



KENNEDY CATHOLIC
FAMILY OF SCHOOLS

Kennedy Catholic Family of Schools

Student and Parent Handbook
2022-2023



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, quality 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 moto *Christo Servire*. To serve Christ. We strive to provide students with an

As a Catholic community, we celebrate liturgies and unite our prayers in response to the needs of the wider community. We also provide for broadening 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 in the United States and abroad. **The handbook does not purport to cover every possibility and/or changes in policy that may occur from time to time during the course of the year. Policies are subject to change throughout the year.**

PREPARING STUDENTS FOR EXCEPTIONAL LIVES

Administration and Staff

The Most Reverend Lawrence T. Persico, J.C.L.	<i>Bishop of Erie</i>
Mr. Pete Iacino	<i>President/ Chief Executive</i>
Mrs. Janet Halicki	<i>Kennedy Catholic Middle/High School Principal</i>
Mrs. Kathryn Tiefenthal	<i>Saint John Paul II Elementary School Principal</i>
	<i>Director of Finance</i>
Mrs. Cathy Cathcart	<i>Assistant Finance Director-Accounts Payable & Receivable</i>
Mrs. Nicole Perry	<i>Director of Enrollment Management</i>
Mrs. Janet Taylor	<i>Director of Advancement and Alumni Affairs/Director of Athletics</i>
Mr. John Niemi	<i>Director of HS/MS I.T. and Director of Facilities</i>
Ms. Jessica Sorg	<i>Director of SJPII I.T and Director of Facilities</i>
Mrs. Nicole Popovich	<i>Executive Assistant</i>
Mrs. Kimberly Zachar	<i>Saint John Paul II -Executive Assistant</i>
Sr. Margaret Pellerite	<i>Director of Campus Ministry</i>
	<i>Spiritual Director-Students-Faculty-Parents</i>
Ms. Allison Zreliak	<i>Director of Guidance</i>

Board Members

Ms. Elizabeth Yanelli Shreckengsot	<i>Chairperson</i>
Mr. Rick Whalen	<i>Vice Chair</i>
Dr. Maureen Dunn	<i>Secretary</i>
Mr. Darron Johnson	<i>Treasurer</i>
Dr. Eric Perry	
Fr. Thomas Whitman	
Fr. David Foradori	
Mr. Gene Sheehan	
Mrs. Candice Bartosh	
Ms. Deanna Yarboro-Brown	
Mrs. Leanna Litrenta	
Ms. Christen Whalen	
Mr. Lew Rosa	

Directory

Kennedy Catholic MS/HS Main Office

Nicole Popovich 724-346-5531

Administrative Offices

Pete Iacino x16

Business Office x 26

Cathy Cathcart x 33

Fax 724-346-3011

Saint John Paul II Elementary Main Office

Kimberly Zachar 724-342-2205

Fax 724-704-7397

Enrollment

Nicole Perry 724-342-2205

Athletics, Facilities, and I.T.

John Niemi x 15

Janet Taylor x 22

Library x 23

Guidance Office x 18

Health Office x 21

Cafeteria Office- 724-699-3367

Title IX Information

While reserving the right to make religious exemptions as provided by law and in accord with Catholic Religious belief, the Catholic schools within the Diocese of Erie do not discriminate on the basis of sex. This includes being excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity on the basis of sex.

To make a claim contact the Title IX Coordinator or principal for your specific school.

Shenango Valley Catholic School System

Dr. Samuel Signorino

Assistant Superintendent of School Personnel

8114-824-1247

429 E. Grandview Blvd.

Erie, PA 16504

KCFS does not provide students or parents with the home or cell phone numbers of staff or faculty.

Parents wishing to speak with faculty should call the school and leave their name, number, nature of call, and time they are available to talk. The faculty member will return the call as soon as possible.

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Kennedy Family of Schools 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 teacher noticing the infraction. Students violating the dress code may, at the discretion of the Administration, be sent home for the day.

There are three time periods for dress code.

Fall Dress: First day of school through October 31

Winter Dress: November 1 through March 31

Spring Dress: April 1 through the last day of school

Fall & Spring Dress Code:

- Khaki or black solid dress shorts. Shorts must be no more than 3" above the knee.
 1. To ensure correct length, place a 3" X 5" notecard at the top of the knee cap. The bottom of shorts must touch the top of the notecard when standing up straight.
- A polo shirt or standard dress shirt colored maroon, gold/yellow, black, gray, or white. A collared shirt must be worn at all times. Shirts tucked in at all times.
- Dress shoes are required. Options include boat shoes and ballet flats. No boots including Uggs, Timberlands, or any other similar boot. NO platform soles, high-tops, sandals, Crocs/clogs, slides or slippers are allowed. Solid colors only: black, brown, gray, white, and maroon only.
- Belts and socks must be worn at all times.
- No hoodies permitted. Vest, crewnecks, V-necks, or cardigans must be maroon, gold/yellow, black, gray, or white. No Large logos or prints including collegiate wear

Winter Dress Code:

- Khaki or black solid, loose-fitting dress pants. Pants should be in boot cut, flare, or straight cut. Shorts are not permitted. Skinny cuts are not permitted.
- A polo shirt or standard dress shirt colored maroon, gold/yellow, black, gray, or white. A collared shirt must be worn at all times. Shirts must be tucked in at all times.
- Solid maroon, gold/yellow, black, gray, or white sweaters, cardigans, and crew neck sweatshirts are permitted but must be worn over the collared shirt. No Large logos or prints including collegiate wear.
- In elementary school, boots may be worn to and from school, but may not be worn during the school day; all students must change into appropriate shoes when they arrive at school.

Females:

- Females are permitted to wear earrings in ear lobes only; no longer than 1 inch.
- In elementary school, make-up is not permitted, except for light pastel nail polish
- Kindergarten and 1st grade students may wear waistless, plaid or khaki jumpers: Kindergarten through 5th grade may wear V-neck, pleated, plaid or khaki jumpers with a blouse or turtleneck.
- No Large logos or prints including collegiate wear

Males:

- In high school, boys must be clean shaven and no ear/nose piercings permitted.
- Hair length should not extend over the shirt collar or below the eyebrows.
- No Large logos or prints including collegiate wear

Not Permitted:

- No visible tattoos or body piercings
- No Uggs, Timberlands, or similar boots/shoes permitted of any kind
- No athletic shoes or shoes that lace up except for gym class.
- No backless shoes/sandals including Crocs and clogs
- No holes or rips are permitted in any article of clothing
- No hoodies are permitted at any time . No Large logos or prints including collegiate wear
- Outside coats are not to be worn indoors
- No oversize or baggy pants, cargo pants, skinny or flare-legged pants or shorts are permitted
- No hair color of unnatural color

Gym Uniforms:

- Black, gray or maroon sweatpants or shorts no shorter than 3” above the knee
- KC t-shirt or maroon, gold/yellow, black, white, or gray shirt
- No yoga pants, leggings, or short-shorts.
- No hoodies . No Large logos or prints including collegiate wear
- Athletic tennis shoes and socks must be worn

Dress Down Days:

- Students are expected to wear modest, casual clothes that are in keeping with the Catholic school environment. Crop-tops, tank-tops, yoga pants, mini-skirts, skinny jeans, or dresses that do not conform to the the established length requirements in the dress code policy are not permitted.
- If a parent or student is unsure if clothing is in compliance with these expectations, prudence would dictate that outfit should not be worn.
- Athletic shoes are only permitted on dress down days. NO clogs/crocs/slides or slipper permitted

Note: On “ Spirit Days”, students must wear a Kennedy Catholic or Saint John Paul II Elementary t-shirt.

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.

It is the student's responsibility to:

1. Be aware of all rules and regulations for student behaviors outlined in this handbook and conduct themselves accordingly at all times-both inside and outside of school.
2. Represent the school and its values at all times
3. Respect self and all others in a Christian spirit of inclusion, tolerance, and love
4. Dress and groom oneself
5. Respect the rights of students, teachers, staff, administration, and all others who are involved in the educational process. No student has the right to interfere with the education of others.
6. Attend school regularly and put forth a conscientious effort in all classes.
7. Not bully, assist anyone being bullied, report any bullying witnessed, and include those who are
8. Commit to being a successful Kennedy Catholic Golden Eagle.
9. Following the Guidelines Through the use of Positive Behavior and Intervention Supports (PBIS), an approach to promote school safety and positive behavior.

Should a student not uphold their responsibilities, interventions will take place. These interventions may include, but are not limited to, detentions, suspensions, expulsion, removal from participation in school activities including school trips, student council/class officer position, other leadership positions, required private assessment and counseling, and removal from graduation ceremonies.

Classroom Discipline Escalation Policy

In an instance where a student is misbehaving in the hallway or classroom, faculty and/or Administration will utilize the following intervention:

- Verbal reprimand and redirection is initiated by a teacher or administrator when a student first behaves in a way that violates any school/classroom rule. The student then has a choice to correct the undesirable behavior or face the next level of consequences.
- If a student chooses to not correct the undesirable behavior, they will be written up and assigned the appropriate demerits. The write up will be logged on PlusPortals and the appropriate demerits will be issued.
- If a student continues to choose to not correct and/or escalates the undesirable behavior, the student will be sent to the Main Office to meet with the Principal. The student will stay in the Main Office until the end of the class period and will be required to gather any missed material or assignments on their own time. The appropriate demerits will be issued.
- Should a situation occur where the disregard for school rules is so egregious, a student will be sent directly to the Main Office to meet with the Principal. The Principal will counsel with the student and with the teacher and will issue the appropriate amount of demerits. Should a student refuse to leave the classroom or does not report to the Main Office immediately, he/she will be subject to potential accumulation of additional demerits, suspension or expulsion depending on the nature of expulsion.

Phone Policy

1. Cellular phones must be completely stored out of sight from 8:00A.M. until 2:45 P.M.
2. Earbuds, wireless earpieces, and/or headphones must NOT be used during the school day.
3. Phones should be given to teachers at the beginning of class.

Violations of these rules will result in the following actions.

1. First offense: Demerits assessed. The device is confiscated and turned over to the Principal, then returned to the student at the end of the day.
2. Second offense: Demerits assessed. The device is confiscated, turned over to the Principal. A parent or guardian will be required to retrieve the device. It will not be returned to the student.
3. Third offense: Demerits assessed. The device is confiscated and held by the Principal. A parent or guardian will be required to retrieve the device. The student must give the device to the Principal every day upon arrival at school for a period of four weeks. The device will be returned at the end of each day.
4. Fourth offense: Demerits assessed. The device is confiscated and held by the Principal. A parent or guardian will be required to retrieve the device. The student must give the device to the Principal every day upon arrival at school for the remainder of the year. The device will be returned at the end of each day.

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, items students bring 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.

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; nunchucks 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 will 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. Unintentional acts due to carelessness will result in disciplinary action.

Bullying

Special Code of Conduct Pertaining to Bullying Saint John Paul II Elementary School participates in the “Safe Schools” anti-bullying program. According to experts, “A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students” (Oilweaus, 1986, 1991). “Negative actions,” or aggressive behavior, is defined as “doing intentional harm, whether physical, emotional, or psychological.” Examples of aggressive behavior include verbal or physical abuse, threats, coercion, spreading rumors or slander, shunning, or fostering interpersonal relationships characterized by an imbalance of power. To enforce our school’s anti-bullying policy, everyone involved has specific responsibilities:

Victim's Responsibilities

- Report incidences of bullying to an Administrator, faculty or staff member, or any responsible adult
- Inform his or her parent of the incidences of bullying
- Consider if his or her behavior is undesirable by others, thus making him or her the target of bullying

Parent's Responsibilities

- Calmly listen to the child's comments
- Notify the principal and faculty member immediately
- Ask the child and school official what action was taken to stop the bullying behavior
- Discuss ways to handle the situation with the child (e.g., self protection, attract the attention of an adult by talking or shouting loudly if an incident of bullying is occurring, etc.)

School Official's Responsibilities

- Post anti-bullying rules
- Carefully listen to all students and closely supervise "free time"
- Enforce the school's code of conduct at all times
- Deal with suspected or known bullying behavior immediately
- Verbally notify the principal and the parents of both the victim and the perpetrator of the bullying instances
- Develop a Friendship or Behavior Contract with the individuals, teachers, and families.

Perpetrator's Responsibilities

- Assume responsibility for unacceptable, bullying behavior
- Accept the consequences for the offense as stated in the code of conduct
- Demonstrate a change in behavior and attitude that is more in keeping with Christian, Christ-like values

Consequences of Bullying Behavior

- Parents of both the victim and the perpetrator will be notified of the instances of bullying
- The perpetrator will be subject to an intervention with the school counselor
- Repeated incidents of bullying behavior will result in detention and/or in-school suspension
- If the bullying behavior continues or intensifies the perpetrator will be subject to expulsion

Sexual Harrassment

Sexual harassment of, by, or towards any student or any adult at Kennedy Catholic Middle/High School violates of both school policy and federal laws. Sexual harassment consists of, but not limited to, unwelcome sexual advances, 25 requests for sexual favors, requests for inappropriate pictures, and other inappropriate verbal and physical conduct of a sexual nature.

Any student who feels they are being harassed or bullied should tell a trusted adult as soon as possible. Any teacher, guidance counselor, nurse, or administrator will help the student deal with the problem and

get help. Students who are unsure whether they are being subjected to sexual harassment should seek guidance from a teacher, counselor, administrator, or other trusted adult.

Hazing Policy

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.

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 penalties. The type of penalty, up to and including suspension or expulsion, will depend on the severity of the offense. Any coach or advisor who knowingly permits hazing behavior to occur will be subject to dismissal.

Conduct at Schools Dances and Functions

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.
- Students will not be allowed to leave a KCFS-sponsored dance early unless special arrangements are made in advance with the dance coordinators and the Principal.
- 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 who has accumulated 10 or more demerits may not be permitted to attend dances or other school related activities. This decision rests with the Administration.
- 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.

In order to participate in a field trip, students must return to their teacher a signed permission form prior to the trip. Parents may not give their permission for a child to participate in a field trip over the phone.

Anyone who volunteers to act as a field trip chaperone must take the Diocesan Child Protection course offered online at www.eriercd.org. Additionally, anyone driving students to and/or from a field trip destination must submit a "Driver's Request Form" to the Main Office. A new form must be completed each academic year.

Volunteers/Chaperones

The Kennedy Catholic Family of Schools strongly encourages parental volunteering/chaperoning in the school in a variety of ways. It is everyone's obligation to ensure a safe environment for our children.

To that end, Diocesan policies, as well as laws governing the Commonwealth of Pennsylvania require that the following clearances for volunteers interacting with minors be obtained and kept on file in the school's Main Office:

1) The Pennsylvania Child Abuse Clearance

This clearance is free for volunteers and can be obtained online at:

http://www.dpw.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf

2) The Pennsylvania State Criminal History Record

This clearance is free for volunteers and can be obtained online at:

<https://epatch.state.pa.us/Home.jsp>

3) The Federal Criminal History Record Information

This cost of this clearance is \$27.00 and can be obtained online at:

https://www.pa.cogentid.com/index_pdeNew.htm

4) Mandated Reporter Certificate

This certificate can be obtained by registering and completing the free online training at:

https://reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=2_1

Visitor Policy

In an effort to maintain the highest standard of safety for our students, visitors to either campuses for the Kennedy Catholic Family of Schools must use the main entrance to the building, report first to the Main Office, and give his or her name, address, phone number and reason for visiting. Potential students who wish to visit the school must first obtain permission from the principal and must adhere to the code of conduct throughout the duration of his or her visit.

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 Kennedy Catholic Middle/High School. Failure to maintain the standard's set forth will result in disciplinary actions that may include:

- Verbal Reprimand
- Parental Notification
- Demerits that can accumulate to further disciplinary action
- Detention
- Loss of Privileges

- Suspension
- Expulsion
- Involvement of Legal Authorities

School Administration will be the sole arbiters of interpretation, violation, and enforcement of every aspect of the Code of Conduct.

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 a 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 outside of approved areas.
5. Dress code violation including failure to pay for a Dress Down Day.
6. Inappropriate expressions of affection or public display of affection for romantic purposes.
7. Littering or refusal to clean any area used by the student or group of students.
8. Unauthorized use of electronic devices unless approved by a teacher for classroom assignments.
9. Failure to report to the Main Office when either entering school late or for an early dismissal.
10. Altering, stealing or amending the original content of a hall pass.
11. Minor classroom distractions/disruptions.

Major Offenses: 3 - 4 demerits

1. Chronic violations of Minor Offenses.
2. Disruptive or disrespectful behavior toward another student or faculty including but not limited to rude, discourteous, disruptive behavior in a classroom, cafeteria, library, hallway, office, or restroom, inappropriate verbal or nonverbal response to a request, roughhousing, or provoking, aiding, abetting, or retaliating related to any action of another student.
3. Removal from classroom due to unacceptable behavior.
4. 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.
5. Bullying.
6. Skipping class and/or Mass or other religious ceremonies.
7. Lying/dishonesty including copying another's work.
8. 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.
9. Occupying any non-classroom area/unauthorized area or loitering without a valid pass unless accompanied by a faculty or staff member.
10. Forgery of school employee's or parent/guardian signature.
11. Violation of the technology agreement.

Serious Offenses: 6 demerits

1. Chronic violations of Major Offenses.
2. 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.
3. Illegal absences. An illegal absence is defined as absence from class or school without the permission of the Administration and/or a parent or guardian.
4. 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.
5. Failure to report to an Administrator when directed to do so.
6. Cheating, plagiarizing, or any violation of the Academic Honesty and Integrity Policy.
7. Inappropriate conduct at a school dance.

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

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

1. Verbal abuse of a school employee.
2. Obscene language or directing obscene gestures toward any school employee.
3. Any conviction recognized by a court of law.
4. Fighting. 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.
5. 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.
6. Possessing, viewing, or transferring obscene or pornographic material, music, or media as defined by the Administration.
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 technology, 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 penalties. The type of penalty, up to and including suspension or expulsion, will depend on the severity of the offense.

A student may be placed on probationary status if Administration deems the severity of the offense or if repeated offenses become habitual. If a student is placed on probationary status, a meeting will be held

with the student, the parents/guardians, and the Principal. This probationary status will last for a minimum of a semester and up to a year. Frequent meetings will be held with the student to ensure proper behavior and good academic standing.

Discipline Review Board

The accumulation of more than 20 demerits will result in an automatic meeting with the Discipline Review Board. The members of the Discipline Review Board will consist of, but not limited to, the following: the President/Chief Executive, the Principal, the Director of Operations, the Guidance Counselor, teachers, and area pastors. This board will examine the situations surrounding the demerits to find the root cause of the student's infractions and help guide the student towards a positive change. The Discipline Review Board will develop a Positive Behavior Plan which will be sent home and placed in the student's file. The student will have regular meetings with the Principal to ensure the successful implementation of the Positive Behavior Plan.

Should a student accumulate more than 25 demerits, another meeting will take place. The student will present his/her case as to why the demerits were accumulated and why they should remain a student at Kennedy Catholic. The parents will also be in attendance to discuss how they have supported their student and how they will support their student moving forward. At this time, the Discipline Review Board will determine if the student is a good fit to remain a Kennedy Catholic student.

Detention and ISS

Saturday detention will be assigned from 8:00 A.M. - 10:00A.M. Severity of the offense will determine if the student must serve a detention, an in-school (ISS) or out-of-school (OSS) suspension.

A student may be placed on probationary status if Administration deems the severity of the offense or if repeated offenses become habitual. If a student is placed on probationary status, a meeting will be held with the student, the parents/guardians, and the Principal. This probationary status will last for a minimum of a semester and up to a year. Frequent meetings will be held with the student to ensure proper behavior and good academic standing.

Demerits and Detention/ISS

Every 3 demerits	1 detention
Every 10 demerits	1 ISS
12 demerits	Disciplinary hearing
Failure to report for detention	In-school suspension

About Detention/ISS

- Students assigned detention must also pay a \$10.00 fine per offense
- Students who fail to pay their fine by noon of the last day of school before the Saturday detention will be assigned additional detention hours and will be placed on ISS. Students must present the receipt provided by the Administration Office to the detention/ISS teacher in order to be admitted.

- 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 extracurricular 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 probation or 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 time from three to ten 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/Chief Executive 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/Chief Executive to move forward with the expulsion hearing, the principal will then arrange the hearing before a Conduct Review Committee, which will include but not limited to: the President/Chief Executive, the Director of Operations, the principal, and local clergy. Notice of the meeting will be documented, in writing, to the parents. The meeting of the Conduct Review Board should occur as quickly as possible, within the three to ten day suspension.

The principal will present the facts of the situation and circumstances to the Conduct Review Committee, 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/Chief Executive will present the parents with a formal letter of expulsion. The decision of the Review Board 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.

Tobacco/Electronic Cigarette/Vaporizing Devices

No student is permitted to possess or use tobacco, electronic cigarettes, vaporizing devices 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. Parents will be called to the school to meet with the student and the Principal. Consequences will be determined by the school's administration depending upon the nature of the offense.

First violation	\$50.00 fine and a minimum of one detention
Subsequent violations	\$100.00 fine and meeting with the Discipline Review Board

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 the Athletic 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

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 measures deemed necessary to control substance use.**

Student property may be searched for any degree of suspicion and school property may be searched at any time for any reason. A student may be required to take a drug test or breath analysis at any time for any degree of suspicion. Any student found in violation is mandated to comply with all recommendations made regarding assessment, treatment, and follow-up by the Drug and Alcohol Professional. Parents may choose to use the D&A counselor through the school's Student Assistance Program or a certified and credentialed D&A professional of their own volition from outside of the school. If an outside professional is chosen, a Release of Information form must be signed by the student and parents for the school to communicate with the counselor. Kennedy Catholic will require the student to successfully comply with all mandates, directives, and provisions of the D&A counselor until such time as the student is successfully released from the program. The school will work with the family and the student through this process to achieve a positive outcome. However, if the student fails to respond appropriately to any part of this or has a second offense at any time while enrolled at Kennedy Catholic, he/she will be subject to expulsion.

The following table of Diocesan Guidelines 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 President and the Principal will determine the type of disciplinary action imposed

If it is determined that the student does not have a chemical abuse problem, the President and the Principal 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. 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 drug 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 a gain in possession, use, or under the influence of drugs 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 Administrators 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.

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

KCFS utilizes 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. This payment is made directly to the Finance Office and for the 21-22 school year, families taking advantage of this will receive the 20-21 rate.
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 (\$44 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 utilizing 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 changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. **A written letter of explanation must be sent to the Chief Executive for review.** 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.

Conditional 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.

Safety Drills

Fire Drills

Teachers are responsible for ensuring 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 a single file line.
- 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 stay with that teacher. That teacher will alert via walkie talkie the student is with them and safe. Classes must line up a safe distance from the building 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.

1. 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 inappropriate 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:
 1. Disseminating unlawful information via the network
 2. Accessing another person's files or email
 3. Using obscene, abusive or otherwise objectionable language or images in public or private files or messages
 4. Participating in or visiting chat rooms
 5. 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. Non Academic 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 IT 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.

Chromebook Policy

Kennedy Catholic Middle/High School students are issued a Chromebook upon their enrollment. This Chromebook is to be used to enhance learning and the educational experience. This Chromebook is property of Kennedy Catholic Middle/High School therefore students are expected to take the utmost care of their assigned Chromebook. This Chromebook is to be in good working condition when it is returned to the school. Disciplinary actions will result with improper usage or damage to the Chromebook up to and including limitations/revocation of technology privileges, restitution, expulsion, and involvement of legal authorities.

Students will check out their Chromebook before school begins and will receive a Chromebook and a charger. The student and their parent/guardian will, at that time, sign the Chromebook Agreement, Acceptable Use, and Internet Safety Policies. When Chromebooks are returned by the last day of the school year, they will be inspected for damages. Damages outside of the normal wear and tear must be paid for by the student at the time of return. If the Chromebook is not returned during the time period arranged for turn in and arrangements have not been made, it will be assumed that the student wishes to purchase the Chromebook and will be billed for the market value of the Chromebook.

Students are expected to bring their Chromebook to each class daily. If a student does not bring their Chromebook to class, they are deemed ill-prepared for class and may face disciplinary action.

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, with the permission of the Advancement Committee, 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 and be approved by administration before they are ordered.

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.

Attendance

Regular and punctual school attendance is an essential habit that all students should develop. The skills and knowledge students learn while at school will help them now and later in life. Regular attendance allows the student, the family, and the teachers to get to know one another and to increase the academic and social success of the student. By attending school regularly, the student also will feel a sense of belonging and connection to the school.

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 homeroom 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 educational field trips, school assemblies, masses, and class retreats.

Arrival/ Dismissal at School

In order to ensure the safety and wellbeing of our students, specific rules and policies pertaining to arrival and dismissal procedures must be respected.

- Students should not arrive at school before 7:30am. Doors will not be opened until this time at both school campuses.
- SJPII Preschool and Kindergarten students will be dropped off at the designated doors by 7:45am. If dropping off before this time, please make arrangements with the classroom teachers.
- SJPII 1st-6th grade students arriving before 7:45 a.m. must report to the gym and remain there until a teacher dismisses them to their respective classrooms.
- Middle School and High School students arriving before 7:45 a.m. must report to the cafeteria and remain there until the bell rings. No students should arrive any earlier than 7:30 a.m. Students may not leave the cafeteria, including going to the locker room or lockers, without a written, approved pass from a teacher. The Main Office must be notified of this approved pass.
- Bus or Van riding students are to be dropped off in the front of the school building.
- Attendance will be taken promptly at 7:55am.

- Dismissal Procedures will follow the diagrams and rules for each school campus given at the beginning of the school year.
- Students must remain in the building after dismissal until their ride arrives. All students unless involved in extracurricular activities must vacate the building no later than 3:00pm.
- Parents must notify the school if extenuating circumstances make it necessary for a child to remain in the building past 3:00pm.
- The main entrance may only be used for emergencies and appointments at the end of the school day.

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.
- An “unexcused” tardiness means that a student is late by his or her own fault or the reason for the student’s tardiness is inadequate. Such “unexcused” tardiness is subject to normal disciplinary consequences.
- Students arriving after 7:55 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.
- All students participating in extracurricular activities must be in school by 8:00 a.m. to participate in their respective activity, unless a doctor’s excuse is presented to the Main Office. Students arriving after 8:00 a.m. without an excuse will not be permitted to participate that day.

Consequences for unexcused tardiness are as follows:

- o **Three tardies:** Notification letter sent to parents, One hour detention
- o **Five tardies:** Notification letter sent to parents, One hour detention
- o **Eight tardies:** Third notification letter sent to parents and contract is created with student and parents/guardians.

Absence from School

- Parents or guardians must call 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 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.

SPJII Main Office 724-342-2205

Kennedy Catholic Middle/ High School Main Office: 724-346-5531

(SJPII Only) Any makeup work requested can be picked up in the SJPII Main Office after 2:30pm. Requests for missed work will not be granted after 9:00am. Teachers need adequate time to prepare the necessary work and materials.

- 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 mailed 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 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. KC MS/HS- Job-related requests will also be denied.
- An absence will be marked as Unexcused until proper documentation is given to the Main Office. Excuses must be turned in within three (3) days of the absence.
- A doctor's verification of illness will be required for students absent three 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.
- After 10 unexcused absences, administration may proceed with compulsory attendance charges with the district judge.
- 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 the first-period teacher or the office the day the student returns to school.

Unlawful Absences (Truancy)

In Pennsylvania, parents and guardians of children between the ages of 6 and 18 years are required by the compulsory attendance law to ensure that their child(ren) attend an approved educational institution, unless legally excused. Therefore, any student under 18 years of age who has an unexcused absence is considered to be unlawfully absent. If the students are habitually absent (truant), they and their parent(s)/guardian(s) can be referred to their public school district who can refer them to the district judge in accordance with the provisions of the Juvenile Act of Pennsylvania. Legal ramifications resulting from truancy are the responsibility of the family.

Chronic Absence or Tardiness

Students who are absent from school for more than 25 days and/or students who are continually tardy for a class by more than ten minutes 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. The Administration holds the right to put any student with chronic absenteeism and tardiness on a conditional acceptance.

Early Dismissal

Early dismissal passes must be obtained from the Main Office before 8:05 a.m. SJPII Parents/Guardians and KC Students must sign out and sign in at the Main Office when leaving and returning to school. 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 and not exceed six consecutive school days. The student must be accompanied by a parent or guardian to qualify for release from school.
- Absences for vacations more than six consecutive school days will be considered "unexcused" and the normal disciplinary consequences regarding unexcused absences will be enforced.

- The school must be given one week's notice in writing. 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 who fail to turn in the Vacation Request Form, located in the main office, will not be eligible to complete any make-up work.
- 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:
 - o Poor attendance record
 - o Poor grades
 - o Students in ISS disciplinary status will not be granted time away from school.
 - o Students will not be granted time away from school during any mid-year or final exams

Activity/Athletic Participation

- All students participating in extracurricular activities must be in school by 8:00 a.m. to participate in their respective activity, practice, contest, and/or school-sponsored event unless a doctor's excuse is presented to the Main Office. Students arriving after 8:00 a.m. without an excuse will not be permitted to participate that day.
- All students are also required to be in school and on time the day after an event. Only excused medical absences will be accepted.
- Students who are sent home by the School Nurse for illness or are absent the day of an event, are not permitted to attend or participate.

KC HS: College Visit/Career Shadowing Policy

Students are encouraged to schedule college visits/career shadowing on days Kennedy Catholic Family of Schools is not in session. However, if circumstances dictate otherwise the following protocol must be followed:

- College Visit/Career Shadowing form obtained from the Guidance Office must be completed fully and submitted at least one week in advance to the Principal.
- 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.
- If a student is failing two or more classes, they may be denied approval for the college visit/career shadowing day.
- It is the student's responsibility to arrange for all work to be completed. Work missed due to the college visit/career shadow day will be due upon return.
- Teachers need not accommodate students who have been denied time away from school or who have not followed this protocol.
- The student must provide certification from the college's admission office or from the professional shadow stating the visit occurred upon his/her return.

Making Up Homework and Tests

- Students are 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.
- All late work deductions are to be set by teachers for their classes. They are to be enforced consistently across the board for that class. Those standards are set at the beginning of the course and are published in the course syllabi.
- All make-up work is to be done from 2:40pm to 3:30pm; arrangements for performing make-up work must be made with the teacher or staff member who assigned the work.

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.

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.

Snow Days or School Emergencies

In the event of poor weather, school emergencies, or any other reason the school must close to ensure the safety of our students, families should check their email as well as the local TV stations for school delays and cancellations. Our decisions regarding school delays are based on local school districts in Mercer county and our busing transportation. Most typically, the decision to delay or close the school will be made in the early morning hours so that we may make an informed decision based on the actual weather for the day. If there is a possibility for inclement weather we will remind students to take their chromebook home to log onto virtual classes.

Tardy arrivals due to delays in the home district a student arrives in will be excused. Students in area school districts will be afforded a legal absence if that school district is closed or parents deem conditions too dangerous for travel.

Suicide Prevention and Awareness Policy and Procedures

The purpose of the Kennedy Catholic Family of School's suicide prevention and awareness policy and procedures is to protect the health, safety, and welfare of its students and maintain a safe school environment.

Our Suicide Prevention and Awareness Policy includes prevention education for school personnel and students on the actions and resources necessary to promote well-being and prevent suicide. The policy also includes intervention and detailed intervention procedures to be followed in the event of the threat or attempt of suicide among school-aged youth. You can locate the full policy at <https://www.kennedycatholicschools.org>. To access the policy from the website go to current families. Look under helpful links and go to the Guidance Office. From there go to Social and Emotional Resources. The policy is available under Counseling Services.

If you or someone you know is having suicidal thoughts immediate help can be found by calling the national Suicide & Crisis Lifeline at 988 or 1-800-273-TALK (8255) or through our local crisis center at the Mercer County BHC Crisis Hotline- 724-662-2227.

The following parts of the student/parent handbook will have sections pertaining to Saint John Paul II and Kennedy Catholic MS/HS. General information is pertinent to both schools.

General information

Change of Information

It is necessary for the school to have an accurate record of the home address, phone number, and email of all students and their parents/guardians. Please report any changes to the Main Office immediately. Policies/ Procedures of KCFS are subject to change throughout the year.

Care of School Property

Every student is entrusted with various school-owned supplies necessary for a successful school year including but not limited to Chromebooks (in MS/HS), textbooks. These supplies are on loan to the student to aid in their educational experience. If a student willfully, accidentally, or negligently loses or damages an article of school property, he/she will be assessed the full replacement/repair and labor cost of the item and is subject to disciplinary action.

Clubs, Organizations, and Activities

A list of clubs, organizations, and activities can be found on the Kennedy Catholic Family of Schools website. Any student who wants to introduce a new club or activity must find a faculty advisor. A written description of the organization must be first approved by the faculty advisor and then approved by the principal.

Concerns and Grievances

Should any concerns or grievances arise, please use the following table to determine the school contact person responsible for the area.

St. John Paul II Elementary/Kennedy Catholic MS/HS

Area	First Contact	Second Contact
Academic Concerns	Classroom Teacher	Principal
Athletic Concerns	Coach	Athletic Director
Campus Ministry	Campus Minister	Principal
COVID-19/Health & Wellness	School Nurse	Principal
Discipline	Classroom/Specials Teacher	Principal

Dress Code	Classroom Teacher	Principal
Extended Absence	School Secretary	Principal
Guidance	Principal (for referral to IU Guidance)	
Makeup Work	Classroom Teacher	Principal
Report Cards	Classroom Teacher	Principal
Transcripts	School Secretary	Principal
Tuition and Finance	Director of Finance	President

If no resolution is reached after discussion with the above parties, please contact the president/chief executive for a private appointment.

Saint John Paul II

Academics

Saint John Paul II Elementary School provides instruction for students in Preschool through Sixth Grade. Saint John Paul II Preschool provides a positive, supportive, and safe environment where children receive guidance, inspiration, and respect from the teachers and aides who care for them each day. We encourage children to experiment, explore, and play in an atmosphere that nurtures both their love of learning and their love of God.

Classes in our program for students in Kindergarten through Sixth Grade feature one teacher in each classroom. This arrangement enables a single teacher to become familiar with each child's talents, capabilities, and interests. That, in turn, enables the teacher to provide the familiar security, individual instruction, and personal support needed to help each student reach their full academic potential. In addition, certified teachers provide instruction in Music, STEAM, Library, Art, and Physical Education once every week. Classroom Aides work in our Mini Preschool, Preschool, and Kindergarten classrooms.

Assessment

Report Cards are issued quarterly to students in First through Sixth Grade. Kindergarten report cards are issued on a trimester basis.

Parents will receive progress reports sent home in a hard copy and via email every four weeks if their child is working below his or her potential or failing a specific content area. This procedure provides the opportunity for parents to take the steps necessary to help students improve their grades before report cards are issued.

In addition, parents may view their child's progress at any time by accessing PlusPortal.Com accessible through the KCFS School Website. This innovative tool provides real-time information about assignments, tests, and other class activities. It also lists the grades students have received on individual assignments, tests, and overall grades in each subject area to date.

Parent/ Teacher Conferences will be held at the end of the first grading period and at a mid-year point. Parents should schedule at least one conference every academic year. Additional conferences may be needed and can be arranged by contacting the school to schedule an appointment with the teacher(s). A separate and distinct conference and reporting system applies to Kindergarten students.

The final decision regarding whether a student will be retained in his or her current grade level will be made by the Principal of Saint John Paul II Elementary School, the student's teacher, and the student's parents/ guardians.

Grading Scale

A student's academic performance is evaluated according to the following scale:

A=93-100%

B=85-92%

C=76-84%

D=69-75%

F=Below 68%

A student's effort is also assessed according to following scale:

4= Advanced

3=Proficient

2=Basic

1=Experiencing Difficulty with Standards

N/A= Not Assessed

Students in Fifth and Sixth Grade earning all A's on their report cards are recognized with "First Honors." Students earning all A's and B's are recognized with "Second Honors". Any student receiving a "1" on his or her report card is not eligible for academic honors.

Homework Policy

Saint John Paul II Elementary School believes that the student, family, and teacher all share in the responsibilities of completing homework; homework is an important aspect of the student's

academic development. Homework is assigned in order to reinforce classroom lessons, to practice particular skills, to develop critical thinking abilities, and to acquire healthy study habits.

Student Responsibility

- To understand homework assignments
- To ask questions of clarification of homework requirements
- To listen to directions relative to the homework assignments
- To carefully read the directions relative to the homework assignments
- To take home all needed materials to complete homework
- To complete the homework to the best of his or her ability
- To turn in assignments on time and on the due date
- To make arrangements with the teacher to complete any missed homework assignments

Family Responsibilities

- To create a home environment conducive for engaging in homework assignments
- To implement a regular routine for completing homework assignments
- To offer assistance, if needed
- To review completed assignments with the student
- To inform the teacher if there are any issues with the homework assignment or its satisfactory completion
- To read and respond to any communications from the teacher or the school regarding assignments

Teacher Responsibilities

- To provide homework assignments that serve a productive purpose
- To provide directions and instructions that are clear and concise
- To have a method of evaluating homework assignments
- To communicate reasonable expectations regarding homework assignments with families and students
- To inform families if homework is not being completed or not be completed satisfactorily

Standardized Testing

Standardized tests are administered to students in Kindergarten through Sixth Grade. The NWEA Map Growth Assessment is used for measuring achievement in Mathematics, Writing, Language Usage, and Science. It provides teachers with accurate and actionable evidence to help target instruction for each student or groups of students regardless of how far below that are from their current grade level. It also connects the largest set of instructional content providers, giving educators flexibility in curriculum choices. This assessment is administered three times a year.

Comparing yearly computer generated test scores enables the principal to determine if a student is progressing according to his or her ability. Test results will be provided to parents at the time the report cards are distributed. Parents who want to review their child's testing record may do so by scheduling an appointment with the principal of Saint John Paul II Elementary School.

Students in Fifth Grade at Saint John Paul II Elementary School also take the ACRE assessment for Religion.

LAP (Learning Assistance Program)

Saint John Paul II has been offering a Learning Assistance Program (LAP) for a number of years now. LAP is in place for students who are struggling with reading, and who will need additional help to develop the skills they need to be successful. They have been identified by the difficulties they are having in their classroom performance and by testing results in Acadience Reading K-2 and the NWEA Map Growth Assessments 3-6.

The students in this program attend LAP daily during their regularly scheduled Reading class, and would be taught at their reading level, **with goals of assisting them in returning to the appropriate reading level and being successful academically.** Once they have begun the LAP program, they would remain in it for the academic year. However, we will reevaluate their progress periodically during the year and make recommendations as to whether they should move back into their regular Reading program or remain in LAP.

Students of Academic Rigor (SOAR) Program

Saint John Paul II Elementary School created the "SOAR" Program, the only one of its kind among the Catholic schools of the Diocese of Erie.

The SOAR Program offers qualified students in Second through Sixth Grade enhanced and enriched learning opportunities within small group environments and or/ through independent study opportunities.

Weekly SOAR activities include:

- Participation in Academic Games and Competition
- Job Shadowing and Career Exploration
- Special Field Trips
- Unique Community Service Projects
- Inter- School District Workshops with other gifted students from the public schools sector

The ultimate goal of the SOAR Program is to promote academic excellence by sustainability supplementing classroom learning experiences in order to accelerate the student's competency and proficiency in the following areas:

- Critical Thinking
- Communication
- Creativity
- Research and Investigation
- Self-Awareness
- Exploration of individual interests
- Independent study and small group interaction

Students who demonstrate the following characteristics are considered candidates for the participation in the SOAR Program:

- High-level critical thinking and problem solving abilities
- Exceptional communication and leadership skills
- Intense interest in specific areas of study
- Above average intellectual creativity and originality
- Unique technological expertise

Criteria for Participation in the SOAR Program

Saint John Paul II Elementary School has adopted a formal process of identifying potential candidates and evaluating their competency, before determining if the students qualify for admission into the SOAR Program.

Potential candidates for the SOAR Program are identified in three ways:

- 1.) **Parent Request:** Any parent who believes his or her child is “gifted” or “highly talented” may request a multidisciplinary evaluation of the student to ascertain if he or she is eligible for the SOAR Program.
- 2.) **Teacher Referral:** A teacher may notify the principal and the student's parents that his or her classroom performance is indicative of his or her being “gifted” or “highly talented” and therefore a potential candidate for the SOAR Program.
- 3.) **Test Score Review:** The principal and faculty conduct annual reviews of the NWEA Map Growth Assessments results to, in part, determine which students may be qualified for potential candidates for the program.

Once a potential candidate for the SOAR program is identified, the student's parents will be notified and asked to complete a “Permission to Evaluate Form”, authorizing the school to administer a multidisciplinary evaluation of the student. This evaluation is completed in the child's home school district in which they reside or a certified psychologist.

Admission to the SOAR Program is based on a number of factors including:

- The results of the multidisciplinary evaluation
- Intelligence Quotient (I.Q) scores between 120-129(“highly talented”) or above 130 (“gifted”); students slightly below these standards may qualify for admission
- Demonstrate advanced creativity
- Exceptional performance in a specific area of study (ex. Math)
- The recommendation of the SOAR Program instructor

The principal of Saint John Paul II Elementary School will make the final decision regarding a student’s admission into the SOAR Program.

Removal from the SOAR Program

A school administrator or a parent may remove a student from the SOAR Program for reasons that include:

- Excessive absenteeism
- Failure to complete SOAR Program assignments
- Unsatisfactory performance relative to SOAR Program materials
- Inability to meet SOAR Program expectations
- Evidence that the participation in the SOAR Program is having a negative impact on the student’s daily performance in the classroom

Building Level Support Team (“BLeST”)

BLeST is a support structure mandated for all the schools by the Catholic Schools Office and the Diocese of Erie. The board is comprised of the principal of Saint John Paul II Elementary School and faculty representatives. Its aim is to identify problems that may arise in the classroom and assist teachers in addressing and solving those situations. It is also entrusted with the responsibility to identify and address a student’s potential psychological, emotional, or behavioral issues. Information shared and discussed in a BLeST meeting is considered strictly confidential insofar as the laws of the Commonwealth of Pennsylvania allows.

Our Catholic Identity

Our Catholic Faith and Our Parish Families

Students enrolled in our Catholic School and who are receiving a discounted tuition rate due to an affiliation with an area parish are expected to participate in the life of the local parish through faithful attendance at Sunday Mass on a weekly basis. Parents are the primary teachers of the faith to their children.

Our Catholic Faith and Saint John Paul II Elementary School

The primary mission of our school system is to nurture and reinforce the faith development that begins in our students' home and to adhere to the richness and wealth of the Catholic Intellectual Tradition. To that end, our school system not only provides exceptional instruction and intellectual development in secular studies, but also provides daily religious formation and instruction in the Catholic faith, in Christian morals and values, and in sacramental worship. Integrating faith and reason into the daily experience and environment of our school is the ultimate goal of our educational endeavor.

This is accomplished in numerous ways, including:

- “ Morning prayers at the start of the school day
- “ Regular prayer in each class throughout the day
- “ Weekly Adoration for 5th/6th grade students
- “ Sacramental education and preparation for First Reconciliation and First Communion
- “ Reading and reflecting on the Sacred Scriptures
- “ Regular celebration of the Sacraments of the Eucharist and Reconciliation
- “ The observance of designated Holy Days
- “ Para-liturgical services (*e.g.*, recitation of the rosary, an annual “May Crowning”)
- “ Embracing and living out the school’s motto - *Christo Servire* (“To Serve Christ”) - by participating in faith-based service projects and charitable service programs within the school and throughout the community

Liturgy

The Catholic Church describes our liturgical celebration of the Eucharist as “the source and summit of the Christian life.” The celebration of the Eucharist is, rightly then, the primary means by which our school expresses our Catholic faith and belief.

Because young children are just beginning their exposure to faith and belief, it is important that they become comfortable with expressions of faith. Saint John Paul II Elementary School facilitates our students’ faith development and formation by offering system-wide school liturgies, respective school liturgies, and small group liturgies that have proven to be meaningful to our students.

Receiving Communion at School Liturgies

Receiving Holy Communion at the Eucharistic Liturgy enables Catholics to fully participate in the celebration and to receive its grace and blessings. Catholic students who have celebrated First Holy Communion are encouraged to receive communion at our school celebrations. Students who have not celebrated First Communion, and non-Catholic students are invited and encouraged to come forward during the distribution of communion - with his or her arms crossed over his or her chest - to receive a blessing.

The Sacrament of Reconciliation

The school offers its students the opportunity to celebrate the Sacrament of Reconciliation twice a year during the seasons of Advent and Lent. Additionally, a local priest will be made available at any other time to celebrate the Sacrament of Reconciliation if a student expresses his or her desire to any Administrator, principal, or faculty member.

***Christo Servire*: Saint John Paul II Service Program**

“Christ has no body but yours; no hands, feet, on earth but yours,” wrote Saint Teresa of Avila nearly five hundred years ago. The Kennedy Catholic Family of Schools cite these words as just one way to give expression to our motto: “*Christo Servire*” (“to serve Christ”). We strive to instill in our administrators, faculty, staff, and students the importance of caring for others as Christ would.

We do so, in part, by adhering to school-wide and classroom based service programs for all Saint John Paul II Elementary School students and families.

Our school offers a variety of charitable service projects that include food drives, shoe and book drives, blood drives, etc. We strongly encourage families to participate in school-wide service projects through financial contributions or the donation of goods and services.

In the classroom students will study two individual saints each year and then create and execute a service project that reflects those saints’ values.

Students in Third through Sixth Grade are given the opportunity to participate in the Saint John Paul II Elementary School Service Club.

Academics at Kennedy Catholic MS/HS

Middle School Academics

Middle School students are pushed to excel and prepare themselves for the college preparatory experience they will experience in high school. Middle School students have the option to take higher level mathematics classes based upon their success in previous mathematics classes and on assessments. Middle School students will experience a variety of classes including electives. Students will participate in health, physical education, art, and have the option to participate in electives such as band, choir, and newspaper in addition to their core classes.

High School Academics

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

1. Advanced Placement (AP) 1.05
2. Honors (HN) 1.03
3. College Preparatory (CP) 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.

Grading Scale for Middle and High School

A	100-93
B	92-85
C	84-76
D	75-69
F	68 and below

KCHS and KCMS students who achieve the following grades qualify for the Honor Roll.
Highest Honors 98.0 – 100.00+ High Honors 94.5 – 97.99 Honor 90.0 – 94.49

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.

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

Academic Progress

Parents, students, teachers and the guidance counselor work together to ensure a successful academic experience at Kennedy Catholic. Parents are encouraged to monitor student progress on PlusPortals (plusportals.com/KCFS). The guidance counselor will meet with students experiencing difficulty in class. Student enrollment will be evaluated based on academic deficiencies. A student who fails three or more classes at the end of the school year is subject to dismissal from Kennedy Catholic Family of Schools. Administration will determine whether a student can return to Kennedy Catholic for the next school year if the GPA is lower than 2.0.

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, including accumulated tardies from a year-long class, may result in failure of the course for a year.

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
- 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.
- Looking at or copying another student’s quiz or exam.
- 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 student’s 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, more serious penalties may be imposed.
- 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.

National Honor Society

The purpose of the Christo Servire Chapter of the National Honor Society and the National Junior 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 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. National Honor Society 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. National Honor Society 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 at 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.

Graduation Requirements

Minimum credits required per year for the advancement to next grade in 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 Language	2 credits (3-4 strongly recommended)
Physical Education	1 credit
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 90.0% or better will be honored at graduation.

Class Rank

Class Rank is determined by averaging the first three years and the first three nine weeks of the student's senior year. Averages will be carried out to four decimal places. Any two students whose grade point average are identical to four decimal places will be given the same class rank. The rank of the student to follow a tied position will be determined by the number of students preceding, not the rank of the preceding rank.

The valedictorian(s) will be the student(s) with the highest grade point average. The salutatorian(s) will be the student(s) with the next highest grade point average.

Transfer students' grades from their previous school will be used as listed on their transcript. Due to Kennedy Catholic's College Preparatory Academic Rigor, our weighting system will NOT be applied to incoming student's grades.

To be eligible to be recognized as the valedictorian, salutatorian, or in the Top Ten of your graduating class, students must be a Day One Junior. This means only those students who were enrolled beginning on the first day of school of their junior year and remained enrolled through their junior and senior year will be eligible to be recognized as valedictorian, salutatorian, or in the Top Ten at commencement.

Any high school classes taken prior to the ninth grade will be reflected on the transcript but will not be counted toward class rank or graduation requirements. Dual enrollment or College in High School courses will be counted toward class rank and graduation requirements as long as the course is not offered at Kennedy Catholic (ie. College Level English may not replace English 12).

Class Rank Calculations

Students are ranked using the final cumulative weighted averages of each completed school year starting with the students' 9th grade year and ending with the students' 12th grade year. All graded courses are included in rank. Rank for graduation will be calculated by averaging the final averages from the student's 9th, 10th, 11th, and 12th grade years. Rank for graduation will also be used to determine Valedictorian, Salutatorian, and Top Ten. Students who have not completed all four years of high school in the United States will not be eligible for class rank

Academic Weighting Scale

College Prep x1.00	Honors x 1.03	Advanced Placement x 1.05
100.00	103.00	105.00
99.00	101.97	103.95
98.00	100.94	102.90

97.00	99.91	101.85
96.00	98.88	100.80
95.00	97.85	99.75
94.00	96.82	98.70
93.00	95.79	97.65
92.00	94.76	96.60
91.00	93.73	95.55
90.00	92.70	94.50
89.00	91.67	93.45
88.00	90.64	92.40
87.00	89.61	91.35
86.00	88.58	90.30
85.00	87.55	89.25
84.00	86.52	88.20
83.00	85.49	87.15
82.00	84.46	86.10
81.00	83.43	85.05
80.00	82.40	84.00
79.00	81.37	82.95
78.00	80.34	81.90
77.00	79.31	80.85
76.00	78.28	79.80
75.00	77.25	78.75

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 hall (or the equivalent) per semester.**

Missing Assignments, Incompletes, and Failed Courses

All failed courses must be made up the following year in their daily schedule or by completing summer school which is determined by Guidance and Administration.

- Any student with three or more failed core subjects at the end of a single school year will be required to withdraw from Kennedy Catholic Family of Schools.
- Students must maintain a cumulative GPA of 2.0 or better to continue year-to-year at Kennedy Catholic. A student not meeting that requirement will either withdraw from Kennedy Catholic or be placed on an academic contract for the following semester at the discretion of the Administration.
- Incomplete grades must be resolved within two weeks of the last day of the course, or the grade will remain as-is.
- All late work deductions are to be set by teachers for their classes. They are to be enforced consistently across the board for that class. Those standards are set at the beginning of the course and are published in the course syllabi.
- All missing work must be completed before finals. Any missing work still missing at the time finals have begun will result in a 0% given for those assignments.
- Missing work due to excused absences or tardiness must be made up in the same amount of time of days missed. For example, if a student was absent for three days, missing work must be turned in within three days.
- Students are required to successfully pass each subject for which he/she is enrolled. No credit will be given for a failed class.

Grade Reporting

Up-to-date student grades can be viewed on PlusPortals (<https://plusportals.com/kcfs>). Students and parents are encouraged to check this regularly. Report Cards are issued digitally. Final grades are recorded on the student's permanent student record

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. This concept of serving Christ is not a single lesson to be taught but a concept to be lived in daily life.

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.

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

Students are given ample time and opportunity to complete these requirements throughout the year. Students must complete hours quarterly and submit the service hour form. Middle school students must complete a minimum of four (4) hours for three quarters and three (3) hours for one quarter. High school students must complete a minimum of six (6) hours of service for three quarters and seven (7) hours of service for one quarter. 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 not turned in after the 30 days, the hours will not be accepted.
- Service is an activity that is supervised by an adult 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.
- 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 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.
- 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.)

Impact 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.

Confirmation

Students in the 11th grade are eligible to receive the sacrament of Confirmation through their home parish. Students are encouraged to reach out to their parish and the Religious Education

Director to ensure they are approved for Confirmation. All students in the 11th grade will prepare for Confirmation in their Theology class regardless if they are receiving the sacrament or not. Students will participate in retreats during their Theology class with a rotation of priests seven times throughout the school year. Students will be assigned a project on the Saint of their choosing and will write a letter to the Bishop. The concluding assignment to fully prepare for Confirmation will be a Mock Interview with Kennedy Catholic Staff and Administration.

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 principal 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 Thursday and students will be notified of their standing 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 two or more classes on Thursday, he/she will have until the next Friday to raise his/her marks.
- If the student is still failing two or more classes at the end of the school day on Friday, he/she will be ineligible for all of the upcoming 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. 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 Friday.
- 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.
- If a student fails the course at the conclusion of the year, that student will be ineligible until the eleventh (11th) day of the per school year following PIAA guidelines.

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 Principal, 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. The student will be automatically referred to the Student Assistance Program.

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 athlete'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.

Organizations and Facilities

Student Council

Student Council is responsible for planning, organizing, and fundraising school-wide events. Student Council Elections are held in the Spring for the following year. Student Council Executive Board and Student Council Representatives are elected by the student body. The Student Council Executive Board will run as a slate. A slate is a group of candidates that run in multi-position election on a common platform. Students elected to represent their classmates on the Student Council are expected to fully serve the position they are elected for which includes but is not limited to: attending all meetings, maintaining good academic standing, and maintaining good disciplinary status. Should a student not fulfill the duties of the position or not maintain good academic or disciplinary standing, the Student Council Advisor and the Principal will meet with the student to create a plan to correct the undesirable actions. If the undesirable actions do not correct themselves in a timely manner, the student will be removed from the position and will be ineligible for re-election the following school year.

Class Officers

Class Officers are responsible for planning, organizing, and fundraising for class events. Class Officers run as a slate and are elected by their classmates. Students elected to represent their classmates as a Class Officer are expected to fully serve the position they are elected for which includes but is not limited to: attending all meetings, maintaining good academic standing, and maintaining good disciplinary status. Should a student not fulfill the duties of the position or not maintain good academic or disciplinary standing, the Class Advisor and the Principal will meet with the student to create a plan to correct the undesirable actions. If the undesirable actions do

not correct themselves in a timely manner, the student will be removed from the position and will be ineligible for reelection the following school year.

Library

The library opens at 8:05 a.m. and closes at 3:00 p.m. It is available to students during study hall and after school with adult supervision. Students are expected to work quietly at all times and to observe return dates for 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. All medications, over the counter and/or prescription, are to be dispensed from the School Nurse only. Students may not have medication with them during the school day.

In order for medication to be dispensed, an Emergency Contact Form must be submitted by the parents. These are available in the Main Office. All medications must be brought to the Main Office in a properly labeled current prescription bottle with the student's name, doctor, name of medicine, dosage, and time it is to be given. Non-prescription medicine must be brought in the original bottle. A change in medication during the year requires a new authorization form and forms must be renewed annually.

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. Students are also able to schedule appointments with the school counselor. 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.

Transcripts and Release of Records

Transcripts record final grades from each class, attendance record, and standardized test scores. Students must sign a transcript release form authorizing the school to send out their transcripts. Official transcripts are sent directly to colleges and scholarship organizations directly from the Guidance Office. If a student needs a copy of his/her transcript, an unofficial copy can be given to the student. All necessary forms must be filled out and given to the Guidance office for transcripts to be sent. Transcripts will not be sent or released if the student's tuition is past due or fines have not been paid.

Personal and Academic Counseling

The School Counselor will counsel students relative to educational objectives with personal and social adjustment. If students or parents/guardians have personal, social, or academic concerns, they are encouraged to contact the School Counselor or Principal.

Scheduling

At the end of the third nine weeks, scheduling for the following school year will begin. Students will request courses including elective options. Grades and test scores will be utilized to recommend students into the appropriate academic levels. If there is a discrepancy, students and parents/guardians must meet with the teacher. Once the final schedule is released, students are encouraged to communicate with the School Counselor or Principal on potential schedule changes. Schedules changes are only permitted until the fifth day of school.

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. The members of the SAP Team consists of teachers, administrators, guidance counselors, and outside behavioral health and drug and alcohol counselors. 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 Principal or the School Counselor on the KCFS Student Assistance Team



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 2022-2023 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 so 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 Schedule

Period	Time	#MIN
Tardy Bell	7:55am	
Homeroom (A)	7:55-8:05	10
1(B)	8:08-8:50	42
2(C)	8:53-9:35	42
3(D)	9:38-10:20	42
4(E)	10:23-11:05	42
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1st lunch	11:08-11:38	30
5(GH)	11:41-12:23	42
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5 (FG)	11:08-11:50	42
2nd lunch	11:53-12:23	30
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6(I)	12:26-1:08	42
7(J)	1:11-1:53	42
8(K)	1:56-2:38	42
Announcements	2:38-2:45	7
Dismissal	2:45pm	

Schedule #3/Noon Dismissal

Period	Time	#MIN
Tardy Bell	7:55	
Homeroom (A)	7:55-8:05	10
1	8:08-8:35	23
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 #2 1:30 Dismissal/Mass

Period	Time	#MIN
Tardy Bell	7:55am	
Homeroom (A)	7:55-8:05	10
1	8:08-8:41	33
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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1st lunch	11:08-11:38	30
6	11:41-12:14	33
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6	11:08-11:41	33
2nd 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 #4/Delayed 10:00am start

Period	Time	#MIN
Tardy Bell	9:55	
Homeroom(A)	9:55-10:05	10
1	10:05-10:32	27
2	10:35-11:02	27
3	11:05-11:32	27
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4/1st lunch	11:25-12:05	30
4/2nd lunch	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	
Announcements	2:38-2:45	



KENNEDY CATHOLIC
FAMILY OF SCHOOLS

Kennedy Catholic Family of Schools

Saint John Paul II Elementary School

2355 Highland Road

Hermitage, PA 16148

(724) 342-2205

Fax: (724) 704-7397

Kennedycatholicschools.org

Kennedy Catholic Middle/High School

2120 Shenango Valley Freeway

Hermitage, PA 16148

(724) 346-5531

Fax: (724) 346-3011

Kennedycatholicschools.org