to learning opportunities available to students. Internet access is available at Kearney Catholic to allow students and staff to access and use information sources from international computers and share information with others.

Accessing information or using computers in any way counter to Kearney Catholic's mission statement (such as accessing or providing materials to sites which include information on drug use, pornography, bigotry, hate, violence, use of Kearney Catholic computers to produce unapproved materials for distribution, and other criminal or unacceptable behavior) is not allowed. Accessing chat rooms of any type is not allowed. Students doing research on controversial issues must always receive permission from their teacher and/or other Kearney Catholic staff members before using Internet sites.

Students are not allowed to alter computer settings or add software to hard drives without express permission from the staff member who is in charge of the operation of the computer network. Unauthorized access of computer logins, directories and software (hacking) is prohibited. Students are expected to respect the privacy rights of others by accessing only their own documents. It is the user's responsibility when downloading programs to check for copyright of licensing agreements and to pay for any copyrighted software.

Students are not to waste or take computer supplies that are provided by Kearney Catholic. Students should print only one copy of their work on the printers.

Any violation of Internet or computer usage will result in immediate suspension of Internet privileges and/or access to Kearney Catholic computers, for a period of not less than 1 month. Duration of suspension may be longer and is at the discretion of the administration. Any violation of Internet or computer usage may result in parental conferences, payment of damages or other more serious disciplinary action as deemed by the administration. Second offenses will result in the suspension of

computer privileges for at least the remainder of the school year. If severity of the offense warrants, student may receive a permanent computer privilege suspension.

The entire Internet Safety and Acceptable Use Policy is posted on the school website.

XI. NATIONAL HONOR SOCIETY

A. Purpose

The purpose of the National Honor Society (NHS) is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

B. Membership

Membership is open to all juniors and seniors having a cumulative grade point average of at least 3.0 on a 4.0 scale. Students qualifying academically are then surveyed to obtain information regarding service and leadership activities. Final selection is made by a faculty council and will be based on leadership qualities, willingness to serve, and the character of each qualified student.

XII. SOPHOMORE LOUNGE PRIVILEGES

Privilege (n): A special advantage or benefit to an individual or class.

A privilege is not an inalienable right; it is one that is earned and deserved. Behavior that shows that one is not deserving of privileges requires that those privileges be taken away.

LOUNGE WILL BE TWO DAYS A WEEK DETERMINED BY THE ADMINISTRATION. STUDENTS IN THE LOUNGE ON ANY OTHER DAYS WILL LOSE ALL PRIVILEGES.

Students in the Sophomore class will be given privileges **DURING THE FOURTH QUARTER** if they meet all the criteria:

- Passing all third quarter classes.
- Have no unserved detentions. (Allowing detention to double during the quarter would be grounds for losing privileges.)
- No misbehavior resulting in detentions or other penalty.
- Follows all school rules and regulations.
- Displays respectful behavior toward peers and adults.

Reasons for suspension or revocation of lounge privileges:

- * Detentions that have been allowed to double are grounds for losing privileges.
- * Students found in unsupervised areas during lounge will lose privileges.
- * Failing down slip will result in the loss of privileges for 10 school days. Grades will be checked at that time. If a student is still failing, they will not get their privileges back for the rest of the quarter.

XIII. JUNIOR LOUNGE PRIVILEGES

Privilege (n): A special advantage or benefit granted to an individual or class.

A privilege is not an inalienable right; it is one that is earned and deserved. Behavior that shows that one is not deserving of privileges requires that those privileges be taken away.

You have been given lounge privileges because we feel that you are mature and responsible enough to conduct yourself appropriately. Please, do not prove us wrong.

Reasons for Suspension or Revocation of Lounge Privileges

- If you receive a down slip that indicates you are failing, lounge privileges will be suspended. Grades will be checked ten school days following the date of down slip issuance to determine if lounge privileges will be reinstated.
- If you are academically ineligible you will not have lounge privileges.
- Students must report to study halls and the teacher must sign their planner before going to lounge.
- Students must behave appropriately in the lounge. Excessive noise, inappropriate language, being in the hall, being in the gym or the weight room without a teacher supervising, being in the multipurpose room, messing around, playing cards, excessive dress code violations, etc., will result in the loss of lounge privileges for a minimum of ten school days.
- Once students have gone to lounge during their free period, they should stay there until the next class begins. If students need to return to their locker for homework or go to the media center for school related work, they must **get a pass from the office** before they go. (Students **should only go back into the halls on rare occasions**)
- If a student receives more than four morning tardies, lounge privileges will be revoked for a minimum of ten school days and will be revoked an additional five school days for each additional tardy.
- Lounge privileges may be revoked for the remainder of the school year if the administration determines that an individual cannot conduct him/herself appropriately or show maturity and responsibility.
- The lounge area must be kept clean. Nothing should be left on the tables or floor.

XIV. SENIOR PRIVILEGES

Privileges are privileges, not rights.

A. Open Campus & Lunch Privileges

- If you are academically ineligible, you will not have open campus or lunch privileges.

- If you receive a down slip that indicates you are failing, open campus/lunch privileges will be revoked. Grades will be checked two weeks from the date of down slip issuance to determine if open campus will be reinstated.
- Open campus/lunch privileges will be revoked for failure to display the maturity that is associated with being a senior. Some examples would be: excessive tardies, class disruptions, skipping a class, disrespect to staff, repeated dress code violations, fighting, excessive noise when leaving or returning from open campus, reckless driving, bringing food or soft drinks back to lockers, or to other students.
- Assume that when there are special events that you must be at school. You will be notified of exceptions by the office or administration.
- You must attend Mass on the designated days, usually Thursdays.
- There will be consequences for returning late from open campus/lunch privileges. The fifth tardy for the semester will result in a revocation of the open campus/lunch privileges for five school days. A seventh tardy in a semester will result in the revocation of the open campus privilege for ten school days. A ninth tardy in a semester will result in the loss of one's open campus/lunch privileges for 30 school days. Students who have lost their open campus/lunch privileges will be required to spend all open periods in an assigned study hall.
- Upon returning from open campus and lunch the students **MUST** stay out of the hallways, gyms, multipurpose room, computer rooms, media center. **Students are not to go to their locker until the bell rings.** Students who choose not to follow these directions will forgo open camps privileges for a period of time.

XV. DEFINITION OF TERMS

A. Probation

If a student is placed on probation, his/her conduct and academic work will be closely monitored. A student on probation will be given a list of written expectations. Failure to meet the stated expectations will result in the student being required to transfer from KCHS.

B. In-School Suspension

Students serving in-school suspension will be required to report to the office at the beginning of the 1st period of the day and will be dismissed from the assigned room at 4:00 p.m. Students serving in-school suspension will be required to be working on something productive (ie. homework, reading appropriate material, etc.). Therefore, students must bring something to work on during in-school suspension. Failure to cooperate in in-school suspension may result in additional in-school and/or out-of-school suspension time.

Teachers will give daily assignments, which must be completed in the normally allotted time for absences, or the student will receive a 0% for each tardy assignment.

Students serving suspensions will not be allowed to participate in or attend any school activities during the day(s) of suspension.

C. Detention

Teachers can assign detention for infractions in their classrooms. Teacher-assigned detentions are 20-minutes in length from 3:35-3:55 p.m. Students will have the option of serving the detention on the day the detention is assigned or the following school day when both teacher and student are in attendance. Students are to arrive on time to the room of the teacher that assigned

the detention. If the detention is not served within the specified time it will be turned into the office. Office time that is not served in a timely manner will be doubled. The system for doubling detention time is posted in the office and on the office window. **DETENTION MAY NOT BE SERVED DURING READING PERIOD.** If a student is not taking care of their detention time parents will be informed.

D. Detention Behavior Policy

Students serving detention time for any reason will be required to be working on something productive (ie. homework, reading appropriate material, etc.) Therefore, students must bring something to work on in detention. Students will only be credited with time served if they are complying with this requirement. Failure to cooperate in detention may result in additional detention time.

Morning Detention

When assigned, morning detention will run from 7–8 a.m.

E. Exclusion or Out-of-School Suspension

The student will remain at home for the duration of the school day. Teachers will give daily assignments, which must be completed in the normally allotted time for absences or the student will receive a zero for each tardy assignment. If tests need to be taken the student will need to take the tests at school outside of the normal operating hours.

Students serving suspensions or exclusions will not be allowed to participate in or attend any school activities during the day(s) of suspension.

F. Expulsion

A student incurring expulsion from school is removed for a minimum period of one semester and will lose all credits for that semester's course work. A student who has been expelled may only be readmitted by decision of the Board of Education.

XVI. GUIDELINES FOR EXTRA-CURRICULAR OR NSAA SPONSORED ACTIVITIES

TRAINING RULES – 2017-2018. THE SEASON FOR EACH ACTIVITY BEGINS ACCORDING TO THE NSAA CALANDAR OR WITH THE FIRST PRACTICE IF THE ACTIVITY ISN'T RECOGNIZED AS AN NSAA ACTIVITY

THE OFFENSES IN EACH CATEGORY LISTED BELOW ARE EACH CUMULATIVE OVER A STUDENT'S HIGH SCHOOL CAREER (GRADES 9-12).

A. USE OR POSSESSION OF TOBACCO IN ANY FORM:

1st Offense: Sponsors reprimand – miss 3 consecutive days of practice that are scheduled for a school day.
Sponsors discretion on exclusion from contest participation

2nd Offense: Exclusion from interscholastic competition *for 5 (five) consecutive school days*. The student must miss a minimum of 1 (one) contest. This minimum must be met even if a contest isn't scheduled during the 5 (five) consecutive school days. The student is expected to practice and attend all competitions during the 5 days, unless the practice or competition interferes with any part of the school day.

3rd Offense: Excluded from competition and practice for the remainder of that sport/activity season.

THIS APPLIES TO ALL KEARNEY CATHOLIC STUDENTS, REGARDLESS OF AGE.

B. USE OR POSSESSION OF ALCOHOL:

1st Offense: Exclusion from all interscholastic competition for **15 (fifteen) consecutive school days**. The student must miss a minimum of 2 (two) contest. This minimum must be met even if a contest isn't scheduled during the 15 (fifteen) consecutive school days. The student is expected to practice and attend all competitions during the 15 days, unless the practice or competition interferes with any part of the school day.

2nd Offense: Excluded from competition and practice for the remainder of that sport/activity season with a minimum of 30 consecutive school days and 4 contests.

3rd Offense: Excluded from extracurricular or NSAA activities for the remainder of his or her high school career.

**The 5 (five) and 15 (fifteen) school day exclusion periods will begin as soon as the Administration and/or Athletic Director confirm the infraction.

**Participants who are charged/cited/arrested for Minor in Possession will immediately begin serving his/her penalty.

** If the season ends prior to the accumulation of the exclusion days or of mandatory missed contests the penalty will carry over to the next NSAA activity in which the student participates. The penalty may carry forward into the ensuing school year.

C. USE OR POSSESSION OF ILLEGAL DRUGS (INCLUDING ANABOLIC STEROIDS):

1st Offense: Exclusion from participation for 30 (thirty) continuous school days and the individual must receive a dependency assessment and/or treatment (at the student's expense) before being allowed to participate. Following the dependency assessment, the student may resume practice.

2nd Offense: Excluded from extracurricular or NSAA activities for the remainder of his or her high school career.

** The Possession of, use of, or being under the influence of alcohol, drugs (controlled substances) or drug paraphilia on school property or at school functions (home or away) will result in exclusion from participation (practice and contests) for 45 continuous school days. This is in addition to the consequences that are found in the section of the student handbook that deals with: *C. The Possession of, Use of, Under the influence of Alcohol, Illegal Drugs or Drug Paraphernalia on School Property or a School Functions and /or Activities (Home or Away)*

**A school day is defined as any regular scheduled day of school at which students are actually in attendance in their classes.

One Example: A snow day would not meet the definition of a school day.

Exception: Should a student come forward to school personnel or public health officials asking for assistance with an alcohol/tobacco/chemical dependency problem, the student may return to participate once they have received adequate counseling and/or treatment.

1. The admission of the alcohol/tobacco/chemical dependency problem is volunteered and not as a result of either school or law enforcement investigations.
2. The admission of the alcohol/tobacco/chemical dependency problem is not offered primarily to avoid the above mentioned penalties.
3. As a result of the admission, the student shows evidence of enrollment and satisfactory progress in an on-going alcohol/tobacco/chemical assessment and dependency counseling program (at student expense).
4. The parents and student agree to work with school personnel and substance abuse personnel to break the cycle of dependency.

() TRANSFER STUDENTS:** Each case will be reviewed by the administration when it appears that there has/have been training rule(s) violation(s) at another/other school(s). A determination will be made by the administration as to how the student's previous violations will affect his or her eligibility at Kearney Catholic.

SCHOOL ABSENCES: Participants absent from school for any portion of the day will not be allowed to practice or participate in a contest the day of the absence. Medical appointments or family crises would be considered exceptions. Each case will be looked at individually by the administration.

STUDENT HANDBOOK. Students fall under all rules and guidelines found in the Parent/Student Handbook.

ACADEMIC ELIGIBILITY - SENIOR HIGH. If a student fails one or more classes for the 1st and 3rd quarters or the 1st and 2nd semester, the student will be academically ineligible beginning with the first day of the new grading period. If a student becomes academically eligible his/her eligibility will be reinstated the same day as the review of the grades. If a review of the grades indicates that a student will lose his/her eligibility the ineligibility will commence on the first school day following the review of the grades.

A student's second semester grades determine his/her eligibility for 1st quarter of the next school year.

Process for determining academic eligibility of a student who failed one or more classes last quarter or semester.

- A. **The student's grades will be reviewed at the end of 15 school days or three weeks (whichever is less)** (approximately three weeks into the quarter).
 1. The student is passing all of his or her classes. Student is now probationary eligible for next two weeks. **Continue to B.**
 2. The student is failing one or more classes. Student remains ineligible for the next two weeks. **Continue to C.**
- B. **Student's grades will be reviewed at the end of two more weeks of school.** (approximately 5 weeks into the quarter).
 1. The student is passing all of his/her classes. Student is probationary eligible for the next two weeks of school. **Continue to D.**
 2. The student is failing one or more classes. The student is ineligible for the next two weeks. **Continue to D.**
- C. **Student's grades will be reviewed in two weeks.** (approximately 5 weeks into the quarter).
 1. The student is passing all classes. The student is probationary eligible for the next two weeks of school. **Continue to D.**
 2. The student is failing one or more classes. Student is ineligible for the remainder of the quarter.
- D. **Student's grades will be reviewed in two weeks.** (approximately 7 weeks into the quarter).

1. The student is passing all classes. Student is eligible for the remainder of the quarter.
2. The student is failing one or more classes. Student is ineligible for the remainder of the quarter.

SOCIAL MEDIA. The inappropriate use of social networking sites is viewed as a violation of Section 7 of the Parent/Student Handbook. School officials will scrutinize any material that comes into question. Failure to turn questionable posts or materials over to school officials may be considered as an admission of guilt. Pictures that are posted indicating that a training rule(s) have been violated will also be scrutinized and may result in the consequences for training run infringement to be implemented. Please note that in addition to the consequences for inappropriate social networking posts that appear in Sections 7 such actions or activities can/may negatively impact the athlete's participation in an activity, up to the worst case scenario of being removed from the team or activity.

TRAVEL AND PRACTICE OF INELIGIBLE STUDENTS. Students who are deemed ineligible are encouraged to discuss with the coach or sponsor about continuing his or her association with the team or group. The student must contribute positively to the team or group in order to remain with the team. The coach may revoke this option if the student detracts from the team. Ineligible students may travel with the team if transportation space is available. The student may not travel with the team if it necessitates an early dismissal from school. At away contests or activities the ineligible student is expected to stay with the team, coach or sponsor like the other team members.

SUSPENSION FROM SCHOOL. Suspension from school (in-school or out of school) carries with it automatic suspension from activities, both practice and competition. Students incurring other disciplinary action(s) **MAY BE** excluded from school activities, such as, but not limited to, dances, practices, field trips, performances, games, competitions, retreats, etc.

REMOVAL FROM CLASS. If a teacher, substitute teacher or student teacher removes a student from class, the student is suspended from ALL activities, both practice and competition, for the duration of the removal/suspension from class. (Example: If a student is removed from a class on Monday, the student may not participate in either practice or competition on Monday.) Should the removal extend more than one day, so does the ban on activities. The student must make up the detention time that was assessed for the removal from class before he/she will be allowed to participate in practice or competition.

SKIPPING SCHOOL AND/OR CLASS. Student(s) will be excluded from all practices and competition until all of the assessed detention time has been made up. The student will not be allowed to participate in the practice or competition on the day the skip occurred.

DETENTION TIME. Failure of the student to serve his or her detentions in a timely manner will result in the student being held out of school activities, such as but not limited to dances, practices, field trips, performances, games, competitions, retreats, etc., until the detentions are served.

DISTRICT MUSIC. District Music is viewed as an extension of the school day. Due to the special definition applied to District Music the administration will need to rule on any participation questions on a case by case basis.

PRACTICES FOR ALL ACTIVITIES ARE REQUIRED. Coaches and sponsors, at their discretion, may withhold participants from contests for absences or even remove the participants from the team if the absence problem is serious. *****Any student who is unable to attend a scheduled practice needs to PERSONALLY notify the coach or sponsor prior to missing practice or competition.**

ATHLETES SHOULD NOT COME TO THEIR PRACTICES (either in the locker room or gymnasium) until 15 minutes before practice unless a coach is supervising.

CURFEWS. Due to the importance of regular sleep, coaches/sponsors may set weekday and/or weekend curfews for their squads and address violations of the curfew according to their best judgment.

CONTESTS/ACTIVITIES TRANSPORTATION. Students are expected to return from contests and games via the same mode of transportation which brought them. **Coaches may require that athletes return on the bus as a means of maintaining team**

cohesiveness. The school insurer indicates that if a coach allows a student to ride home with his/her parents, **the parent must sign a confirmation/release form.** Either the head or assistant coach will have the form available following the conclusion of the contest. **Only under extremely rare circumstances will a student be permitted to ride home with a parent other than his/her own.** In order for such a request to be considered, it must be presented in writing to the administration the **day** before the student leaves for the scheduled activity; this will allow adequate time for the request to be seriously considered. This is a matter that may only be handled by the administration.

WEIGHT ROOM. Student(s) may be in the weight room **ONLY** if they are under the direct supervision of a coach or other approved adult sponsor.

COACHES AND SPONSORS SHALL PROVIDE GUIDELINES FOR BEHAVIOR AND CURFEWS IN THE EVENT OF AN OVERNIGHT TRIP. Violations of the guidelines may result in the student(s) being sent back early (at student expense) to Kearney by either commercial or other appropriate transportation.

LETTERING. Earning a varsity letter in any interscholastic sport/activity will be at the discretion of the coach, following the criteria he/she has established.

QUITTING THE TEAM. A student who quits a team prior to the end of the season forgoes his/her opportunity to letter in that activity. The coach may make exceptions to this rule.

CONFLICTS BETWEEN SCHOOL ACTIVITIES CONCERNING STUDENT PARTICIPATION. The involved coaches and sponsors are expected to resolve these conflicts. If the coaches and/or sponsors cannot resolve the problem, it will necessitate administration intervention.

CHEERLEADERS AND LUCKY STARS must have a responsible adult in each vehicle traveling to and from away contests. No exceptions are permitted to this rule. The activity sponsor **must** know who the responsible adult will be. The sponsor will notify the administration as to the name of the person so as to insure that the necessary paper work has been filed.

CHEERLEADERS AND DRILL TEAM MEMBERS are forbidden by the Nebraska School Activities Association to use mounts or pyramids at sub-districts, district or state contests, due to the risks involved. Kearney Catholic's cheerleaders/drill team are not permitted to participate in mounts or pyramids at games, practices or pep rallies. Questionable routines must be cleared through the administration. The music and actions of all routines must be deemed appropriate for a Catholic school.

CLEANLINESS. Each student is responsible for maintaining a high level of cleanliness in all school vehicles, as well as locker rooms. Upon returning from a trip, each coach/sponsor will see that all trash is picked up and placed in appropriate trash receptacles. All clothing, supplies, etc. shall be picked up each day following practice/competition.

SCHOOL UNIFORMS/EQUIPMENT. All athletes and participants are financially accountable for the full replacement cost of school-owned equipment, uniforms, costumes, etc., which are issued to the student, and become lost, destroyed or exhibit an inordinate amount of wear or misuse. School issued uniforms and warm-ups are to be worn only at school sanctioned competitions and practices.

TEAM/ACTIVITY SHIRTS. If a team or activity decides to have a t-shirt made, the coach/sponsor **MUST** clear the details of the shirt through the AD or administration. It is the responsibility of the coach/sponsor to communicate with the retailer. All monies must be collected prior to ordering any item.

BOARD POLICY JICA2 School sports/activity uniform and warm-up should consist of the primary school colors only (green, gold and white). In some cases, as in tennis and golf shirts, there may be only one color used, with a contrast writing possible. Warm-ups should also be primarily in main school colors, but may contain some black as a trim color only. All uniforms and warm-ups must be approved by the AD and/or principal.

THERE IS AN INHERENT DANGER IN MOST ATHLETIC ACTIVITIES, AND THE STUDENT AND PARENT(S) SHOULD CONSIDER THIS CAREFULLY BEFORE THE STUDENT DECIDES TO PARTICIPATE.

THE ITEMS OUTLINED IN THESE TRAINING RULES AND GUIDELINES DO NOT PURPORT TO BE ALL-ENCOMPASSING. SITUATIONS, CONCERNS OR PROBLEMS THAT FALL OUTSIDE OF THESE RULES AND GUIDELINES WILL BE DEALT WITH ON AN INDIVIDUAL BASIS AS THE SITUATIONS ARISE.

SPECTATOR SPORTSMANSHIP GUIDELINES

1. Because of the damage that can occur to the bleachers, foot stomping and pounding of the bleachers is prohibited.
2. Any deliberate attempt to distract a player/participant or referee by actions of the student body is prohibited. This would include booing, finger pointing, jeering, removal of clothing, etc.
3. If pep bands or organized music groups are present at athletic events, music or chants shall be led only when the ball is not in play. Drums are to be played only when the pep band is playing.
4. If banners are displayed, administrators at the Home Site will have complete authority as to whether the banner will be displayed and what is printed on the banner.
5. An administrator or designate of the visiting school is to be present when athletic contests in varsity volleyball, football, boys basketball and girls basketball games are being played. The administrator or designee should identify himself/herself to Home School administrators when he/she arrives.
6. Megaphones may be used by cheerleaders only, and may be banned in some gymnasiums.
7. Prolonged standing during volleyball and basketball games is to be discouraged.
8. Only school sponsored cheerleaders and/or mascots should be allowed to lead cheers on the playing court.

APPENDIX A - A Summary of University Requirements Beginning Fall, 1997:

English	4 units
Mathematics	3 units
Social Studies	3 units
Natural Sciences	3 units
Foreign Language	2 units

Additional Academic Requirements

UN-K - 1 unit chosen from any academic discipline

UN-L - Mathematics: 1 additional unit that builds on a knowledge of Algebra

UN-O - 1 unit chosen from any academic discipline

A more complete summary is available from the school counselor, which you may request at any time. You received this information when your student registered for classes.

APPENDIX B - SCHOOL BOARD POLICY: JM

Valedictorian

Class valedictorian is determined by using honor points. The honor points are or are not assigned based upon whether a class falls into one of three categories.

The three categories of classes are as follows: Regular, Accelerated, and Excluded.

Excluded Classes:

Independent Art
 9th Grade P.E.
 9th Grade Speech
 Reading
 Band or Chorus, if both are not taken
 LAN Manager
 Student Aid
 Writing (school wide)

Accelerated Classes:

Accounting II	Honors Geometry
Advanced Biology	Chemistry
Honors Algebra I	Physics
Honors Algebra II	Psychology
Honors English 11	Spanish I, II, III, IV
Honors American Literature	Trigonometry/ Pre-Calculus
Honors English 12	Honors World Literature
Computer Programming	<i>*College Classes (see below)</i>

Grade	Honor Points	
	Regular	Accelerated
A	4	6
B	3	5
C	2	4
D	1	2
F	0	0

To determine a student's honor points:

1. Add up the face value of the semester grades a student has earned. Classes that are exempt from honor points are ninth grade PE, Speech, and Reading. Points are given for band and chorus only if both classes are taken.
2. If accelerated honor point classes are taken they get 2 more points for each semester if they received a grade of "C" or better. If the grade is a "D" they get one more point per semester.
3. Independent classes will not receive honor points.
4. Summer classes that are taught by KCHS staff members will be assigned the same honors points that such class would receive if taken during the school year. Summer classes that are taught by non Kearney Catholic instructors will receive regular honor points. The administration reserves

the right to make the final determination as to the type of honors points that are assigned to each summer class.

5. Seniors may take an onsite class at UNK in lieu of the required number of classes at Kearney Catholic. The class must be approved by the administration on a case by case basis. In order for a student to take a college class in lieu of the required number of classes at KCHS the student must have a cumulative GPA of at least a 3.0. The student must present the KCHS administration with his/her UNK grade report prior to the beginning of the next semester. If the student failed to finish, drops or failed the college class, and if there are no acceptable extenuating circumstances as determined by the administration the following will apply. The student will be expected to carry an additional class above the normally required number of classes at Kearney Catholic during the following semester. The student will not be allowed to take another college class as a means to meet the KCHS class requirement. The college class or classes will **not** be figured into either the GPA or Honor Points.

Students can take online or independent study courses through other locations on their own but the class or classes will not be in lieu of the required classes at KCHS. The grade or grades from this class or classes will **not** be figured into GPA or Honor Point calculations.

If a student takes a higher level Math class or classes at UNK in-order to continue the normal progression in math the student will have the **option** to have that grade or grades figured into his/her GPA and Honor Points calculations.

This amended policy will go into effect beginning with the junior class of the 2012-13 school year.

EXAMPLE:

Class	Grade	Honors Points
Theology	A	4
Honors Geometry	B	5
English 10	C	2
Spanish II	C	4
World History	B	3
Art	A	4
Band/Chorus	A	4

Total Honor Points for the semester: 26

Adopted: 1992
 Reviewed: March 2004
 Amended June 2008, second reading August 2008