



Kennedy Catholic
Family of Schools

KENNEDY CATHOLIC
MIDDLE & HIGH SCHOOL

Student and Parent Handbook
2019-2020

PREPARING STUDENTS FOR EXCEPTIONAL LIVES



Kennedy Catholic
Family of Schools

SAINT JOHN PAUL II ELEMENTARY SCHOOL

KENNEDY CATHOLIC MIDDLE SCHOOL

KENNEDY CATHOLIC HIGH SCHOOL

KCFS MISSION STATEMENT

The Kennedy Catholic Family of Schools is a regional college preparatory Roman Catholic school system of the Diocese of Erie from Preschool through Grade 12. We are committed to providing spiritual inspiration, exceptional academics and extracurricular activities as all of us strive “to serve Christ” (*Christo Servire*).

KCFS VISION

The Kennedy Catholic Family of Schools is a Christ-centered faith community that exists as a response to Jesus’ mandate: “Go and teach all nations.” In fulfilling this mandate, we open our doors to a population of diverse racial, ethnic, religious and economic backgrounds and thereby live our motto *Christo Servire*, to serve Christ. We strive to provide students with an exceptional educational experience that encompasses academic excellence, outstanding extracurricular activities and continual spiritual growth. We guide our students in their spiritual, moral, intellectual, emotional, social and physical development by providing an atmosphere conducive to acquiring and increasing knowledge on all levels.

As a Catholic community, we celebrate liturgies and unite our prayers in response to the needs of the wider community. We also provide for the broadening of our views so the students may seek social justice in a global society.

Our total commitment to our mission and vision enables the KCFS to provide what is, without question, the most exceptional primary and secondary education available in our region—an education that has enabled thousands of our students to excel in their fields and assume leadership positions in communities both here in the United States and abroad.

PREPARING STUDENTS FOR EXCEPTIONAL LIVES

Kennedy Catholic Family of Schools

2019 – 2020 Calendar

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19-21 Teacher In-Service
26 1st Day of School

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

14 No School/ In-service
17 President's Day

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 Labor Day
27 Early Dismissal

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 No School

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14 Columbus Day
21 No School/ In-Service

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

9-13 Easter Vacation
24 No School/ In-service

November

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

7 Early Dismissal
8 No School/ Conferences
27-29 Thanksgiving Break

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

25 Memorial Day

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 Thanksgiving Break
23-31 Christmas Vacation

June

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

4 Last Day of School:
Noon Dismissal

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3 Christmas Vacation
20 No School/ In-service
26 Jan-1 Feb:
Catholic Schools Week

= No School
 = Early Dismissal

End of 1st Quarter: Oct. 30th
 End of 2nd Quarter: Jan. 22nd
 End of 3rd Quarter: Mar. 27th
 End of 4th Quarter: June 4th

KENNEDY CATHOLIC FAMILY OF SCHOOLS

Administration and Staff

The Most Reverend Lawrence T. Persico, J.C.L.	<i>Bishop of Erie</i>
Mr. Vincent F. Cardamon	<i>Interim President</i>
Mrs. Erin Marks	<i>Kennedy Catholic Middle/High School Principal</i>
Mrs. Cathy Puleo	<i>Saint John Paul II Elementary School Acting Principal</i>
Mr. William Blum	<i>Director of Finance</i>
Ms. Cathy Cathcart	<i>Assistant Finance Director – AP/AR</i>
Mr. John Niemi	<i>Director of Athletics, HS/MS I.T. , Facilities</i>
Sr. Margaret Pellerite	<i>Director of Campus Ministry</i>
Mrs. Nicole Perry	<i>Director of Enrollment</i>
Mr. Joseph Ranelli	<i>Spiritual Director – Students, Faculty, Parents</i>
Mrs. Janet Taylor	<i>Director of Advancement and Alumni Affairs</i>
Mrs. Dina Whalen	<i>Executive Assistant/Main Office</i>
Ms. Allison Zreliak	<i>Director of Guidance</i>

Board Members

Ms. Kandis Suhar	<i>Chairperson</i>
Mr. Tim Feeney	<i>Vice Chair</i>
Mrs. Kelly Bonomo	<i>Secretary</i>
Mr. Lewis A Rosa, III	<i>Treasurer</i>
Fr. Richard Allen	
Deacon Nicholas Cirell	
Fr. V. David Foradori	
Mr. Frank Hannah	
Fr. Matt Kujewinski	
Mr. Joseph Lombardi	
Mrs. Angela Surano	
Ms. Stasia Wanner	
Mr. Richard Whalen	
Fr. Thomas Whitman	

Main Office Phone	724-346-5531
Fax	734-346-3011
Cafeteria Office--Amanda Swartz	724-699-3367

2120 Shenango Valley Freeway
Hermitage, PA 16148
svcss.k12.pa.us

Faculty and staff email addresses follow this format: [first initial] [last name]@kennedycatholicschools.org.
KCFS does not provide students or parents with the home or cell phone numbers of faculty or staff members.
Parents wishing to speak with a faculty member should call the school and leave their name, number, time they are available to talk and the nature of the call. The faculty member will return the call as soon as possible.

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This Handbook addresses major areas of concern related to student behavior and the responsibilities of students, parents, administrators and teachers. **It does not cover every type of misconduct or inappropriate behavior.**

Attendance

Regular and punctual school attendance is an essential habit that all students should develop. An attendance record free from unexcused absences and tardiness demonstrates that students and family members understand the importance of abiding by school regulations. An exemplary attendance record also indicates to future employers that the student possesses the traits of a dependable employee.

Attendance is taken during first period and before each class. Students failing to report to homeroom or class are reported to the Main Office and referred to the Principal for investigation and possible disciplinary action. All students are required to attend school assemblies and class retreats.

Arrival at School

- High School and Middle School students arriving before 7:55 a.m. must report to the cafeteria and remain there until the bell rings at 7:55 a.m. No students should arrive any earlier than 7:30 a.m. Students may not go to their lockers before 7:55 a.m. Students may go to the Main Office for the sole purpose of conducting business.

Tardiness

Tardiness includes inexcusable lateness to class, lunch periods, assemblies or any school function for which students are expected to be present at a particular time without a pass signed by a faculty or senior staff member. All unexcused tardiness is subject to demerits and detention.

- Tardiness is classified as excused or unexcused. Students are excused when late due to circumstances beyond the control of themselves or their parents. Students are encouraged to call the Main Office if an unusual circumstance will delay their arrival at school.
- Students arriving after 8:05 a.m. must report to the Main Office to sign in, note the time they arrived and obtain a pass permitting them to enter class.
- Tardy students who arrive at school by 8:05 a.m. should report directly to their first-period class.
- All students participating in extracurricular activities must be in school by 9:00 a.m. to participate in their respective activity, unless a doctor's excuse is presented to the Main Office. Students arriving after 9:00 a.m. without an excuse will not be permitted to participate that day.

Absence from School

- Parents or guardians must call or email the Main Office between 7:30 a.m. and 9:00 a.m. to notify the school that a student will be absent. **This call or email is mandatory.** When calling, please provide the name of the student, your name and relationship to the student, and the reason the student is absent. Emails should be sent to dwhalen@kennedycatholicschools.org.
- If the school is not notified of the absence in a reasonable amount of time or if a telephone inquiry by school personnel does not render a suitable explanation for the absence, the student will be presumed truant until proven legitimately absent. **Excuses must be submitted within 3 days of returning to school.**
- If a student reaches, three (3) Unexcused Absences, a letter will be mail through certified mail notifying the parents/guardians and a phone call home indicating the student's third unexcused absence.
- If any additional Unexcused Absences occur, the parents/guardians, the student, and the principal will create a School Attendance Improvement Plan (SAIP).
- After six (6) Unexcused Absences, the student is considered "habitually truant". At this time, the student's case will be referred to his/her school district of residence where decisions will be made on the following: refer student to school based or community-based attendance improvement program, refer student to county child

and youth agency for possible disposition as a dependent child, or file truancy citation with the appropriate judge.

Excused and Unexcused Absence

- Requests for excused absence may be granted for students to attend the funeral, wedding or other important event involving immediate family members. Excused absence will only be granted for a specific day and time.
- Requests for excused absence will not be granted for activities such as hunting and fishing trips, social or civic excursions or activities of non-educational nature. Job-related requests will also be denied.

Re-Admission to Class

- Students seeking readmission to class must provide a note signed by a parent or guardian.
- A doctor's verification of illness will be required for students absent five or more consecutive days and for chronic absences. **A doctor's excuse will also be required for absences beyond ten school days in a school year.**
- Failure to produce a doctor's verification of illness when required will result in the days missed being counted as illegal or unexcused absence and carry the normal sanctions for such a violation. Excuses should be submitted to **Mrs. Whalen in the main office** the day the student returns to school.

Early Dismissal

Early dismissal passes must be obtained from the Main Office **before 8:05 a.m.** Students must sign out and sign in at the Main Office when leaving and returning to school. KCMS school students must be signed in and out by their parents. Specific information regarding Early Dismissal follows.

- **Medical Excuses.** Under ordinary circumstances, a parental request and the medical appointment card are sufficient to secure early dismissal. If a medical appointment card is not available because the appointment was made by phone, a medical statement from the doctor's office should be presented upon the student's return.
- **Dental Excuses.** In accord with Pennsylvania law, dental excuses may be granted only for orthodontic or major dental surgery which cannot conveniently be done outside school hours. To obtain approval, the student must submit a state-approved dental request form obtained from the dentist and signed by a parent. Appointments should be scheduled for either the beginning or end of the school day and should be made well in advance.
- **College Visitation.** Senior students are excused from two school days to visit colleges during the fall semester and two school days during the spring semester. Junior students are excused from two school days to visit colleges during the spring semester. A college visit is considered an excused absence when it is approved at least seven days in advance.

Vacations

The KCFS Administration believes it is critically important for students to attend school on all scheduled days. Therefore, scheduling vacations during school time is discouraged. We recognize, however, that circumstances may make it necessary for students to be released for this purpose. The following guidelines apply to releases granted for vacation.

- Students are limited to one vacation per school year with their family. The student must be accompanied by a parent or guardian to qualify for release from school.
- The school must be given one week's notice in writing. Failure to abide by this rule makes a routine procedure a disruptive one. Students must meet with each of their teachers and secure assigned classwork before leaving for vacation. Students doing unsatisfactory work in two or more classes will be denied release from school.
- Students must complete all missed work and turn in all assignments immediately upon their return.
- The policies/procedures that govern early dismissal for college visits apply to vacation days taken for that purpose.
- The Administration reserves the right to deny vacation requests it deems unnecessary. Reasons for refusal may

include but are not limited to:

- Poor attendance record
- Poor grades
- Students in ISS disciplinary status will not be granted time away from school.
- Students will not be granted time away from school during any mid-year or final exams.

Making Up Homework and Tests

- Students are personally responsible for making up all work missed during an absence.
- Teachers are not responsible for reminding students of their obligation to complete and submit assignments.
- Students should consult each of their teachers upon returning to school and inquire about notes, homework assignments, study sheets, quizzes and tests.
- All work MUST be completed within **the same number of days missed**. If the work is not completed, the teacher is to assign a grade of 0 (zero) for all work not completed.
- Tests are to be made up at the convenience of the teacher. Tests may be made up during study halls or after school. Students are never to be taken from one class to make up a test for another class.

Chronic Absence or Tardiness

Students who are absent from school for more than **25 days** will not be awarded credit for the course(s) and will be required to repeat them. The Administration may require students who are frequently absent, especially when such absence exceeds **25 days** to repeat the entire year.

Passes

Students must have a pass when not in their scheduled class. The pass must be signed and dated by the issuing teacher. A teacher who asks a student to stay after class should provide a pass enabling the student to enter their next class. Students found in any area of the school without a properly issued pass are subject to disciplinary action.

Visitors

Students must obtain permission from the Principal at least one day before bringing a visitor to school. The visitor **will be issued a badge, which must be worn at all times**. Students bringing a visitor to school are responsible for the visitor's conduct while on school property. Visiting students must conform to the KCFS dress code and all other relevant rules, regulations and policies.

Withdrawal

If a student wishes to withdraw from Kennedy Catholic Family of Schools, **the student and their parents** must arrange to meet with the Principal to officially announce their decision. All school materials must be promptly returned to the Main Office and all fines and obligations cleared at the Finance Office before transcripts can be released.

Middle School Academics

Middle School students earning a grade of 3.5 or above are eligible for enrollment in the Kennedy Catholic Middle School chapter of the National Junior Honor Society. The purpose of the Christo Servire Chapter of the National Honor Society is to encourage scholarship, promote leadership, provide opportunities for service within the school and require the demonstration of the highest character by its members.

Membership in the organization is an honor bestowed upon a student. Selection for membership is by a Faculty Council and based on outstanding scholarship, character, leadership and service **through a rubric**. Once selected, members have the responsibility to continue demonstrating these qualities.

High School Academics

Grades at KCHS are calculated using a weighted scale which reflects the difficulty of each course. The four curricular categories and their weighted values follow.

1. Advanced Placement (AP) 1.05
2. Honors (HN) 1.03
3. College Preparatory (CP) 1.00
4. General Studies (GS) 1.00

For example, a grade of 98 in an Honors course is multiplied by a weighting factor of 1.03 and is elevated to a score of 100.94.

Advanced Placement and Honors classes are designed for the academically gifted, high-above-average and very highly motivated student. Admission to honors and advanced placement courses are by invitation based on standardized testing, performance and recommendation of the department. Advanced placement courses have been approved by the National Advanced Placement program and participating students will have the opportunity to qualify for college credit.

The *College Preparatory* level is for the strong-average to above-average student. It is designed to challenge and prepare the student for admission to and success in college. It is a well-rounded liberal arts education on the secondary level.

The *General* academic studies courses include all courses not designated as CP, HN or AP and would include many general elective classes. These courses have as a goal to provide the student with basic and fundamental knowledge, information and skills necessary to pursue a career, technical or trade education, or further education at a junior college level.

Grading Scale for Middle and High School

A	100 – 94.5
B	94.4 – 84.5
C	84.4 – 71.5
D	71.4 – 64.5
F	64.4 and below

KCHS and KCMS students who achieve the following grades qualify for the Honor Roll.

First Honors	94.5 – 100.00+
Second Honors	88.5 – 94.4
Honorable Mention	84.5 – 88.4

Graduation Requirements

Minimum credits required per year for advancement to next grade in the high school: 7

Minimum credits required for graduation: 28

English	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies	4 credits
Theology	4 credits
World Languages	2 credits (3-4 strongly encouraged)
Other Required Courses and Electives	6 credits

Graduating with Honors

Students who display outstanding academic achievement are eligible to graduate with honors from Kennedy Catholic High School. This honor is bestowed upon our hardest-working students who continually strive to perform with excellence. All students who achieve a 91% or better will be honored at graduation.

Course Registration and Admission

Each department sets standards and requirements for course admission. Course request sheets must be signed by parents and students. Courses with less than 15 students may not be offered. Students who wish to register for placement in an advanced course but do not meet the prerequisites for the course or are not recommended by the teacher for placement MUST submit an Academic Waiver form in order to enroll in the course. By signing the form, parents agree that their child will remain in the course for its duration and accept the resulting grade.

Students should not change courses after their course request is approved. Any changes must be made by the fifth day of school and must be approved by Administration. Schedule changes after the first five days will only be made in extenuating circumstances. If a schedule change is made due to an extenuating circumstance and the student subsequently withdraws from a scheduled course before October 1 in the first semester, or February 15 in the second semester, the course will appear on the student's official transcript with a "W" for withdrawal.

Students may only schedule one study period (or the equivalent) per semester.

Incomplete and Failed Courses

If a class is failed, credit must be made up before the next school year. Incomplete grades must be resolved within two weeks of the last day of the course, or the grade will remain as-is.

Service Policy

Centuries ago, St. Teresa of Avila wrote, “Christ has no body but yours, no hands, feet on earth but yours.” These words are still true today. At Kennedy Catholic Family of Schools, we strive to teach our students to provide compassion in Christ through acts of charity and service. Our students’ actions support a multitude of community programs and individuals in need. With this mission in mind, at the beginning of every school year, we offer our students orientation about the service requirement.

Hours Requirement

Prior to graduation, students must complete the following service hours.

7 th Grade	15 hours	9 th Grade	25 hours
8 th Grade	15 hours	10 th Grade	25 hours
		11 th Grade	25 hours
		12 th Grade	25 hours

Students are given ample time and opportunity to complete these requirements throughout the year. Students may complete all hours the summer prior to their next grade level.

If a student joins the KCFS after the beginning of the school year, their service hours will be prorated for that year.

Requirements for Service Hours

- Service hours are to be turned in within 30 days of the time they were completed. If they are turned in after the 30 days the hours will not be accepted.
- Service is an activity that is supervised by an adult (over 25), non-relative where students help in their schools, churches or nonprofits. Service can also include fundraising for service organizations.
- Students must carry the form with them to the service site and document time, hours and obtain the adult supervisor’s signature and contact information.
- Service may not occur in a for-profit business.
- Service must be for an individual or group other than the student’s family.
- There can be no monetary compensation for service performed.
- Service can be performed outside or during school hours, provided that any absence from school for service is approved in advance by the Academic Principal.
- Hours performed for Confirmation and National Honor Society, activities of the Action Club and Rotary, and other approved school service opportunities will also count toward this service requirement. For Middle School students, activities of Girls or Boys Ministry, Active Ministry will also count toward this requirement.
- Hours cannot be rolled over to the following academic year. Students must perform a minimum of 25 hours per year. (For example, a student cannot perform 100 hours of service in their freshman year to meet the requirement.)

Effect on Graduation

Students will not graduate from Kennedy Catholic without meeting their service requirements. Juniors will not be allowed to begin their senior year until all delinquent hours are made up.

Eligibility for Sports and Extracurricular Activities

The KCFS recognizes that athletics and other extracurricular activities enrich students' lives. As a college preparatory institution, KCFS' primary focus is to foster academic excellence and enable students to reach their full potential in the classroom and in life. Therefore, we have adopted a sports and extracurricular eligibility policy that makes academic achievement the principle criteria for participation in these activities.

Academic Eligibility

All student athletes and participants in extracurricular activities must abide by the following academic requirements and protocol for participation.

- Students will be monitored weekly for academic progress. Eligibility checks will occur on **Friday**.
- Students are rated for each class as passing or failing. If no updated grade is yet available, the last available grade will be used.
- If a student is failing any classes on Friday, he/she will be required to complete study tables in the Eagle's Nest. At the Eagle's Nest, students will be required to complete any missing or incomplete assignments and study for assessments in order to raise their grades. Practice or games will be missed until the necessary hours are completed in the Eagle's Nest. Each failing grade will result in needing to complete 2 one hour sessions of study at the Eagle's Nest. If hours are not completed by the end of the week, the student will be ineligible until the hours are completed.
- Eagle's Nest is require for student-athletes but is open to all students. Any students failing a course are strongly encouraged to attend.
- If a student is failing two or more classes on Friday, he will have until the next Monday to raise his/her marks.
- If the student is still failing two or more classes at the **beginning** of the school day on Monday, he/she will be ineligible for all of that week's contests or functions—the student may not dress, nor have any role. The student will be allowed to practice or attend regular meetings only at the head coach's or coordinator's discretion. The student can attend a game or function provided it doesn't require him to leave school early.
- To regain eligibility, the student must raise his marks by the following Monday.
- Quarter grades, following PIAA guidelines, will determine eligibility after their posting. If no grades are given during an eligibility period, eligibility reverts back to the previous quarter's grades.
- If a student is failing 2 courses at the end of a Quarter, he/she will be ineligible for 3 weeks. At the end of 3 weeks they will be re-evaluated.

Eligibility and Drug/Alcohol Abuse

Participation in athletics and extracurricular activities is a privilege from which a student may be suspended for discipline issues or other reasons for any length of time. All suspensions will be made by the Administration, in conjunction with the Athletic Director. Violations of the Drug and Alcohol Policy or a positive result on a random drug test incur mandatory suspension from all athletic involvement for the following periods:

First offense: two-week suspension

Second offense: dismissal from activity

If a student violates the Drug and Alcohol Policy while on a school-sponsored contest, trip or activity he will be suspended from that sport or extracurricular activity for the remainder of the season.

All student athletes and participants in extracurricular activities must complete and turn in the Consent to Drug/Alcohol Testing form included at the end of this Handbook.

Eligibility and Misconduct

If the student's conduct does not represent or comport with KCFS values, they will be declared ineligible. This determination will be made by the Principal in collaboration with the President.

Dress Code

The Administration determines what is and is not acceptable dress for KCMS and KCHS students. Students must adhere to the established dress code. Students violating the dress code will be sent to the office by the homeroom teacher. Students violating the dress code may, at the discretion of the Administration, be sent home for the day.

Middle/High School Dress Code

Fall & Spring Dress Code:

- Any solid color dress shorts, no more than 3 inches above the knee
- Any solid colored slacks, loose fitting
- Any solid/striped colored polo shirt or standard dress shirt
- Neat, Clean, and professional presentation
- Shoes: Casual dress shoes including Sketchers, Sperry, Vans, boat shoes
- Socks must be worn at all times
- Belts must be worn on all non-Casual days
- No basketball shoes, athletic shoes, sandals, flip-flops
- No yoga pants/casual shorts

Winter Dress Code:

- Same as above with the exception of dress shorts
- Sweaters, light zip up jackets

Dress down Fridays:

- T-Shirts/Sweatshirts/Hoodies
- Jeans-loose fitting/Track pants
- During Fall and Spring, casual shorts/ t-shirts
- Athletic Shoes permitted but socks must be worn

Females:

- No Visible Tattoos
- Females are permitted to wear earrings in ear lobes only; no longer than 1 inch.

Males:

- No Visible Tattoos
- No piercings permitted
- Must be clean shaven. Mustaches are permitted for seniors only.
- Hair length should not extend over the shirt collar or below the eyebrows

PLEASE NOTE: While Black KC "Mass Sweaters" as well as Ties are no longer required during the school year, they are permitted for any students who wish to continue this attire.

Formal Dances

Girls must obtain approval for their homecoming or prom dress by submitting a picture of themselves WEARING the dress by the Sophomore Class Advisor or the Principal. Please be sure to follow the guidelines sent out before homecoming and prom.

Gym Uniforms

Students must wear black, maroon, or dark blue bottoms. An approved bottom includes shorts to the knee or sweatpants. **No yoga pants will be permitted.** Students must also wear a KC t-shirt or if the student does not have a KC shirt they can wear a solid color black, gray, white, or maroon t-shirt. No hoodies are to be worn.

Code of Conduct

Student Responsibilities

KCFS is a religious institution in which Roman Catholicism is the context for all endeavors. Therefore, the primary responsibility of KCFS students is to always abide by this tenet: "Treat one another as Jesus would treat us."

Students, together with the Administration and faculty, are responsible for developing a school environment which promotes academic achievement, spiritual growth and personal well-being.

Other responsibilities include

- Attending school regularly
- Putting forth conscientious effort in class
- Adhering to school rules and regulations
- No student has the right to interfere with the education of their fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others involved in the educational process.
- Students are responsible for ensuring that they express their ideas and opinions in a respectful manner which does not offend or slander others.

Right to Search Student Property

In an effort to protect the health and well-being of our students and the integrity of the activities that occur on the Kennedy Catholic campus, you are advised of the following policy.

School officials may, at any time, search any property, including vehicles, a student brings onto the Kennedy Catholic campus or other property owned or controlled by the Kennedy Catholic Family of Schools (KCFS) for illegal items and substances, including drugs and alcohol. Bringing property, including vehicles, onto the Kennedy Catholic Campus or KCFS property shall be viewed as an implied consent to the search.

If the Administration deems it necessary to search a student's property, the student will be asked for permission to search said property. Any student refusing to grant permission shall be subject to sanctions up to and including expulsion; the student's parents or legal guardians will be notified. The Administration reserves the right to search the property even if consent is not granted. Students are further advised that the appropriate legal authorities will be notified if, in the course of the search, the Administration becomes aware of any violations of the law.

Demerits and Offenses

At KCFS, consequences are primarily demerits issued by the Principal. Additional penalties, including requiring students to perform acts of service, may also be imposed.

While the provisions below primarily relate to behavior that takes place in school or at school-related activities, other conduct detrimental to the reputation of the school, its students or employees is subject to disciplinary action, whether it occurs inside or outside KCMS or KCHS.

Demerits are cumulative from August through June each school year.

Minor Offenses: 1 - 2 demerits

Unless otherwise noted, the Principal will determine the number of demerits earned.

1. Tardy to school 8:05 a.m. – 11:00 a.m. First offense: 1 demerit; Second offense: 2 demerits; Third offense: 3 demerits. After the third offense, each unexcused tardy results in 3 demerits.
2. Tardy to class without pass. 1 demerit.
3. Unexcused absence. First offense: 1 demerit; Second offense: 2 demerits; Third offense: 3 demerits. Each subsequent offense results in 3 demerits.
4. Eating in class. First offense: 1 demerit; Second offense: 2 demerits; Third offense: 3 demerits. Each subsequent offense results in 3 demerits.
5. Chewing gum. 1 demerit.
6. Dress code violation. First offense: 1 demerit; Second offense: 2 demerits; Third offense: 3 demerits. Each subsequent offense results in 3 demerits.
7. Inappropriate expressions of affection or public display of affection for romantic purposes, hand-to-hand contact only
8. Carrying or consuming food or drink outside of the cafeteria. Exceptions granted by medical excuse or written permission from the school nurse.
9. Attending a lunch period other than that assigned or going to the cafeteria to purchase food or drink at any time other than the assigned lunch period.
10. Littering or refusal to clean any area used by the student or group of students.
11. Failure to remain seated in an assigned seat.
12. Playing cards, dice or engaging in gambling of any type in any classroom.
13. Throwing objects of any kind that could cause harm to another student or damage school property.
14. Failure to report to the Main Office when either entering school late or for an early dismissal.
15. Altering, stealing or amending the original content of a hall pass.
16. Failure to pay for any dress-down day.

Major Offenses: 3 - 4 demerits

1. Chronic dress code violations.
2. Disruption of class, first offense.
3. Unsafe driving. This offense will also result in suspension of parking privileges for one week. A second offense will result in indefinite suspension of parking privileges.
4. Unexcused tardy to class, 10-19 minutes late.
5. Provoking, aiding, abetting or retaliating related to any action of another student.
6. Inappropriate verbal or nonverbal response to a fair and reasonable request made by faculty or staff (ex. sassing, arguing, belligerence)
7. Making a false statement to deter an investigation in order to avoid personal accountability.
8. Engaging in any rude, discourteous or disruptive behavior in a classroom, lunchroom, library, hallway, office or restroom.
9. Loitering in a classroom, hallway, restroom, office or any part of building at any time, including after school hours.
10. Unreasonable or numerous requests to use the restroom or visit the nurse's office or main office. Students making unreasonable or numerous requests to visit the nurse may, at the discretion of the

Administration, receive mandatory referral to a physician, who will determine if the student is suffering from problematic health issues.

11. Removal from the classroom by a teacher for disruptive or disrespectful behavior.
12. Copying homework. All students involved are subject to discipline.
13. Occupying any non-classroom area without a valid pass unless accompanied by a faculty or staff member.
14. Attempting to gain entrance to any school-sponsored activity without remitting the required payment.
15. Unauthorized use of electronic devices unless approved by a teacher for classroom assignments.
16. Chronic violations of Minor Offenses.

Serious Offenses: 6 demerits

1. Insubordination. Insubordination is defined as not being submissive to authority or acting in a manner in opposition to, and usually in defiance of, established authority. Students who refuse or fail to follow instructions given by a teacher, administrator or staff member are considered insubordinate. **This includes disrespect to any school employee.**
2. Smoking or the use of any form of tobacco, including electronic cigarettes, during school hours or at any school-sanctioned event. This includes outside activities such as dances, athletic events and field trips.
3. Failure to report to an Administrator when directed to do so.
4. Cheating, or any violation of the Academic Honesty and Integrity Policy.
5. Forgery of a school employee's, a parent's, or a guardian's signature.
6. Possessing, viewing or transferring obscene or pornographic material, music or media as defined by the Administration.
7. Chronic violation of Major Offenses.

Critical Offenses: 10 demerits plus one day in-school suspension

Penalties for the following violations are applicable to the first critical offense.

1. Repeated illegal absences.
2. Verbal abuse, **including obscene language or gestures,** of a school employee.
3. Any conviction recognized by a court of law.
4. Inappropriate conduct at a school dance.
5. Any physical assault that results in bodily harm to another student or school employee. At the discretion of the Administration, the student can be removed from the school either through voluntary withdrawal or expulsion.
6. Terroristic threats of any kind that place another person or group of people in fear of serious bodily harm, prevent or interrupt the occupation or use of school facilities, stop the ingress or egress of the school or interrupt the educational process. **Any student who feels threatened by another student at any time must bring this matter to the attention of any school official for remedial action.**
7. Posting or uploading a picture(s) of a minor, including oneself, that contain unlawful or offensive display of weapons, illicit substances, sexual conduct or other behavior in violation of the values and mission of the KCFS. This includes slurs that are offensive regarding race, ethnicity, religious beliefs, or sexual orientation.
8. The destruction of school property, including but not limited to furniture, windows, restroom facilities, equipment used for athletic events or training, etc.

Other Severe Offenses

Students who commit any overt act which jeopardizes the health and welfare of any individual or is in any way disruptive of the educational process are subject to severe penalty. The type of penalty, up to and including suspension or expulsion, will depend on the severity of the offense.

Weapons Policy

Weapons of any type are not permitted on school property. School property includes but is not limited to KCFS buildings, parking lots, school buses or the site of any school-related activities. Possession, sale, transfer, dispensation or use of weapons will not be tolerated. The definition of weapons includes but is not limited to knives; any cutting instruments; firearms; rifles; nun chucks or any similar weapon; fireworks; incendiary or chemical devices; or any other type of weapon that can be used to inflict bodily harm or compel the submission of another person. Firearms that are not loaded or contain an empty clip are considered weapons under this policy.

The following discipline and penalty will apply to any weapons policy violation.

1. The parents will be notified.
2. The local police may be called to the school.
3. The student will be suspended.

The student may be expelled. Expulsion is at the sole discretion of the Administration.

Theft

Taking any school property or the property of another student without explicit permission is considered theft. Stealing includes, but is not limited to, taking without authorization any item belonging to another, taking food from the cafeteria without payment, failing to purchase the required ticket for special events and downloading computer programs or information without authorization. These also apply to any student who is an accomplice to an act of theft.

The following discipline will be applied.

1. The student(s) will be sent to the Principal, along with the person who caught the student(s) stealing. The parent(s) or guardian will be notified.
2. If the student(s) are caught on security cameras in the act of stealing, the Principal will remove the student(s) from the classroom immediately. The parent(s) or guardian will be notified.
3. If a student admits to stealing someone else's property, the Principal will notify the parent(s) or guardian of the infraction.
4. The Principal will then notify the proper authorities.
5. The student will either be suspended or expelled at the discretion of the Administration. This suspension shall not be less than seven days. The Administration will make the final determination regarding whether the student will be readmitted to KCFS.

Vandalism

Stewardship, a mark of KCFS pride and spirit, is expected of each member of our community. Vandalism—the willful or malicious destruction of public or private property—is not tolerated. Vandalism includes but is not limited to the following.

- Intentionally destroying, defacing or causing the dysfunction of any part of the school building or items within the building or grounds. For example: writing on desks, walls, lockers, textbooks; removing dispensers from lavatory walls; driving on the lawn; forcefully slamming or kicking lockers.
- Intentionally disabling computer hardware or software
- Intentionally deleting or altering material stored on a computer hard drive or digital storage device
- Intentionally destroying or defacing displayed materials such as artwork, bulletin boards or posters
- Aiding an act of vandalism in any way

Detention and ISS

After-school detention will be assigned at a rate of one hour for every third demerit received. Service work may be substituted for detention.

Severity of the offense will determine if the student must serve an in-school (ISS) or out-of-school suspension (OSS).

Demerits and Detention/ISS

Every 3 demerits	1 detention
Every 10 demerits	1 ISS
12 demerits	Disciplinary hearing
Failure to report for detention	2 additional days of detention or in-school suspension

About Detention/ISS

- Students must wear school attire while serving detention or ISS.
- Students must bring paper and pen/pencil to regular detention or ISS. Students who arrive unprepared will be assigned additional detention.
- Students are prohibited from eating, talking or sleeping during detention or ISS.
- Students serving ISS are suspended from all school-related extra-curricular activities for the duration of their ISS.
- Students on probation who receive additional demerits for committing a serious or critical offense are subject to suspension or expulsion upon review by the Administration.
- Work, athletic events and other activities are not valid reasons for failure to report for detention.
- Chronic violations of the rules of conduct or a singularly severe violation of the school code may result in expulsion.
- Out of School Suspension (OSS) may replace ISS if circumstances warrant such action. Students' academic standing may be jeopardized due to OSS. Students may be provided with regular class assignments during OSS and are expected to complete all work assigned.

Law Enforcement and Court Action

Any student charged with violating the Penal Code of the Commonwealth of Pennsylvania or the laws and/or ordinances of a recognized political subdivision thereof shall be subject to official disciplinary action upon review by KCFS Administration.

Expulsions

Though every effort is made to retain all of our students, the rare occasion may arise when a student must be expelled from our school system in order to maintain a safe environment within our school, conducive for effective learning. The Kennedy Catholic Family of School's grounds are private property and school officials reserve the right to prohibit students placed on suspension and expelled students from trespassing on school property if it proves to be in the best interest of our school community.

When a student is accused of an action that may merit expulsion, the principal has the authority to place the student on out-of-school suspension for a period of three to five days, as determined by the principal. At that time, the student is not permitted to return to the classroom. The principal will contact the student's parents to have the student picked up from the school. While on suspension, the student will not be permitted on any property of the school system, or attend any school related activities.

The principal will contact the President of The Kennedy Catholic Family of Schools to explain the situation and

circumstances which lead to the student being suspended. At that time, the principal will make the recommendation for expulsion. **With the approval of the President to move forward with the expulsion, the parents will be notified and invited to the school for a meeting.** The principal will present the facts of the situation and circumstances to the parents and student, who will be permitted to provide additional information or testimony. If, after all testimony is heard, and the decision to expel is confirmed, depending on the gravity of the infraction, the parent may be given the opportunity to withdraw the student. If the parent elects not to withdraw the student, the President will present the parents with a formal letter of expulsion. The decision of the President is final.

All expulsions are subject to automatic review by the Catholic Schools Office of the Diocese of Erie to ensure and confirm that the established policies and procedures of the school system were upheld and applied appropriately.

Bullying

Bullying is any intentional electronic, written, verbal or physical act or series of acts which are severe, persistent or pervasive and directed at another student or students.

To constitute bullying, the acts must have the effect of

- Substantially interfering with a student's education
- Creating a threatening environment
- Substantially disrupting the orderly operation of the school

“School setting” means the school building itself, school grounds, KCFS-owned vehicles, and designated bus stops or at any activity sponsored, supervised or sanctioned by the KCFS. As defined by KCFS, bullying includes acts occurring outside a school setting, if the act meets other specified criteria.

Conduct at School Dances

Students and guests in grades nine through 12 and those who have graduated high school within the past calendar year may attend regular school dances. Juniors and seniors, guests who are juniors and seniors, and those who have graduated high school within the past calendar year may attend Prom.

Guests attending KCFS dances are subject to the same rules, regulations and policies regarding dress, behavior and other matters as apply to KCFS students.

- Dancing must be appropriate and in keeping with the values of the Kennedy Catholic Family of Schools. Students dancing in any sexually suggestive or inappropriate manner will be asked to stop. If inappropriate behavior continues, the student's parents and/or guardian will be called and the student will be sent home. Students who violate this policy will receive 10 demerits.
- Students will not be admitted to a KCFS-sponsored dance one-half hour after the posted starting time unless special arrangements are made in advance with the dance coordinators.
- Any dances held off school property are usually date dances. The Administration may refuse admission to any guest. All persons attending these dances are subject to all rules and regulations which apply to KCFS students. The Administration will issue guidelines for all date dances.
- KCFS reserves the right to breathalyze any attendee appearing to be under the influence of drugs or alcohol.
- Any student committing an offense carrying six or more demerits while attending a KCFS-sponsored dance will be immediately dismissed from the event and sent home. Money paid to attend the dance or activity will not be refunded. If a parent or guardian is unable to pick up the student, they will be sent home at their own expense.
- Any student currently suspended from school is not permitted to attend KCFS-sponsored dances.

Conduct During Field Trips

Students who participate in any school-sponsored field trip are subject to the same rules and regulations that apply to the student body during the school day. The regular dress code applies unless the Administration approves different dress for a particular field trip. Students are expected to behave properly. Any misbehavior will be dealt with appropriately.

Phone Policy

School phones are for official school use only. Students are permitted to use school phones only before school, after school and during the student's lunch period and only for legitimate emergencies.

Cell phones, handheld electronic devices, pagers, beepers, mace, stun guns, cigarette lighters and CD players may not be used during school hours.

Middle School:

- Students will no longer turn in their cell phones at the beginning of each day.
- Phones are only permitted in the Cafeteria before the morning bell and during lunch periods. No use will be permitted in hall ways during school hours.
- No cell phone use during classes. Only Exception is when a teacher grants permission during class time or study halls.

High School:

- Cell phones may be used in the halls in between classes and in the cafeteria before the morning bell and during lunch periods.
- No cell phone use during classes. Only Exception is when a teacher grants permission during class time or study halls.

Failure to adhere to this Policy will result in the following:

First Offense:	Warning
Second Offense:	Phone will be confiscated for two class periods.
Third Offense:	One Week Revoke of Privilege: phone must be turned in before classes begin and returned at end of day.
Fourth Offense:	One Month Revoke of Privilege
Fifth Offense:	Permanent loss of Cell Phone Privilege for remainder of school year

Tobacco/Electronic Cigarettes

No student is permitted the possession or use of tobacco on/at school grounds, facilities, properties or events at any time per state law and city ordinances. Due to their inherently unsafe and unhealthy nature, this includes electronic cigarettes and associated paraphernalia of any variety.

First violation	\$50.00
Subsequent violations	\$100.00

Drug and Alcohol Policy

This policy and all of its rules, regulations and guidelines represents the Kennedy Catholic Family of Schools' effort to openly and effectively respond to potential and current use and abuse of drugs and alcohol among the student population. We are committed to implementing an alcohol and drug abuse program focused on education, prevention and intervention. Components of the program will include classroom activities, the use of community support and resources, the strong and consistent involvement of the Administration and teaching staff, as well as rehabilitative and disciplinary procedures.

All athletes must complete and return the Consent for Testing form at the back of this Handbook.

In order to fully implement the policy, the following rules, regulations and guidelines shall be used by all school personnel when responding to situations involving the use or abuse of drugs or alcohol.

Definition

The term "drug" shall include any alcoholic beverage and any drug listed in Act 64 as a controlled substance, chemical abused substance or medication for which a prescription is required under the law, including but not limited to marijuana, cocaine, stimulants, depressants, PCP, hallucinogens, inhalants or other material purported to be such.

Rules and Regulations

Students on school grounds or attending school-sponsored activities at any location must comply with the provisions and procedures outlined in this policy. Students will be considered in violation of the policy if:

- They are under the influence of drugs or alcohol
- They possess, use, dispense, sell or aid in the procurement or abuse of alcohol, narcotics, restricted drugs or any substance purported to be restricted

Administrative Guidelines

These guidelines are intended to provide a consistent minimum disciplinary protocol for responding effectively to drug and alcohol-related situations. KCFS will provide a safe and healthy environment for students while giving due consideration to their legal rights and responsibilities. **KCFS reserves the right to use any extraordinary measures deemed necessary to control substance use.**

The Diocesan Guidelines on page 26 are categorized according to situations which may occur at school or at school-sponsored activities. The summary is intended to inform students, parents and faculty of the resources available to assist them if and when a drug or alcohol-related situation arises and to provide important information about the disciplinary procedures which apply to drug- and alcohol-related violations.

In situations 5, 6, 7 and 8 of the Diocesan Guidelines, an assessment must be performed by qualified medical personnel to determine if the student has a chemical abuse problem. If this determination is made, the following protocol will be implemented.

- The student must participate in a rehabilitation program
- After successfully completing the rehabilitation program and upon the recommendation of rehabilitation authorities, the student is permitted to reenter the KCFS disciplinary process
- The Principal will determine the type of disciplinary action imposed

If it is determined that the student does not have a chemical abuse problem, a senior administrator and the Dean of Students will determine the type of disciplinary action imposed.

From time to time, a student may confess drug-related matters in the Sacrament of Penance. The following actions are appropriate when this situation arises.

1. Can. 983, par. 1. The sacramental seal is inviolable; therefore, it is a crime for a confessor in any way to betray a penitent by word or in any other manner or for any reason.

2. Par. 2. An interpreter, if there is one present, is also obliged to preserve the secret, and also all others to whom knowledge of sins from confession shall come in any way.
3. Ca. 984, par. 1. Even if every danger of revelation is excluded, a confessor is absolutely forbidden to use knowledge acquired from confession when it might harm the penitent.
4. Par. 2. One who is placed in authority can in no way use for external governance knowledge about sins which he has received in confession at any time.

Summary of Drug & Alcohol Administrative Guidelines: Diocese of Erie & KCFS

Situational Category	Immediate Action	Investigation	Notification of Parents	Notification of Police	Disposition of Substance	Disciplinary Action
1. A student is suspected of possible drug or alcohol use. There is no violation or physical evidence.	Teacher observation will be collected.	Limited to the staff member and Administration. A review of the teacher's observations by Administration to determine nature of problem.	Limited to behavioral problems.	Not applicable.	Not applicable.	None. Assistance available.
2. A student contacts a staff member in regard to drug or alcohol use by another student.	The student who contacts a staff member is encouraged to get the student with the problem to personally seek assistance.	Staff member contacts the Administration. Observations are recorded. Contact will follow.	Limited to behavioral problems.	Not applicable.	Not applicable.	None. Assistance available.
3. A student volunteers information about personal drug or alcohol use and asks for help.	The student is informed of services available and helped to seek assistance.	Staff member contacts Administration will establish a assistance program.	Program of assistance is not complete without parental involvement.	Not applicable.	Not applicable.	None. Assistance available.
4. The student has a drug or alcohol related medical emergency.	The nurse or other medically certified individuals will be summoned immediately. Student will be transported to medical facility at parental expense.	The Administrators, Dean of Students, Counselor will investigate the incident immediately. This will include a search of student, locker, and other possessions.	Immediate notification of parents.	Police are notified at the discretion of the Administrators.	Pursuant to locker search, analysis will be made by appropriate authority.	Referral to Chemical Abuse Specialist, Dean of Students. If there is evidence of further violation, see appropriate situational category in handbook.
5. A student possesses drug related paraphernalia.	Administrators, Dean of Students, or Counselor, with a witness present are summoned. Paraphernalia is confiscated. Staff member writes an anecdotal report of the incident.	The student, his locker and other possessions will be searched by Administrators, Dean of Students, Counselor, with a witness present.	Immediate parental conference arranged.	At the discretion of the Administrators	Confiscated for analysis, if warranted.	Required meeting of student and parents with Administrators, Dean of Students, and Counselor. See handbook regulations.
6. A student possesses, uses, or is under the influence of drugs or alcohol. Under the influence is defined as the student exhibiting physical symptoms of drug or alcohol usage.	Administrators are summoned. Staff member writes an anecdotal report of the incident.	The student, his locker, and other possessions will be searched by Administrators, Dean of Students, Counselor, with a witness present.	Yes, requested to come to the school immediately	At the discretion of the Administrators	Analysis will be made by appropriate authority.	See handbook regulations.
7. A student possesses, uses, or is under the influence of drugs or alcohol on school property or at school-sponsored or school related activities	Chaperone must contact the group advisor/administrator. An anecdotal report of the incident is written. This report should be signed by a witness.	The student and his possessions will be searched by either an Administrator, Dean of Students or Counselor, with a witness present.	Yes, immediate notification of parents. Parental conference arranged	At the discretion of the Administrators or his designee	Analysis will be made for possible use in further proceedings.	The student will be sent home immediately at parental expense or detained until the parent can accompany the student. Further discipline as provided by the appropriate situational category will be administered following the administrator's investigation.
8. A student is caught again in possession, use, or under the influence of drug or alcohol.	Appropriate Administrator is summoned. Staff member writes an anecdotal report of the incident. Team notified.	The student, his locker, and possessions are searched by Administrators, Dean of Students, or Counselor, with witness present.	Yes, required to come to Administrators Office immediately	At the discretion of the Administrators	Analysis will be made for possible use in further proceedings.	If police are not contacted, disciplinary action described by the handbook will be followed.
9. A student is distributing a drug, alcohol or controlled substance.	Appropriate Administrator is summoned. Staff member writes anecdotal report of the incident.	The student, his locker and possessions will be searched. The Administrator will call the police and assist the police in their investigation.	Yes, required to come to Administrators Office immediately	Yes, in order that they may take further action.	Analysis for use in further proceedings will be requested.	Immediate expulsion for distribution of drug, alcohol or controlled substance.

Academic Honesty and Integrity

The Kennedy Catholic Family of Schools is committed to building a community whose members are open, honest and supportive of others and whose actions demonstrate mutual respect, tolerance and cooperation. The KCFS provides students with the freedom to make moral decisions and holds them accountable for their decisions and actions. To ensure every student the opportunity to excel in a fair academic environment, we have adopted and will demand strict adherence to established standards of honesty and integrity.

Teachers, administrators and staff are expected to serve as positive role models who inspire and foster honesty and integrity in their students. They must do their utmost to help students understand what constitutes intellectual honesty and integrity and clearly explain consequences.

Student Responsibilities

KCFS students must:

- Submit authentic work that is based on their individual and original ideas. Any work or ideas of others must be fully acknowledged
- Seek guidance for clarification when needed
- Use proper citations
- Work collaboratively only in appropriate situations
- Use technology in an appropriate manner
- Not engage in any form of academic dishonesty/malpractice

Attendance and Academic Success

Chronic absence and tardiness from school and/or classes are among the leading causes of academic failure. Students must attend school regularly to keep pace with learning and satisfy course requirements. Students who miss class due to an unexcused tardy, unexcused absence, deliberate class cut or truancy will not be given the opportunity to make up work and will receive a zero for all missed assignments, quizzes or exams.

Twenty-five excused or unexcused **absences may** result in failure of the course for the year.

National Honor Society

The purpose of the Cristo Servire Chapter of the National Honor Society (NHS) is to encourage scholarship, promote leadership, provide opportunities for service within the school and require the demonstration of the highest character by its members.

Membership in the organization is an honor bestowed upon a student. Selection for membership is by a Faculty Council and based on outstanding scholarship, character, leadership and service **through use of a rubric**. Once selected, members have the responsibility to continue demonstrating these qualities. Specifically,

1. Members must maintain a cumulative grade point average of 93%. A member whose GPA falls below 93% will be placed on probation and given the opportunity to raise his or her GPA to 93% or better. Members on academic probation retain all the rights and responsibilities of membership. Failure to raise the GPA to 93% by the end of the next grading period will result in removal from the chapter.
2. NHS students are expected to demonstrate the highest character. A member who is disciplined for academic dishonesty, including plagiarism, cheating, copying homework or providing answers to another student, will be removed from the Chapter.
3. NHS students are expected to demonstrate leadership within the school community and set an appropriate example for the student body. They are expected to conform to school rules as outlined in the student handbook. Any student suspended for an infraction of school rules will be removed from the Chapter.
4. Students are expected to perform service to Kennedy Catholic High School. A total of 20 hours of service, documented by faculty or staff, are required. Failure to fulfill the service obligation is considered very seriously. Members who fail to perform the required service hours will be warned and face removal from the Chapter.

Prohibited Behaviors

The following behaviors are counter to the goals, mission, vision and philosophy of the Kennedy Catholic Family of Schools and the teachings of Jesus Christ and will not be tolerated within the KCFS community.

Cheating

Cheating is defined as representing another's work as your own and/or enabling others to use your work as their own. This definition includes but is not limited to the following actions.

- Copying any part of a homework assignment prepared by another student
- Looking at or copying another student's quiz or exam
- Using a textbook, notebook or any form of "cheat sheet," including a programmable calculator, iPad, iPod or cell phone during an exam when such use is not authorized
- Plagiarizing another's work. For example, submitting a term paper, report, essay, project, lab report, computer project/assignment, language tape, artwork, journal or any other work written or prepared, in whole or in part, by another.
- Using any material from a previous term or year prepared by another student on a quiz or exam or submitting any such material as your own
- Obtaining unauthorized written or oral information about a quiz or exam.
- Use of electronic devices to gain access to testing materials/answers
- Communicating with another student after exam materials have been distributed
- Allowing work in your name to be submitted as a group project without having contributed equally to that project.

Enabling

Enabling, or helping others to cheat, is also cheating. This includes but is not limited to the following.

- Allowing your quiz, exam or any assignment to be copied and/or submitted by another student
- Writing a paper, report, essay, lab report, journal, assignment or preparing a project or language tape for another student
- Giving a previous term or year's homework, notebook, lab report, exam or quiz to another student
- Sharing unauthorized written or oral information about a quiz or exam. This includes sharing information with students who have not yet taken a quiz or exam.
- Failing to report cheating by others

Sanctions for Cheating

A teacher who suspects cheating, copying or plagiarism will confiscate the work in question. The following protocol shall be applied whenever cheating occurs.

- The teacher or administrator who detects cheating will inform the students' parents/guardian.
- A record of the episode will be filed with the Principal.
- The Principal will receive a copy of the report and assign the student(s) six demerits.
- In the case of a graded task, exam or quiz, the student(s) will receive a zero.
- After consultation with the President, the Principal may impose more serious penalties.
- Repeated violations or very serious offenses may result in expulsion.
- Students who allow their independent work to be copied will also be disciplined according to this protocol.

Tuition

Financial Aid

To assist all parents who desire to take advantage of a Catholic education, the Diocese of Erie and the Kennedy Catholic Family of Schools each year allocate significant dollars in direct aid to our families. In addition, more aid is available through the Commonwealth's Educational Improvement Tax Credit (EITC) program, and Junior Achievement of Western PA.

Deadlines for the Diocesan Tuition Assistance Program and Kennedy Catholic will be communicated when the forms become available in January. The programs are open to anyone with a child enrolled in the KCFS. Those residing outside the Diocese of Erie are also eligible.

Tuition Assistance

Tuition assistance is available from the Diocese and the school system for families experiencing economic difficulties. Normally, requests for such assistance should be made by March of the current year. However, since such circumstances often are unpredictable, families should not hesitate to inform the school of their need whenever it may arise during the year.

For the sake of your family's security and peace of mind and for the general financial stability of our schools, we encourage parents or guardians to contact the finance office as soon as possible when they are experiencing economic difficulties. Our Finance Office is dedicated to making the tuition affordable and comfortable for every family's financial situation.

Referral Program

Beginning with the 2017-2018 school year, KCFS will be introducing a tuition referral program. If you refer any family to enroll at KCFS you are eligible for a \$200 tuition credit. The credit will be released once the family enrolls and pays two months worth of their tuition. Contact the Finance Office if you have any questions.

Payment Options

1. **Full Payment.** Under this plan, the entire amount of tuition is paid on or before August 1.
2. **Payments.** Under this plan, the entire amount of tuition is paid through the FACTS Tuition Management Plan either over two payments (\$10 fee required) or a 3-12 month period (\$42 fee required) beginning in July.

FACTS is a secure, automatic payment plan made through your checking or savings account or through a credit card. Those choosing this plan will authorize their financial institution to make automatic monthly payments to FACTS.

If you are currently on FACTS, there is nothing you need to do for the coming school year unless you desire to change your payment method.

Delinquent Tuition

All families must be current in their payment of tuition according to the agreement that they have made with the school. **If payment is not possible, suitable arrangements must be made with the finance office.** It shall be the responsibility of each school family to keep the school informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

If the Full Payment option was chosen and full payment has not been made by August 1, the Business Office will contact the family concerning the missed payment date within five days and alternative tuition payment options will be offered. If funds are not received according to a new agreement, all tuition payments shall be made through the FACTS Tuition Management Plan, unless other arrangements are made.

Transcripts, final report cards, student records and diplomas are the property of the KCFS and will not be issued

until tuition and fees are current. If the previous school year's tuition is not current by August 1, the student will not be readmitted on the first day of class for a new school year.

NSF Checks

Checks returned for insufficient funds will be charged \$15.

Condition for Enrollment

A student leaving KCFS during the school year will have their tuition and any aid or scholarships pro-rated according to the number of days officially enrolled.

Facilities

Library

The library opens at 8:05 a.m. and closes at 3:00 p.m. **It is available to students during study halls and after school with teacher supervision.** Students are expected to work quietly at all times and to observe return dates for any materials checked out of the library. Food and drink are not permitted.

Students are not permitted in the computer lab or library without supervision.

Library passes are granted for specific days and times. Passes must be signed by the classroom or study hall teacher. Students may not stop at lockers or restrooms on their way to or from the library.

Teachers and study hall monitors may issue library passes for assigned work requiring the use of reference materials. The librarian can assist students in research and library work. Students should feel free to ask for assistance as the need arises.

Students engaging in prohibited activities such as eating, drinking, engaging in excessive or repeated talking, disruptive behavior, or disorderly conduct will be referred for disciplinary action and may temporarily or permanently lose their library privileges.

Health Room

The Health room is open on days and times when the school nurse is present. Nurses are supplied by the state through the Hermitage School District. No student may be in the Health Room without supervision. Any sick or ill student should report to the Main Office **if the nurse is not available.** A parent will be called and asked to pick up the student. Students must sign out in the Main Office when leaving the building; their name will be placed on the absentee list.

Guidance Office

The KCHS Guidance Department is responsible for overseeing college/career, academic, and social/emotional matters pertaining to high school students. Students are encouraged to visit the guidance office at any time. Information regarding transcripts, college applications, SAT/ACT registration and practice tests, study tips, organizational skills and social/emotional concerns can be found in the guidance office.

Lunch Room

During lunch, students may not congregate in the lobby outside the cafeteria and are not permitted outside the building without proper permission. Students may use the restrooms, but must return to the cafeteria immediately afterward. All students are responsible for cleaning up their table and the nearby area.

Student Assistance Program

Through the Student Assistance Program (SAP), KCFS faculty members are trained to identify students who are experiencing emotional, behavioral, academic or chemical difficulties that pose a barrier to their learning and success in school. SAP offers support resources to those students and their families. This program is mandated through the Commonwealth of Pennsylvania. The primary goal of the program is to help students overcome barriers in order that they may achieve, remain in school and advance.

Referral

Anyone can refer a student to SAP—any school staff, a student’s friend, a family member. The students themselves can go directly to the SAP team to ask for help. The SAP team then contacts the parent for permission to proceed with the SAP process.

To refer a student to SAP, please contact the Guidance Counselor or Principal.

Safety Drills

Fire Drills

Teachers are responsible for ensuring that their class leaves the building in an orderly, quiet and purposeful manner. Speed of exit, while desirable, is of secondary importance.

The following procedure should be observed.

- All classroom windows and doors must be closed. Lab students must stop work, turn off all motors, burners and other equipment, and leave the lab in an orderly manner.
- Students must proceed silently in single file.
- Handicapped students must be assigned a student aid from each classroom.
- Students in lavatories or the library must join the nearest line of exiting students and, once outside, join their assigned class as quickly as possible to respond to roll call.
- Classes must line up at a safe distance and face the building.
- Teachers must carry class attendance records outside and take roll immediately upon arrival at a predetermined location that is a safe distance from the school building.
- Under no circumstance should anyone return to the building until notified by the Administration.

Weather and Lockdown Drills

Weather drills will be conducted to inform students of proper procedure during a weather emergency.

Lockdown/Intruder drills will be conducted at least once per year in an effort to ensure our students’ safety in the event that a lockdown is necessary. Teachers are responsible for ensuring their students follow guidelines for weather and lockdown/intruder drills in the Emergency Operating Manual.

Internet and School Network Usage

Access to the internet provides students with an incredible opportunity to interact with the world. Along with that opportunity come a number of responsibilities. To access and use the KCFS network, students must read and abide by the following provisions.

- Use of the KCFS network is a privilege which may be revoked if a student is found to have engaged in abusive or improper conduct. The Administration serves as the sole judge of what constitutes abusive or improper conduct. Such conduct includes but is not limited to:
 - Disseminating unlawful information via the network
 - Accessing another person’s files or email

- Using obscene, abusive or otherwise objectionable language or images in public or private files or messages
- Participating in or visiting chat rooms
- Downloading any program without the permission of school officials
- The KCFS internet connection is provided primarily for academic purposes under the direction of the school staff. Nonacademic use, including email, may be limited or prohibited at any time by school staff. All social networking is blocked on the KCFS network. All video and audio streaming is also blocked, unless special permission is granted by the I.T. Department.
- KCFS reserves the right to inspect files to which users have access and will edit or remove any material that the school staff, at its sole discretion, believes to be objectionable. Users of the network may not use their account to obtain, view, download or otherwise access potentially objectionable content including text materials, video games or sound files.
- Information services and features contained on the KCFS network are intended for the private use of its patrons. Any commercial or other unauthorized use of those materials is forbidden.
- Information contained on the KCFS network is placed there for educational or general information purposes and is in no way intended to refer or be applicable to any specific person, case or situation.
- KCFS does not guarantee that the functions of the system will meet any specific requirements users may have, nor that it will be error-free or uninterrupted. Additionally, KCFS shall not be liable for any direct or indirect, incidental or consequential damages, including lost data, sustained or incurred in connection with the use, operation or inability to use the system.
- The KCFS network is for the exclusive use of its registered users. Users are responsible for the use of their accounts and passwords. Any problems arising from users' accounts are the responsibility of the account holder. Any misuse will result in suspension of account privileges.
- Modifications to the rules and regulations of system usage will be posted; network users are subject to the additional and/or modified rules and regulations.

Social Media Policy

The following are prohibited on any personal websites, blogs or social networking sites. Consequences for violations will be issued in accordance with the school Code of Conduct. Depending on severity, this could result in discipline contract, suspension, expulsion and/or involvement of legal authorities.

- Derogatory pictures, photos or drawings of Kennedy Catholic's name or logo, including clothing
- Derogatory pictures, photos or drawings of, or references to, school employees or students
- Threats toward or disparaging remarks about the school, its employees or its students
- Bullying, harassment or any other ill-mannered or disrespectful behavior
- Unlawful or offensive display of weapons, illicit substances, sexual conduct or behaviors, or other posts that violate the values and mission of the Kennedy Catholic School System.
- Slurs that are offensive to racial, ethnic, or religious groups or are derogatory of sexual orientations.

Employees and volunteers are not to intentionally engage in regular one-on-one telephonic or other forms of electronic communication with a student who attends Kennedy Catholic, or who is a participant in a diocesan program, activity, or service, without the prior knowledge and consent of the parent or guardian and the knowledge and consent on the immediate supervisor of that employee or volunteer.

Fundraising

The KCFS recognizes that fundraising conducted by student organizations, staff and parent groups provide critical financial support to our schools. Money raised and expended as a result of fundraising shall have the basic purpose of promoting the general welfare, education, morale and civic-mindedness of students by helping to finance extracurricular and co-curricular activities conducted at our schools. KCFS groups may also engage in fundraising activities on behalf of a variety of worthy charities. We encourage students and parents to actively participate in and support fundraising projects throughout the year.

Fundraising projects must contribute to the educational experience of students and shall not conflict with or disrupt the operation of the academic program. We are committed to maintaining equity and fairness among groups engaging in fundraising activities. This policy provides a framework for fundraising while preserving instructional time and ensures a positive experience for participants.

Definitions

- Fundraising: Any activity sponsored by a school organization, parent organization related to the school, or the staff which generates profits that are returned to the school.
- Extracurricular and co-curricular activities: Activities occurring in or on school property or related to the curriculum or activities supported by the school, staff or students.
- Charitable organizations: Organizations not directly related to the KCFS which collect funds that are not used for the purpose of supporting extracurricular or co-curricular activities within the school.

Regulations

The Advancement Director reviews all fundraising proposals by staff, school clubs, athletics and affiliated school organizations or charities to determine scope and need, as well as ensure they conform to the policy, regulations and procedures of the KCFS. This includes funds raised for use in the school and/or for students and fundraising activities which involve informing the public that the funds are for the use or benefit of the KCFS.

KCFS shall not accept funds from activities which fail to abide by the following regulations.

Fundraiser Approval

Approval of fundraising activities is based on the following criteria.

- Fundraising activities must not interfere with instructional time or system-wide fundraisers, and participation must be voluntary. Outside organizations may not use the staff or students at any time without the express written permission of the KCFS Administration.
- A stated purpose for the funds must be filed with the Administration.
- Fundraising will not be approved for the purchase of items requiring the expenditure of money for maintenance unless the sponsoring organization intends to initially raise sufficient funds for the purpose of maintaining the item.
- Fundraising which uses incentives that represent more than token gifts will not be approved.

Use of School Name and Logo

No group may use the names “Shenango Valley Catholic School System,” “Kennedy Catholic Family of Schools,” “Kennedy Catholic High School,” “Kennedy Catholic Middle School,” “Saint John Paul II Elementary School,” acronyms derived from, logos, or photos which are the property of the KCFS in advertising or any other way without written permission from the KCFS.

All materials containing the school logo must be approved by the Advancement Office. Please see the marketing style guide on the school website for approved logos, font and school pantone colors.

Purchase of Materials

The purchase of any item for use in a fundraising activity must be approved by the KCFS via purchase order request. No goods or supplies may be ordered in the name of the KCFS until the PO request is approved.

An up-to-date inventory of goods and supplies must be maintained at all times and made available to the KCFS. No goods or supplies should be kept in private locations.

Purchase of Items with Fundraised Money

No item(s) should be ordered until sufficient net proceeds are available. Items may only be ordered via KCFS purchase order. All items must meet the established guidelines.

Accounting

A full and complete accounting of all activity is required for any fundraising campaign. All fundraising organizations must file a written report upon conclusion of the activity. The report should include receipts; expenses; disposition of, or future plans for, the net proceeds; and a contact person. A weekly accounting report must be submitted for all ongoing activities (ex. concessions).

All monies must be deposited in KCFS accounts via the Finance Office. No staff, club, athletic, parent, or student organization may keep funds in a private, non-school-affiliated account.

Hazing Prohibition Policy

Kennedy Catholic Family of Schools seeks to promote a safe environment where students may participate in a variety of extracurricular activities without compromising their health, safety, or welfare. Membership in groups and other organizations sponsored by Kennedy Catholic Family of Schools is intended to provide students with athletic, social, intellectual, leadership, and service opportunities to complement the academic program. The educational purpose of sponsoring such organizations is compromised by hazing activities of any nature as such activities are harmful to students. Students and staff are prohibited from engaging in any hazing activity on or off school premises.

Students engaging in Hazing in any way are subject to severe penalty. The type of penalty, up to and including suspension or expulsion, will depend on the severity of the offense.

Hazing

Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

Academic Weighting Scale

General Studies	College Prep	Honors	Advanced Placement
x 1.00	x 1.00	x 1.03	x 1.05
100.00	100.00	103.00	105.00
99.00	99.00	101.97	103.95
98.00	98.00	100.94	102.90
97.00	97.00	99.91	101.85
96.00	96.00	98.88	100.80
95.00	95.00	97.85	99.75
94.00	94.00	96.82	98.70
93.00	93.00	95.79	97.65
92.00	92.00	94.76	96.60
91.00	91.00	93.73	95.55
90.00	90.00	92.70	94.50
89.00	89.00	91.67	93.45
88.00	88.00	90.64	92.40
87.00	87.00	89.61	91.35
86.00	86.00	88.58	90.30
85.00	85.00	87.55	89.25
84.00	84.00	86.52	88.20
83.00	83.00	85.49	87.15
82.00	82.00	84.46	86.10
81.00	81.00	83.43	85.05
80.00	80.00	82.40	84.00
79.00	79.00	81.37	82.95
78.00	78.00	80.34	81.90
77.00	77.00	79.31	80.85
76.00	76.00	78.28	79.80
75.00	75.00	77.25	78.75
74.00	74.00	76.22	77.70
73.00	73.00	75.19	76.65
72.00	72.00	74.16	75.60
71.00	71.00	73.13	74.55
70.00	70.00	72.10	73.50
69.00	69.00	71.07	72.45
68.00	68.00	70.04	71.40
67.00	67.00	69.01	70.35
66.00	66.00	67.98	69.30
65.00	65.00	66.95	68.25
64.00	64.00	65.92	67.20
63.00	63.00	64.89	66.15
62.00	62.00	63.86	65.10
61.00	61.00	62.83	64.05
60.00	60.00	61.80	63.00
59.00	59.00	60.77	61.95
58.00	58.00	59.74	60.90
57.00	57.00	58.71	59.85
56.00	56.00	57.68	58.80
55.00	55.00	56.65	57.75



Kennedy Catholic
Family of Schools

Parent and Student Compliance Statement

The student and the parent acknowledge and understand the guidelines for student behavior established by the rules and regulations set forth in the 2019-2020 edition of the Kennedy Catholic Family of Schools Student-Parent Handbook. Parents and students realize and agree that said rules and regulations form the basis of the school's disciplinary policy and any violation of these rules and regulations shall be cause for disciplinary measures to be determined and implemented by the Administration of the school in accordance with this handbook, and in accordance with the Policies and Practices of the Diocese of Erie. These disciplinary measures include demerits, detention, suspension and, when necessary, expulsion.

Student Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Please sign and return this form to the Main Office.



Consent to Drug/Alcohol Testing

I, _____, a student of the Kennedy Catholic Family of Schools interested in participating in athletics, do hereby consent to drug/alcohol testing in accordance with the Kennedy Catholic Family of Schools policy. This consent shall take effect the day of the first scheduled physical for the sport in which I intend to participate and will last for one full calendar year thereafter. I am voluntarily signing this form to that everyone in the school district can know with certainty that my representation of the school through athletics is not, and will not, be tainted by the presence of drugs, alcohol or nicotine in my body.

Specifically, I hereby authorize the school through its administrators, athletic director, coaches, school nurse or other agent or representative appointed by the school, to request (at any time and without any prior warning) that I submit a urine sample for testing. I am fully aware that this testing will be done without prior announcement and that the sample must be given at the time the request is made. I am also aware that if the testing reveals a violation of the school's policy, sanctions will apply as set out in that policy which will affect my ability to participate in Kennedy Catholic athletics. I further voluntarily agree that if at any time I refuse to submit a sample for testing, this shall result in my disqualification just as if the presence of a prohibited substance had been detected.

All test results will remain confidential. All costs associated with the testing shall be paid by Kennedy Catholic.

Date

Student-Athlete

I acknowledge receipt of the foregoing consent, recognize the signature above as that of my son/daughter, and agree to the terms and conditions of the consent.

Date

Parent/Guardian

Schedule #1 / Regular School Day Schedule

PERIOD	TIME	# MINUTES
Bell to lockers	7:55	
Tardy Bell	8:05	
1	8:05-8:52	47
2	8:55-9:37	42
3	9:40-10:22	42
4	10:25-11:07	42
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1 st Lunch	11:10-11:40	30
5	11:43-12:25	42
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5	11:10-11:52	42
2 nd Lunch	11:55-12:25	30
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6	12:28-1:10	42
7	1:13-1:55	42
8	1:58-2:40	42
Announcements	2:40-2:45	

Schedule #2 / 1:30 Dismissal / Mass Schedule

PERIOD	TIME	# MINUTES
Bell to lockers	7:55	
Tardy Bell	8:05	
1	8:05-8:41	36
2	8:44-9:17	33
3	9:20-9:53	33
4	9:56-10:29	33
5	10:32-11:05	33
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1 st Lunch	11:08-11:38	30
6	11:41-12:14	33
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6	11:08-11:41	33
2 nd Lunch	11:44-12:14	30
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7	12:17-12:50	33
8	12:53-1:26	33
Announcements	1:26-1:30	

Schedule #3 / Noon Dismissal Schedule

PERIOD	TIME	# MINUTES
Bell to lockers	7:55	
Tardy Bell	8:05	
1	8:10-8:35	25
2	8:38-9:04	26
3	9:07-9:33	26
4	9:36-10:02	26
5	10:05-10:30	25
6	10:33-10:59	26
7	11:02-11:27	25
8	11:30-11:55	25
Announcements	11:55-12:00	

Schedule #4 / Delayed Start (10:00 AM) Schedule

PERIOD	TIME	# MINUTES
Bell to lockers	9:55	
Tardy Bell	10:00	
1	10:00-10:32	32
2	10:35-11:02	27
3	11:05-11:32	27
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4 or 1 st Lunch	11:35-12:05	30
2 nd Lunch or 4	12:08-12:38	30
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5	12:41-1:08	27
6	1:11-1:38	27
7	1:41-2:08	27
8	2:11-2:38	27
Announcements	2:38-2:45	



Kennedy Catholic Family of Schools

Saint John Paul II Elementary School

2355 Highland Road
Hermitage, PA 16148
(724) 342-2205
Fax: (724) 704-7397
sjpii.k12.pa.us

Kennedy Catholic Middle/High School

2120 Shenango Valley Freeway
Hermitage, PA 16148
(724) 346-5531
Fax: (724) 346-3011
kchs.k12.pa.us