



***QUEST 2017-2018***  
**Student Handbook**

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Head of School

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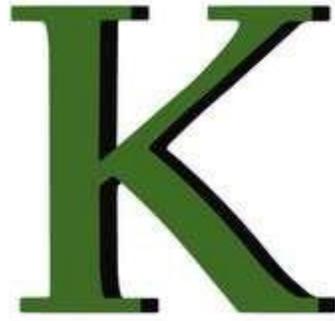
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## Bishop Kearney High School

### **School Song**

Hail to thee our school  
the challenge of our youth.  
We will be true to your ideals,  
To cherish justice and the truth.

Green for faith and hope  
and gold for charity.  
Faithful all your children sing  
O Kearney, hail to thee.

In our every enterprise  
Valiantly our spirits rise.  
Toward the highest we shall aim  
For the honor of thy name.

**A BRIEF HISTORY  
OF  
BISHOP KEARNEY HIGH SCHOOL**

Bishop Raymond A. Kearney High School was founded in 1961 as part of the Diocesan system of schools. It was dedicated by Most Rev. Bryan Joseph McEntegart on November 2, 1961 and named in honor of the youngest auxiliary bishop of Brooklyn who served the diocese from 1935 until his death on October 1, 1956.

The Sisters of Saint Joseph were asked to administer and staff the school. In 1973, the Sisters of Saint Joseph purchased the school. It was incorporated and reopened as Bishop Kearney High School which was to be governed by a Board of Trustees. In 1994, the Board was expanded to include not only the General Government of the Congregation, but also parents, alumnae and other lay persons with expertise in education, finance and plant management.

In 2014 the Administrative model of Bishop Kearney High School was changed to include a President and a Principal format.

**Some significant dates in Kearney’s History**

Accredited by Middle States	1966
Mater Dei Chapter of the National Honor Society established	1966
Incorporated by N.Y.S. Board of Regents	1973
Absolute Charter granted	1979

In his dedication address in 1961, Bishop McEntegart predicted: “In this school, young girls for decades to come will be taught the truths of God’s word. *They will receive an education second to none.*”

Kearney continues to pursue this mission: The Bishop Kearney Community is Christianity in Action – Living, Loving and Teaching as Jesus.

**Mission Statement  
Bishop Kearney High School**

Bishop Kearney High School empowers young women to develop their unique gifts by offering an excellent education rooted in the Gospel of Jesus, imbued with Catholic teaching and tradition, and animated by the charism of the Sisters of Saint Joseph.

At the time of graduation, the Bishop Kearney Graduate will have been challenged to think critically, creatively, with a global perspective, and will have been provided with opportunities that will continue to call forth her spiritual, intellectual, cultural, and social growth.

**PHILOSOPHY OF BISHOP KEARNEY HIGH SCHOOL**

We, the faculty and staff of Bishop Kearney High School, invite students to discover and live the following values which have been the basis of our philosophy of education for the fifty-four years of Kearney’s history:

To establish an environment in which the Gospel values of love of God, neighbor and self, a respect for all life, and the virtue of justice are consciously and consistently taught and lived.

To embrace the mission of the Sisters of Saint Joseph by striving to bring love, reconciliation and unity to all our endeavors.

To foster intellectual, emotional, moral, physical and spiritual growth through a well-rounded curriculum along with varied extra and co-curricular activities thereby nurturing each student’s full potential through self- discovery.

To empower young women to resist stereotypes and actions that belittle them by promoting positive roles and fostering respect and equality for all.

To provide students with the knowledge and skills necessary for higher education and successful careers.

To develop a love of learning which will allow our graduates to continue to grow throughout their lives.

As a community, we, the faculty and staff of Bishop Kearney, strive to teach and live as Jesus. We invite our students to grow through an education rooted in the Gospel of Jesus while we nurture in this community those Christian values which are the foundation for full participation in both the Church and in society.

## **History of the Sisters of St. Joseph**

The Congregation of St. Joseph (CSJ) was founded in Le Puy, France, in 1650. Six women came together under the direction of Bishop Henri de Maupas and Father Jean Pierre Medaille, S.J. to live a simple, prayerful life in community and to serve their neighbor with the same faithful care that St. Joseph had given to Jesus and Mary.

The Congregation was disbanded during the French Revolution and was refounded by Mother St. John Fontbonne in 1808. The first sister came to the United States to teach deaf children in St. Louis in 1836. As the first small group grew, sisters were sent to Philadelphia, and in 1856, a small band of sisters came to Brooklyn at the request of Bishop Loughlin. Their ministry in Brooklyn centered on education. Today the works of the Congregation relate to the many needs of God's people on Long Island, Puerto Rico, Appalachia and many other locations throughout the United States.

The Administrators of Bishop Kearney High School have been:

Sister Letitia Maria Flanagan, CSJ  
Sister Mary Jogues (Rose Tehan), CSJ Sister  
John Crucis (Helen Faulds), CSJ Sister Ann  
McCarthy (John Capistran), CSJ Sister Joan  
McAvoy (Maria Columba), CSJ Sister  
Thomasine Stagnitta, CSJ  
Dr. Margaret Minson, President  
Sister Elizabeth Hill, CSJ, PhD, JD  
Mrs. Elizabeth Guglielmo, MME  
Miss Geri Martinez, MS  
Dr. Margaret Lacey Berman

## **VISION STATEMENT OF THE SISTERS OF ST. JOSEPH**

We believe ....

that we create the future as  
we move with the Spirit in  
giving full expression to our  
giftedness as women in the  
church sharing equally in its  
mission -  
in living a life that is simple  
prayerful courageous and  
compassionate -  
in proclaiming with prophetic  
voice the Gospel to all people  
in strengthening our  
corporateness as women in  
community -  
in demonstrating our belief  
in the dignity of the human  
person and the call to  
secure this dignity for all  
women and men -  
in expressing our  
solidarity with the poor  
and oppressed.

**IN FAITH AND HOPE, WE ACCEPT  
THE CHALLENGES THESE BELIEFS IMPLY.**

# **Bishop Kearney Administration, Faculty and Staff**

## **2017-2018**

### **Administration**

Head of School (ext. 258)

Assistant Head of School (ext. 254)

Strategic Advisor (ext. 257)

Director of Development (ext. 259)

Special Events Coordinator (ext. 246)

Director of Finance (ext. 296)

Finance Associate (ext. 248)

Director of Alumnae Relations (ext. 256)

Dr. Margaret Lacey Berman

Mr. Peter Devlin

Dr. Margaret Minson

Ms. Rachel Kasold, BA

Mrs. Lorraine Macca, AA

Mrs. Joanne Pezzulla, BBA

Miss Alexandra Stein, MS

Mrs. Catherine Schmidt, BA

### **Spiritual Life Ministry**

Chaplain

Campus Minister (ext. 224)

Rev. Msgr. David Cassato, MDiv, MS

Miss Kathleen McCague, BA

### **Directors**

Admissions and Recruitment (ext. 265)

Athletic Director (ext. 245)

Information Technology Director (ext. 274)

TBA

Miss Jessica Parker, MS

Mrs. Megan McCormack, MA

## **STUDENT SERVICES**

### **Academic Counselors**

Junior and Senior Counselor/College Advisor (ext. 228)

Sophomore Counselor (ext. 227)

Student Council Moderator (ext. 269)

Miss Anne Kelly, MS Freshmen

TBA

Mrs. Elizabeth Conte, MA

### **School Nurse** (ext. 223)

Miss Keren Gedeon

### **Educational Assistants**

Sister Eileen Agoglia, CSJ, MA, PD (ext. 231)

Sister Joan Dillon, CSJ, BA (ext. 263)

Sister Mary Pat Hurley, CSJ, MS (ext. 269)

Sister Maureen McDermott, CSJ, MA (ext. 232)

Sister Ann Mollica, CSJ, MA (ext. 271)

### **Special Programs**

ESL Program (ext. 231)

Medaille Program (ext. 225)

Medaille Program (ext. 225)

Title 1 (ext. 226)

Project Lead the Way (ext. )

TBA

Mrs. Lynette Donaldson, MS

Mrs. Paula Mordini, MS

Mrs. Mona Lamarque, MS

Ms. Elena Gentile, BA

## **ACADEMIC DEPARTMENTS**

### **Catholic Studies**

Ms. Kathleen McCaughe (ext. 224)  
Mrs. Sharon Keller (ext. 231)

### **English** (ext. 231)

Ms. Kathleen Herron, MS  
Ms. Geri Hearne, MA  
Mr. Matthew Rosado, MA

### **Library**

Mrs. Jean Mauro, MA, MS, Librarian, Computer Science (ext. 271)

### **Yearbook**

Sister Edyth Fitzsimmons, CSJ, MS, Yearbook Moderator (ext. 263)

### **Fine Arts** (ext. 269)

#### **Art**

Ms. Elizabeth Conte, MA,

#### **Music**

Anastasia Rege, MA

### **Language** (ext. 268)

Mrs. Maria Giarracca, MS  
Mr. Joseph Tacinelli, MS

### **Mathematics** (ext. 230)

Ms. Lisa Molnar-Juliano, MA,  
Mrs. Athina Tzanides, MA

### **Science** (ext. 283)

Mr. Geordano Garcia, MA,  
Ms. Roseann Daniello, MS  
Ms. Elena Gentile, MA

### **Physical Education, Dance & Athletics**

Ms. Gina Marshall, M (ext. 245)

### **Social Studies** (ext. 231)

Mrs. Maureen Griffin, MA  
Dr. Ralph Protano, PhD  
Ms. Brianne Rogers, BA

### **Driver Education** (ext. 266)

Mrs. Carmela Sciannentena - Coordinator  
Ms. Nikki Michel at Autonautics Driving School (718) 745-4435  
Ms. Roseann Daniello, MS (ext. 283)

**St. Joseph's College Bridge Program** (ext. 254)

Mr. Peter Devlin, MS, Director

Mrs. Lisa Molnar, MA

Mrs. Kathleen Herron, MS

Mrs. Maureen Griffin, MA

**St. John's University** (ext. 254)

Mr. Peter Devlin, MS, Director

Ms. Elena Gentile, MS

Mrs. Kathleen Herron, MS

**Staff**

Administrative Assistant (ext. 222)

Mrs. Nancy Ann Santomauro

**Tiger's Den BookStore** (ext. 232)

**Maintenance Personnel**

Mr. José Jiménez, Chief Custodian

Mr. Hector Jiménez

**Food Service**

Navin Bros. Food Service, Inc. (ext. 237)

Area Supervisor

Cafeteria Manager

Mr. Mark Delluro

Mrs. Cathy Kehoe

## ACADEMIC POLICIES

### **Requirements for the Bishop Kearney - NYS Regents Diploma**

Catholic Studies	2 credits	
English	4 credits	English Regents
Social Studies	4 credits *	Global II <u>and</u> US History Regents
<i>*Global I (1), Global II (1), US History (1), Economics (0.5), Participation in Government (0.5)</i>		
Science	3 credits	1 Science Regents
Mathematics	3 credits	1 Math Regents
Foreign Language	2 credit	
Art and/or Music	1 credit	
Health	0.5 credit	
Physical Education	2 credits	
Electives	1.5 credit	

**TOTAL CREDITS.....23 credits**

### **ADDITIONAL REQUIREMENTS**

Christian Service 90 Hours Minimum

### Advanced Regents Diploma

For an **Advanced Regents Diploma** – Students must complete all requirements for a Regents Diploma, plus the following:

- Pass all three Math Regents Exams: Integrated Algebra Regents, Geometry Regents, and Algebra2/Trigonometry/CC Regents
- Pass a total of TWO Science Regents Exams: Living Environment Regents and Chemistry, Earth Science OR Physics Regents
- THREE credits in Foreign Language, plus three-year comprehensive Foreign Language examination

For an **Advanced Regents Diploma with Honors** – The average of all Regents exam grades required for an Advanced Regents Diploma must be 90% or above.

**Senior participation in Commencement, Senior Activities and the Senior Prom are based on the fulfillment of the following:**

#### **Academic Requirements**

1. All requirements for the Bishop Kearney diploma must be successfully completed, including all current courses, Catholic Studies and Physical Education.
2. A minimum of 90 Christian Service Hours must be completed and documented.
3. All assignments must be completed.
4. All textbooks, as well as library books, must be returned and fees paid.
5. All fees must be paid.

#### **Financial Obligations must be resolved, including**

1. Tuition
2. Fees, i.e., MAT (Materials, Activities, and Technology), Graduation, Sports, AP, Bridge, etc.

#### **Behavioral issues must be resolved.**

1. All detentions cleared
2. Bishop Kearney rules concerning attendance, class attendance, uniforms and overall behavior must be followed up to and including the last day for Seniors.

## **Christian Service Program**

In order to implement the Bishop Kearney philosophy and goals, the school has established a program of Christian Service. This program will instill in the students the values of self-giving, care and concern for others. In addition, the social responsibility of every student is strongly emphasized.

The importance of the practice of these values cannot be over-stated in present society; therefore, Bishop Kearney requires that every student complete at least ninety hours of service. The fulfillment of this responsibility takes place in the first three years. A minimum of thirty hours should be completed in the Freshman year. By the end of Sophomore year, at least sixty hours should be completed, and by the third marking period in Junior year, the total of 90 hours must be completed. All service should be unpaid and voluntary.

Service can be performed in Bishop Kearney or any local institution (community, parish, school) where a supervisor will document the number of hours volunteered. It is the responsibility of each student to present her documentation to her Academic Counselor by the end of March each year. The third quarter Report Card will reflect the number of hours that have been completed to date. The total number of hours for the whole year will be reflected on the final Report Card in June. The minimum requirement of 90 service hours must be completed by the third marking period of Junior year.

## **Examination Policies**

**Make-up Test Policy for Classroom Tests** If a student is absent on the day of an exam, she will make an appointment with her teacher on the day of her return to school to schedule a make-up test. A mutually agreeable time will be determined by the teacher and the student.

Any student who misses a class exam due to cutting, truancy or suspension will not be permitted a make-up exam, and will receive a grade of zero (0).

### **Make-Up Exam Policy for Midterm and Final Examinations**

If a student is absent for a school exam, because of illness, she will be permitted to take a make-up exam on a day specified by the school on the exam schedule. **A doctor's note will be required for all illnesses during midterm and final examinations.** Exceptions due to serious situations may be granted by the Administration of Bishop Kearney only.

An unexcused absence from a school exam or a make-up exam will result in a zero (0) for that exam.

**The penalty for CHEATING of any kind is forfeiture of the credit for that exam or project. Cheating of any kind will result in a grade of zero (0).**

The school requirement of a review class before retaking a Regents exam is mandated, regardless of the location where the student will be retaking the exam. Students are never permitted to walk in to retake a Regents exam without a review class for preparation.

### **Remediation**

When a student is having difficulty with a course, a remedial program should be initiated by the student and/or the teacher during the student's unscheduled class time. The rules for attendance apply to this scheduled time.

## **Failure Policies**

**Any student failing any subject or any required Regents examination will be required to repeat this subject or Regents exam in summer school.**

A student may not advance to another level of a course, (Regents or non-Regents), without passing the previous level. If there are extenuating circumstances individual arrangements can be made at the discretion of the Academic Counselor, the Chairperson of the specific department, and the Administration.

Students on sports teams must maintain good academic and behavioral records. These records will be reviewed quarterly by Administration and the Athletic Director. The Administration, Academic Counselor, Subject Teacher, Athletic Director and coach will be informed. Administration will make the final determination and inform the student of athletic eligibility.

**Any student having two failures in any marking period will be prohibited from participating in sports. The student will be placed on probation until the next marking period. If a student has three failures in any marking period she will not be allowed to play for the rest of the season.**

Any student failing three or more units of credit may be asked to leave Bishop Kearney at the end of any quarter.

### **In Addition...**

1. It is possible for a student who is failing a course to pass the Regents examination. In this case, Administration will determine after consultation with the teacher if credit will be given for the course.
2. Bishop Kearney will honor school credit given in an authorized summer school for repeat courses, if a course is not offered at Bishop Kearney.

## **SPECIAL DEPARTMENT REQUIREMENTS (RE: FAILURES)**

If a student fails any course including: Music, Art, Health Education, Physical Education, or Catholic Studies, Bishop Kearney requires the student to attend summer school. If the course is not offered in any summer school, the student must repeat the entire course the next school year.

1. At the end of the Fall Semester, if a senior fails a ½ year English or Social Studies course which is required for graduation, she must repeat the course in the Spring Semester. If it is not offered then she will not be permitted to graduate.

### **Withdrawal from a Course**

Once a course is in progress, withdrawal from the course will only be permitted for a serious reason. Communication is required between the Academic Counselor, teacher, student and parent. **No request will be granted without the approval of Administration.** If the request is granted, an official request form will then be completed and submitted to the Administration.

## Grading Procedures

A teacher or parent may request a conference at any time to discuss grades. Grades are available to parents on the Parent Plus Portal at all times.

### **COURSE GRADING**

1. For First Semester Course Averages:
  - a. Courses with scheduled midterm and final exams:  
**First Marking Period**                      **40%**  
**Second Marking Period**                      **40%**  
**Formal Examinations**                      **20%**
  - b. Courses without scheduled midterm and final exams:  
**First Marking Period**                      **50%**  
**Second Marking Period**                      **50%**

**The same applies for the Second semester and Third and Fourth marking periods.**

2. For Year Averages:  
**First Semester grade**    **50%**  
**Second Semester grade** **50%**
3. Regents Exams count as final exams in all Regents courses.
4. Letter grades are equivalent to:

A <sup>+</sup> =	95 - 100
A =	90 - 94
B <sup>+</sup> =	85 - 89
B =	80 - 84
C <sup>+</sup> =	75 - 79
C =	70 - 74
D =	65 - 69
F =	FAILURE

5. Semester courses and courses that meet every other day count for half the weight of yearlong courses.
6. Students will receive a numerical grade for every course with the exception of Physical Education and Dance, for which students will receive a letter grade.

### Academic Honors

*Principal's List*    95% average or higher  
No grade below 90% or A

*First Honors:*    89.5% average or higher  
No grade below 85% or B+

*Second Honors:* 84.5% average or higher  
No grade below 80% or B

Weighted grades will be used to determine Academic Honors.

### **Weighted Marks and Rank in Class:**

Final course marks will be weighted for all Honors level and Advanced Placement Courses. Honors level courses are weighted on a 1.04 quality index while Advanced Placement Courses are weighted on a 1.06 quality index. All other courses are weighted on a 1.00 quality index. Rank in class will be based on weighted course grades.

### **HonorsSelect Courses**

When a student enrolls in an HonorsSelect course and meets Honors criteria, the course will appear on the student's transcript as an Honors course, and the transcribed Honors grade will be weighted on a 1.04 quality index.

When a student earns Honors credit through an HonorsSelect course, the student will receive written receipt of Honors credit awarded via HonorsSelect.

### **Academic Review**

A committee composed of the Principal, the grade level Academic Counselor and Chairperson of each Department will review students' academic and behavioral progress at the end of each marking period. When the situation warrants, parent and student conferences will be held to determine remedial measures.

### **Participation in Extracurricular Activities, Student Council and School Events**

Participation in extra- and co-curricular activities, Student Council and school events is at the discretion of Administration. Students should be advised that failure of academic subjects and/or serious behavior problems and/or excessive absence or lateness may be cause for exclusion from extracurricular activities, Student Council and school events.

### **Advanced Placement Studies**

Advanced Placement courses are offered so that students may pursue college-level studies while still in secondary school. Courses are offered in Calculus, Chemistry, English Language, English Literature, United States History and Government, Psychology, and Art. Students enrolled in these courses are required to take the appropriate Advanced Placement examinations.

Students taking AP courses and exams are eligible to receive college credit, provided they receive the required grades stipulated by particular colleges. If a student is granted a full year of college credit, she will save a considerable amount of college tuition, and she will avoid repeating work in college that she has already mastered at Bishop Kearney.

Current education research indicates that students who enroll in AP courses are better prepared for success in college than students who do not, regardless of their AP exam scores. AP courses help align high school studies to college expectations and workload. Plus, students in AP courses become familiar with course content that they are likely to encounter again in college.

All students are highly encouraged to enroll in at least one AP course prior to graduation. Guidance Counselors are available to assist students in determining which and how many AP courses to enroll in.

Considerations will include previous and current course and Regents Exam grades, PSAT/ SAT scores, attendance and punctuality, and demonstrated effort during previous years of study in each subject area.

## **College-Accredited Courses: St. Joseph's College and St. John's University**

Bishop Kearney Juniors and Seniors may apply to enroll in the St. Joseph's College Bridge Program and the St. John's University College Advantage Program through which they may earn college credits via their high school courses.

In order to enroll in the Bridge Program or the College Advantage Program, students must meet the specified academic prerequisites (listed below), as well as the deadlines set by Bishop Kearney High School for enrollment.

- An application form must be filled out by each Kearney student and submitted with a check in September.
- These applications will be available in the Office of the Principal.
- There will be no late registration.
- Each college (St. Joseph's and St. John's) allows Bishop Kearney students to sign up for a maximum of three courses (nine credits) per semester.
- There will be formal midterm and final exams to obtain college credit
- Bishop Kearney students will receive their Bishop Kearney numerical grades, which will be transcribed to a letter equivalent for St. John's and/ or St. Joseph's College.

Participating students will receive a St. John's and / or St. Joseph's College transcript to reflect college credits attempted and earned. As these two colleges issue their own transcripts and their own credits to Bishop Kearney students, each college (i.e., St. John's and St. Joseph's) will charge tuition separate from Bishop Kearney tuition.

- Checks should be made payable to Bishop Kearney High School.
- Applications and tuition must be submitted by the student at the time designated by Bishop Kearney.
- Course credit cannot be requested after the deadline has passed.
- Bishop Kearney High School is required to forward payment for all enrolled students via a single school check to each college credit. No individual checks from students may be forwarded to either college.
- All payment and all communication regarding these programs must be made through Bishop Kearney. We would ask all families to refrain from attempting to pay or communicate directly with the colleges.

Each college-accredited Bishop Kearney course is one full year in length, except for the Bishop Kearney course entitled Faith (0421), which is a one-semester course

### **St. Joseph's College Bridge Program**

Juniors or Seniors may earn St. Joseph's College course credit via the following Bishop Kearney courses taught by Bishop Kearney Faculty:

<b><u>Bishop Kearney #</u></b>	<b><u>St. Joseph's #</u></b>	<b><u>Credits per Semester</u></b>
1405 AP English	ENG 123 / ENG 124 (Fall and Spring)	3 credits
3440 AP Calculus	MAT 205 / MAT 206 (Fall and Spring)	4 credits
5445 College Spanish	SPN 211 / SPN 212 (Fall and Spring)	3 credits
6045 College Italian	ITL 211 / ITL 212 (Fall and Spring)	3 credits

### **Report Cards and the Parent Plus Portal**

Report cards will be distributed at the end of each quarter in November, February, April and June. Please check the website calendar for exact dates. It is important that parents review their daughters' report cards and communicate with teachers to assure clarity of their daughters' progress.

### **Parental Portal**

The Parent Portal is available 24 hours a day; 7 days a week for parents to view all grades regularly. The Portal is updated regularly by the teachers with homework, test and quiz grades. Parents should access the Portal to follow their daughter's progress. Problems with accessing the Portal should be directed to the Director of Technology at extension 274.

### **St. John's University College Advantage Program**

To be eligible for this program, St. John's requires the following from **Seniors**:

- "80% average or better in the five basic academic subjects **AND**
- combined math and critical reading SAT score of 1000
- or 100 on the PSAT or an ACT score of 21."

To be eligible for this program, St. John's requires the following from **Juniors**:

- "85% average **AND** a combined math and critical reading SAT score of 1000
- or 100 on the PSAT."

Juniors and Seniors may earn St. John's University course credit via the following Bishop Kearney courses taught by Bishop Kearney Faculty:

<b><u>Bishop Kearney Course #</u></b>	<b><u>St. John's Course #</u></b>	<b><u>Credits</u></b>
4237 Anatomy and Physiology	SJU BIO 1008 (Fall and Spring)	3 credits
4247 Advanced Biology (Fall)	SJU 2000 and 2001L (Fall)	4 credits
4247 Advanced Biology (Spring)	SJU 3000 and 3001L (Spring)	4 credits
1335 English Language and Composition	SJU 2060 (Fall and Spring)	6 credits

### **National Honor Society-Mater Dei Chapter**

The goal of the National Honor Society is to generate and recognize enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in high school students. This is a prestigious national organization.

To be eligible for permanent membership, the candidate must be a member of the Senior class, must have a cumulative scholastic average of at least 90 percent, must have documented evidence of in-school and community service beyond minimum requirement for all students, and must exhibit outstanding leadership through active participation in extra-curricular activities. Upon admission into the National Honor Society, this commitment to scholarship, leadership, character and service must be maintained.

Sophomores and Juniors are eligible for provisional membership based on their previous year's transcript. Students must have a 90 average and documented evidence of in-school and community service and leadership in extra-curricular activities beyond the minimum student requirement.

National Honor Society members who exhibit outstanding scholarship, leadership, service and character may be nominated to compete in the National Honor Society Scholarship Awards Program.

## **Medaille Program**

The Medaille Program is a comprehensive support program that enables students with documented learning needs to succeed. The student is assisted with study skills where she is taught strategies to master the curriculum content and is taught to develop skills appropriate for her unique strengths and weaknesses. Classroom teachers work together with the support teacher in providing the academic adaptations and modifications the student requires.

All students in the Medaille Program will earn a Bishop Kearney High School Regents or Advanced Regents Diploma, which meets all the criteria set forth by the New York State Board of Regents and qualifies the student to enter a four-year college program.

Admission into this program requires an interview with the Administration. All students in the Medaille Program must have an updated IEP.

Medaille instruction periods will appear on students' schedules, and attendance will be taken for each class session. Attendance at every class session is mandatory for all scheduled students. Unexcused absences will result in disciplinary consequences, including detention.

## **Math Workshop**

Math Workshop is a supplementary program designed to provide additional time and instruction to students who have encountered challenges in their study of Mathematics. This program is a collaborative effort between Bishop Kearney High School and the United States Department of Education.

Students who meet the criteria for eligibility will benefit from small group instruction approximately twice a cycle that will complement the regularly scheduled Mathematics instruction they receive.

During the 2016-2017 school year, Math Workshop will be available to students in Geometry, Algebra 2 / Trigonometry, and Statistics.

This course will appear on students' schedules, and attendance will be taken for each class session. Attendance at every class session is mandatory for all scheduled students. Unexcused absences will result in disciplinary consequences, including detention.

## **Technology Policy**

In accordance with the directives of the Common Core State Standards (CCSS) and in recognition of the importance of technology in education, Bishop Kearney High School strives to strategically incorporate technology so that students may benefit from the widest range of best practices for teaching and learning. Accordingly, students at Bishop Kearney will use Chromebooks, tablets, laptops, and desktop computers in school for educational purposes, including classroom learning, homework completion, independent practice, research, note-taking, presentation, and other educational uses requested/required by the teachers.

Digital productivity devices and the Internet provide valuable educational opportunities and learning resources to students. However, they also allow access to material that may not be considered of educational value or appropriate for an educational institution. Bishop Kearney uses filters to limit access to inappropriate material. Meanwhile, software cannot completely screen and block every instance of inappropriate content. We expect that Bishop Kearney students will act in a considerate, responsible, and morally upstanding manner with regard to their use of digital devices and the Internet. Furthermore, we require that students and parents and/or guardians read our Technology Policy and sign the Quest form to acknowledge and agree to all regulations and directives included within the Policy.

### **Expectations for In-School Device and Internet Usage**

Devices may only be used in accordance with the directives of teachers, Academic Counselors, and school administrators.

Students in the Class of 2018, 2019 and 2020 have a school-assigned Chromebook, they are not permitted to bring personal tablets or laptops to school with them.

Students in the Class of 2017 are permitted to bring personal tablets, Chromebooks or laptops with them for educational use in school in compliance with the BKHS Technology Policy.

### **Expectations for the Use of School-Assigned Chromebooks**

Chromebooks are assigned to students for the furthering of their education, and it is expected that students will use their school-assigned Chromebooks both at school and at home for school-related tasks and communication.

Each Freshman and Sophomore parent/guardian will be required to sign and return a Chromebook Contract (distributed under separate cover) before a Chromebook is issued.

Any student who damages or loses her Chromebook will be required to pay the cost of replacing it. A payment of \$290 will be required before another Chromebook is issued to the student.

### **Cell Phone “No See, No Hear” Policy**

Phones should not be visible or audible anywhere in the school building during the school day, unless a teacher has specifically stated that phones must/may be used in his or her class on specified dates. When such permission has been granted, phones may only be seen and used in this teacher’s class per the teacher’s instructions only.

If phones are seen or heard under any other circumstance, they will be confiscated and given to the Administration, who will issue disciplinary consequences for improper cell phone usage.

In the case that a student’s phone has been confiscated, the student’s parent or guardian will be required to come to school to retrieve the confiscated phone after 2:30 pm and by appointment only.

In the case of an emergency, phone calls may be made in the General Office and in the Guidance Suite. No cell phone calls may be made in school, except in the case of emergency circumstances.

This policy also applies to fire drills, school trips, and other school events.

#### **Before entering the School Building each day:**

1. Turn off your phone completely before you enter the school building.
2. Take off your head phones and earbuds.
3. Promptly store your phone in your locker.

### **Expectations for Respectful Online Behavior**

Students are responsible for appropriate and respectful behavior on the Internet, just as they are in the school building. General school rules for behavior and communications apply.

Students and parents who make public posts to social media, blogs, or other web sites that portray the school or any member of the school community in a negative light or threaten any individual are subject to disciplinary action. Inappropriate online posts may lead to disciplinary action, including dismissal.

## **Bishop Kearney High School adheres to the CIPA (Children's Internet Protection Act).**

### **Accordingly, please DO NOT:**

- Reveal your home address, telephone number and credit card numbers or that of other students.
- Send or display offensive messages or pictures.
- Access, upload, download, transmit or distribute pornographic, obscene or sexually explicit material.
- Use obscene language.
- Vandalize, damage or disable computers, Chromebooks, laptops, tablets, cell phones, networks or the property of another person or organization.
- Violate copyright or fair-use laws or otherwise use another person's intellectual property without their prior approval or proper citation.
- Access another person's materials, information or files without the direct permission of that person.
- Use the network for commercial purposes.
- Intentionally waste limited resources.

Any student who does not comply with this Technology Policy may lose privileges and may be subject to other disciplinary or legal action. Repeated or severe infractions of this policy may result in the termination of privileges and/or suspension or expulsion. Unauthorized use of the network and intentional deletion of or damage to files and data belonging to other users will be termed a violation.

### **Guidelines for student use of all digital devices (i.e., Chromebooks, tablets, laptops, desktop computers, and cell phones only under the limited conditions described above):**

1. As with all recording devices, students may not photograph, record, post, or transmit any images / audio of persons or things on the school grounds without permission.
2. Personalized device accessories must be appropriate.
3. Sound must be muted at all times, unless permission is granted by the teacher.
4. Earbuds may be used to engage in learning activities in the Library, Resource Centers or Cafeteria.
5. Earbuds may never be worn in halls or staircases.
6. While in class, students may only use their devices to complete the classwork assigned at the time. Devices may not be used in class to complete work for another class, previously assigned work from any class, or to engage in off-task activities.
7. Games, music, social media, blogs, and videos are not permitted, unless authorized by a teacher.
8. Students must be responsible for saving their files. It is highly recommended that students utilize Google Drive.
9. Students should guard all personal information, and never give out private information online, even when using their own personal devices.
10. Personal devices must be charged before entering school. No student is permitted to charge her device on BKHS property.
11. Devices may only be used in accordance with teacher approval; all devices must be put away at the teacher's request in a prompt and respectful manner.
12. BKHS reserves the right to examine any student's device at any time.
13. BKHS is not responsible for the security of students' devices.
14. Personal devices may not be used to record any assessments or assignments for the use of plagiarism.
15. Approval must be granted to print from personal devices.

### **Using Computers in School Common Areas**

The School Library, Resource Centers and Computer Labs are professional, educational places to learn, communicate and work. Therefore, we ask your cooperation with the following:

**DO** Respect and care for the equipment.  
Print only **ONE** copy of your work when it is completed.  
Save your work on a portable device, email it to yourself, or save it to Google Drive. Leave your work area in proper order.  
Use recycle bins to dispose of discarded material.

**DO NOT** Engage in electronic distractions that result in your wasting valuable study time  
Change the default settings of computers  
Bring liquids of any kind near computers  
Eat, drink or chew gum while working at computers  
Lean on the keyboard or mouse when writing

## **SCHOOL REGULATIONS**

Regulations for students are intended to provide a code of conduct that reflects the Bishop Kearney philosophy.

Education at Kearney involves more than lessons learned in the classroom. It is “geared to bring about personal development and maturity which is grounded in belief in God and centered on the person of Jesus.” In light of this lived philosophy, students are expected to conduct themselves at all times in a manner that speaks of respect for themselves and for others.

Stemming from this respect, it is important in the total education of the person that a sense of appropriateness be learned. Unbefitting social behavior or any conduct contrary to civil law will always be subject to correction. The severity of the correction will depend on the nature of the incident.

The following school policies and regulations enable the Kearney community to function in an orderly fashion and to maintain a healthy academic environment. It is understood that these policies and regulations are in effect for all students while in the building.

## **COMMUNICATION BETWEEN PARENTS AND THE SCHOOL**

Communication between the school and the home is vital. There are varied ways this is accomplished here at Bishop Kearney High School.

- Telephone extensions for all teachers and student service personnel are listed in the front of this handbook.
- Telephone extension for reporting the reason for an absence on the day of an absence, between 7 AM and 9:30 AM is **extension 249**. Website for Bishop Kearney High School is [www.bishopkearneyhs.org](http://www.bishopkearneyhs.org).
- All topics of importance will be communicated via E-Mail. This requires that we have an up-to-date, **parent/guardian email address for each home**. A parent/guardian work email is acceptable. Please note it as such.
- Please be sure to update any changes in address, home or work telephone numbers and email address in writing to the General Office. or by email to [csciannentena@kearneyhs.org](mailto:csciannentena@kearneyhs.org).
- All Administrators, Faculty and Staff emails are the person’s first initial last name @kearneyhs.org.

## **ATTENDANCE**

Prompt, regular daily attendance is of paramount importance for a student to ensure successful completion of the requirements for graduation.

**THE SCHOOL DAY:** The school day extends from 8:00 AM to 2:30 PM. Freshmen are required to remain for the entire school day. Although Sophomores, Juniors and Seniors may leave the last period of the day if they are unscheduled, they are strongly encouraged to remain until 2:30 PM to utilize school resources. At certain times all students will be required to stay for a scheduled school event.

Students who are unscheduled and have after school activities are to remain in the building. All students who are unscheduled during the school day are encouraged to go to a resource room or the library. Students are permitted to use the cafeteria at unscheduled times. The students should work in those rooms until 2:30. No student is permitted to leave the building and return for an activity.

**Students who are absent from school are not permitted to attend any after school clubs, sports and events.**

## **UNSCHEDULED TIME**

Unscheduled time should be used for, remediation, enrichment, tutoring, service, or individual study in the Library, or a Resource Center. Students should not be in the hallways, stairwells or at their lockers while classes are in session.

## **REPORTING ABSENCE**

1. The student's parent or guardian must call the school between 7:00AM and 9:30AM each day of an absence and explain the reason for the absence. (718) 236-6363 ext. 249
2. The student is required to bring an absentee note to the General Office when she returns to school.
3. In cases of **extended absence or hospitalization**, the student will not be readmitted without a Doctor's note stating "student may return to school," the diagnosis and any limitations, in addition to the parent's note.
4. When submitting doctor's notes, the student's name and homeroom should be printed on the note.
5. **Absences for a Doctor's Appointment** must be verified and accompanied by a Doctor's Note at the time the student returns to school. If a Doctor's Note is not submitted, the reason for the absence will be recorded as "Personal." Likewise, late arrivals and early dismissals for Doctor's Appointments must be verified and accompanied by a Doctor's Note. "Personal" will be recorded as the reason for the lateness or early dismissal if the Doctor's note is not submitted.
6. Any student with a chronic illness must provide the school with an updated, yearly, signed and stamped doctor's note stating the nature of the illness and any necessary limitations.
7. If a student does not bring an absence note, her parents will be notified, and the student will be required to present the note.
8. If death or serious illness occurs in a student's immediate family, the student's Guidance Counselor should be notified.

## **MEDICALLY EXCUSED FROM PHYSICAL EDUCATION CLASS**

1. If a student is unable to participate in all physical education activities due to illness or injury, the student must report to the teacher and provide a signed and stamped doctor's note explaining the nature of the illness / injury, the specific physical limitations necessitated, and the time frame for such limitations.
2. Students with medical excusals from Physical Education classes may not participate in sports without the permission of the Administration.
3. Students who are medically excused from Physical Education classes will be given written assignments to be completed in the Library during her Physical Education class. The student must follow the directives of her teacher with regard to attendance procedures.

## **EXCESSIVE ABSENCE \ LATENESS**

Excessive absence from school will result in a parent conference with the Administration. In extreme cases, a student may be asked to transfer out of Bishop Kearney High School.

## **ATTENDANCE AT RELIGIOUS ACTIVITIES**

When the student body gathers for religious activities, all students are required to attend.

## **ATTENDANCE AND EXTRACURRICULAR ACTIVITIES**

A student who is absent from school may not participate in any after school activities or evening events.

## **UNEXCUSED ABSENCES**

### **Truancy**

An unexcused absence from school without parental knowledge is a serious offense. A student who is truant will be suspended from school until the parent and student are interviewed by the Administration. The student must serve ten (10) detentions for each day of truancy. Recurrent problems will be dealt with more severely.

### **Leaving the Building without Permission**

Students are not permitted to leave the building during the school day. A student who leaves will be referred to the Administration. Parents will be notified, and disciplinary action will be taken.

### **Unexcused Absence from Class (Cutting Class)**

Attendance in class is of major importance to successful academic achievement. Cutting class hinders academic success and interrupts learning.

All cuts will be reported to the Administration and the following procedure will be implemented:

1. First Cut – Four after-school detentions per period, conference with the Administration, notification of parent and Guidance Counselor
2. Second Cut – Four detentions per period, loss of one cycle of unscheduled time (through ninth period), conference with Administration, parental notification, and suspension warning.
3. Third Cut – Student suspended until a parent conference with the Administration.

## **LATENESS**

### **Lateness to School**

1. A student who arrives after 8:00 AM is considered late. A student who is late must:
2. Go to the General Office to get a late pass and present the pass to her Homeroom teacher.
3. Report to the office of Administrative Assistant for Attendance for her late pass if she arrives after Homeroom ends.
4. Serve detention on or before the following afternoon. If the **detention policy fails to discourage a particular student's** lateness, a parent conference will be held with the Administration.

### **Excessive Lateness Policy**

Chronic lateness will be addressed with the student and parent by the Administration.

### **Late to Class**

Students are expected to be on time for class. A bell will ring to indicate the start of class. Students who arrive after that bell rings are late. They will have to go to the General Office for a late pass before they can go to their class.

Students who are repeatedly late for class will be reported to the Administration

## **DETENTION**

1. Detention is meant to be a logical consequence for time lost during the school day and other infractions.
2. Detention for lateness will be held from 2:35 to 3:05 Monday through Friday in Room 106. On days of Early Dismissal, detention will be held for thirty minutes beginning five minutes after the last class ends unless an announcement is made postponing detention.
  - a. The student should bring work to do during the detention time.
  - b. Students may be asked to work for faculty and/or staff when such work is available.
3. Detention will be served for the following:
  - a. Lateness
  - b. Unexcused Absence from Class (Class Cutting)
  - c. Truancy
  - d. Uniform referral
  - e. Inappropriate behavior
  - f. **Detention may also be given at any time at the discretion of the Administration.**
4. Detention must be served on the day that it is given unless the student has the permission of the Administration.
5. Students who repeatedly do not go to detention may be suspended.
6. **DETENTION IS OBLIGATORY AND TAKES PRECEDENCE OVER ANY AFTER SCHOOL ACTIVITY OR EMPLOYMENT. In the case of an emergency or real necessity, the student should explain her emergency to the Administration and request a postponement of the detention.**

## **HOMEROOMS**

Homeroom is an opportunity for Bishop Kearney students to have daily contact with a faculty member and with their peers, and to hear important announcements. Homeroom is also an opportunity for each student to organize herself in preparation for the school day. It is a time to complete assignments, study or work quietly with other members of the homeroom.

### **Consequently:**

1. Students are to report to homeroom in full uniform
2. When the bell rings at 7:55 AM, all students are to proceed to homeroom. By 8:00 AM, all students should be seated in homeroom and ready for morning exercises.
3. Students are not permitted to leave their homeroom without the permission of the homeroom teacher.
4. If students are not in homeroom in complete uniform by 8:00 AM, they will receive a uniform referral.
5. Students have a responsibility to care for the good order of the homeroom.
6. Each student has a responsibility to maintain a quiet, orderly atmosphere of study in preparation for the school day. Silence is to be maintained during prayers/pledge/announcements

## **DEMOGRAPHIC INFORMATION**

Each year students are asked to review their demographic information. If any demographic information (address, home, business or emergency contact telephone numbers, parental E-Mail address) changes during the school year, students should request the STUDENT INFORMATION CORRECTION FORM from the General Office in order to update school records.

## **SCHOOL CLOSING**

On the day of an emergency school closing, after 5 AM, there will be a message on the school telephone. (718) 236- 6363 ext. 400) and on the school website, [www.bishopkearneyhs.org](http://www.bishopkearneyhs.org). An email will be sent to all families.

## **TEACHERS WHO ARE DELAYED FOR CLASS**

Students are to remain in class and wait for the teacher who may be delayed. After five minutes, one student will report to the General office for instructions.

## **SCHOOL SECURITY SECURITY PROTOCOLS 2017-2018**

### **MORNING ENTRY**

1. Students must enter the building through the Gym doors (near the bus stop on 60 Street) before 8:00.
2. Before 7:45 am, all students should proceed directly down to the Cafeteria, where they should remain until 7:45 am.
3. At 7:45 am, all students may proceed to their lockers.
4. At 8:00, the Gym doors will be locked, and all students entering the building should use the Main Entrance (in the middle of 60 Street) and receive a late pass in order to be admitted to Homeroom.
5. Visitors before 8:00 am - See "Procedures for Visitors" section.

## **UNSCHEDULED TIME DURING THE SCHOOL DAY**

1. Unscheduled time should be used for remediation, enrichment, tutoring, service, individual guidance, or individual study.
2. Freshmen with unscheduled time; when Freshmen are not scheduled for credit-bearing courses, they will be assigned to Guidance, Algebra Lab, and Math Workshop. Any additional time should be spent in the Library, Resource Center or cafeteria.
3. Sophomores should report to the Library or a Resource Center or Cafeteria during unscheduled periods.
4. Juniors should report to the Library, a Resource Center, or Cafeteria during unscheduled periods.
5. Seniors should report to the Library, a Resource Center or the Cafeteria during unscheduled periods.
6. During unscheduled period, students should not be in the hallways or stairwells or at their lockers, and they should not change locations after the bell for the start of class rings; they must remain in one location all period long.
7. When students of any grade level are having lunch, they should report to and remain in the Cafeteria for the duration of the period.
8. Students are not permitted to leave the building during the school day. A student who leaves will be referred to the Administration. Parents will be notified, and disciplinary action will be taken.

## **DISMISSAL**

1. Schoolwide dismissal takes place each day at 2:30 pm.
2. Freshmen are required to remain for the entire school day, even if their last period is unscheduled.
3. Sophomores, Juniors and Seniors may leave after 8th Period if the last period of their day is unscheduled. HOWEVER, we strongly encourage all students to remain in school until 2:30 PM so that they may take full advantage of school resources, including Resource Center and tutoring.
4. Seniors ONLY may leave school, if they are unscheduled the last 2 periods.
5. On certain days, all students will be required to stay until 2:30 pm for scheduled school events, regardless of whether or not their last period is unscheduled.

## **EARLY DISMISSAL**

Every effort should be made to avoid outside appointments during the school day.

At the same time, in cases where early dismissal is unavoidable, please follow the guidelines below:

1. An Early Dismissal Form should be completed and signed by the student's parent / guardian AND submitted to the General Office by the affected student a minimum of 24 hours in advance of the requested early dismissal.
2. Early Dismissal forms are available in the General Office.
3. At the time of early dismissal, the parent or guardian must present photo identification to the General Office and sign out his / her daughter before leaving.
4. Students may only be picked up in between periods; early dismissal is not permitted in the middle of a period.
5. If a parent is unable to come to school for an early dismissal pick up and wishes for a designee to pick up and sign out his / her daughter, the parent must inform the School in writing of who the designee will be and of the date and time of such authorized pick up.
6. Reminder: Parents and designees picking up students for early dismissal must show photo ID.
7. In case of unexpected need for early dismissal, the parent must call the General Office (718-236-6363) to inform the School of why and when he / she will be coming to School with photo ID to sign out his / her daughter without advance notice.
8. If an unexpected early dismissal becomes necessary and a parent is unable to pick up the affected student, the parent must send an email OR fax (718-236-7784) authorizing a designee to pick up his / her daughter. This email / fax should include the designee's full name and the date and time of the anticipated early dismissal pick up.

9. Verification, e.g. doctor's note, must be submitted to the General Office upon the student's first day back to school.
10. Courtesy dictates that students inform their respective teachers of an early dismissal.
11. It is the student's responsibility to make up any work, tests and/or assignments that are missed due to early dismissal.

### **PROCEDURES FOR ILLNESS DURING THE SCHOOL DAY**

1. When a student is ill, she should remain at home, particularly in cases of contagious disease.
2. A student who reports to school is expected to complete the school day.
3. If a student becomes ill during the school day, she must report to the Nurse with a note from her subject teacher at the beginning of a class period.
4. When necessary, the Nurse will contact her parents; the student should NOT contact her parents directly.
5. The parent should not come to pick up the child without first receiving a call from the Nurse.
6. If the student is to be sent home, the School's directives must be followed.
7. No student may leave the building without prior authorization from the School AND parental permission.
8. Students who leave early are not permitted to return to school for activities or events.

### **AFTER SCHOOLWIDE DISMISSAL (i.e., after 2:30 pm)**

1. Students must exit the building ONLY through the Courtyard Door or the Main Entrance. No other doors are to be used, except in emergencies. An alarm will ring if other doors are opened before, during and after the school day.
2. Students who are absent from school are not permitted to attend any after-school clubs, sports and events.
3. Students remaining in school after schoolwide dismissal (i.e., after 2:30 pm) must quickly visit their lockers and then proceed promptly to the designated location for their club meetings, sports practice, event, detention, or tutoring.
4. Students should retrieve their belongings from their lockers before their after-school activities and plan to leave school immediately after their after-school activities have concluded.
5. Students may not remain in school unsupervised after their after-school activities have concluded.
6. Students may not wait inside the school building without authorization from faculty members, coaches, and/or Administration.
7. In the event that an after-school activity does not begin immediately after dismissal, students must meet and remain in the designated waiting area until their coach or club advisor arrives.

### **PROCEDURES FOR VISITORS**

1. Every adult visitor must ring the bell at the Main Entrance.
2. With the exception of select delivery personnel, visitors may only enter the building via the Main Entrance, even prior to 8:00 am.
3. Visitors may not enter the building through the Gym Entrance along with students before 8:00 am.
4. All visitors must report to the General Office upon entering the building.
5. All guests will show photo identification and will receive a Guest Badge to wear during their stay in the school.
6. All visitors will be escorted by a Bishop Kearney faculty or staff member:
7. From the General Office to their destination.
8. To the Main Entrance at the conclusion of their visit.
9. Visitors must remain with the person they came to see at all times during their visit.
10. Visitors who would like to meet with a member of the Bishop Kearney faculty or administration must have previously made an appointment with the person with whom they wish to meet. Although every effort will be made to meet with visitors, impromptu meeting requests may not be honored.

11. Visitors wishing to make brief transactions with the Finance Office during business hours are not required to make an appointment.
12. Parents wishing to drop off items for a student should call the school in advance and should arrive at the Main Entrance on 60 Street with photo ID.
13. Items dropped off must be clearly labeled with the student's name and her year of graduation.
14. Temporary workers and volunteer parents will wear Bishop Kearney identification while in the building.

### **SECURITY PROCEDURES FOR TEACHERS**

1. Lock classroom doors when a room is not in use and no other class is scheduled to meet immediately after your class meeting(s), including "off periods" during the school day.
2. Resource Center doors should be propped all the way open (not just unlocked) during periods when at least one adult is present.
3. Resource Center doors should be closed and locked during periods when no adult is present.
4. Please escort any visitors you may have from the General Office to their destination, To the Main Entrance from their destination, and at all times during their visit.
5. Please instruct your club and team members to retrieve their belongings from their lockers before club / team meetings and events. This will facilitate students leaving directly after meetings and events have concluded.
6. Please escort your club or team members to the Courtyard Exit immediately after meetings and events are over, and verify that every student under your care has left the school building.
7. No students should remain in the building unsupervised.
8. Do not permit visitors to enter through an open door behind you without personally escorting them to the General Office.

### **FIRE DRILLS**

Whenever the fire bell sounds, students must leave the building and follow the evacuation route IN COMPLETE SILENCE. In case a stairway or hallway is blocked, students will be redirected by a teacher or staff member.

Every classroom and office has a sign posted to indicate the exit to be used for an emergency evacuation. Students should become familiar with these routes.

Attendance should be taken and missing students reported by WALKIE-TALKIE.

### **LOCKDOWN PROCEDURES**

In response to a coded announcement, the following steps will be taken immediately:

1. School personnel will take any students in the hallway to the nearest classroom.
2. All teachers will lock their classroom doors and put out the lights, move away from the doors, and pull down shades.
3. The procedure for students in areas other than classrooms is as follows:
  - a. Gym: Close all doors, put out lights.
  - b. Cafeteria: Lock all doors, put out lights.
  - c. Student Center: Move into the Guidance Offices, lock doors.
4. Wait in silence for further instructions or until an "All Clear" message is made over the P.A. system.

Every classroom and office has a sign posted to indicate the Lockdown Procedure. Students should become familiar with the procedure.

## **Evacuation** (Site A - P.S. 226 School Yard) (Site B - St. Athanasius Church)

In response to a message over the P.A. system, the following steps will be taken:

1. Students will evacuate the building using our Fire Drill Procedure.
2. When outside the building, re-group with homerooms in the PS 226 school yard.
3. Teachers will take attendance to account for all students.
4. We will return to the building using our Fire Drill Procedure as soon as the "All Clear" signal is given.
5. Teachers will take attendance once everyone has returned to the building.

***THERE MUST BE ABSOLUTE SILENCE AT ALL TIMES DURING FIRE DRILLS, LOCKDOWN AND EVACUATION PROCEDURES.***

## **IDENTIFICATION CARDS**

Each student is issued an ID card **and a lanyard** as a freshman and transfer student.

This lanyard and ID card must be worn at all times as part of the uniform. The ID card must be presented when asked for identification by any faculty or staff. In case of loss or mutilation of card, the student should notify the General Office. A new card will be ordered, and a replacement fee of \$15.00 must be paid. Lost lanyards must be replaced at the book store for a replacement fee of \$6.

## **SCHOOL PROPERTY**

Vandalizing, defacing or destroying school property is prohibited. As members of the Bishop Kearney Community, students are responsible for respecting and protecting school property. School property includes but is not limited to the building and its premises, desks, lockers, tables, chairs, textbooks, books, computer and electronic equipment.

Failure to respect school property will result in a meeting with the Administration, a parental interview, detention and / or suspension/expulsion. Restitution must be made to restore school property to its original condition. In addition to maintaining the physical property of the building and its premises, students are responsible for respecting, maintaining and protecting the Bishop Kearney name and the symbol of its name, the Bishop Kearney uniform.

## **LOCKERS**

- Each student will be given the use of an assigned locker.
- Students may not write on the inside/outside of their lockers.
- Students are permitted to decorate the inside of their locker
- Students are permitted to decorate the outside of their lockers for birthdays only. Balloons are not permitted.
- Students are not permitted to change or share lockers with anyone.
- Students are responsible for their possessions and must keep their lockers locked securely at all times.
- Students are not to be at their lockers when classes are in session.
- Scotch tape should never be used on lockers or anywhere in the building.

***BISHOP KEARNEY HIGH SCHOOL ASSUMES NO RESPONSIBILITY FOR ANYTHING MISSING FROM A LOCKER. A STUDENT SHOULD NOT GIVE THE COMBINATION OF HER LOCKER TO ANYONE.***

Valuables should not be taken to school and kept in a student locker. If a student experiences any type of problem regarding her locker, she should report it immediately in the General Office. Students who have more than lunch money should secured in the General Office until dismissal.

When a student becomes aware that her locker has been scratched, marked or defaced in any way, she must notify the General Office immediately. Students will be held responsible for all damage which is not reported.

If a student abuses the locker, the use of the locker may be taken away.

During **Physical Education** classes, students must use the Gym locker room to change clothes and to secure their belongings. Every student must purchase a combination gym lock. Locks are sold in the school store. If the lock is lost the student should replace it. The Ladies Room and hallways should not be used to change clothes. Students must always bring a lock for use on their Gym locker.

## **CAFETERIA**

The Cafeteria is the area provided for students to eat. The following regulations are to be observed:

- Students are expected to follow the instructions of the cafeteria food service personnel regarding the purchasing of food.
- Students are responsible for disposing of materials that they bring to the tables. All paper goods, left over food, cans, plastic and other recyclable materials are to be placed in the containers provided. This personal responsibility keeps the eating area clean for all who wish to use it and is a mark of mutual respect for all who need to use the table.
- **There are to be no more than 10 girls in a booth and no more than 12 at a table.**
- Students are responsible for cleaning up spills that result from negligence, accident or inappropriate conduct. Every table should be left clean when a student leaves the cafeteria.
- **Students are not permitted to take food or drink (including water bottles) out of the cafeteria at any time.** Students who do not have a scheduled lunch period may receive permission from their Academic Counselor to bring a sandwich to class. No hot lunch should ever be brought to the classroom.
- While in the cafeteria, students are expected to observe all regulations in effect throughout the school. Shouting, dancing, singing, or any other loud disturbances are not permitted. Respect for everyone is expected at all times.
- Students are to refrain from the combing and grooming of hair and the application of make-up and nail polish.
- Students should never play cards, board games, etc. during the school day.
- No group may ever lay personal claim to a table. Booths are for the use of the seniors. All cafeteria tables are to be equally available to all students and the priority of table use is always to be given to the eating of food over all other activities.
- Graffiti or defacing the table in any manner will result in disciplinary action.
- Students are expected to follow the directives of the Faculty member on duty in the cafeteria.
- Freshmen, Sophomores and Juniors are only permitted in the cafeteria during their assigned lunch period. Seniors are permitted in the cafeteria at all other times.

## **Cafeteria Parties**

1. Simple celebrations are permitted to celebrate birthdays and certain major holidays
2. Party food is limited to desserts, chips and pretzels.
3. Candles are never to be used. This rule is in compliance with existing fire codes. Holiday light decorations are not permitted. Balloons are also prohibited.
4. Beverages are permitted but only when purchased for individual serving (no large soda or seltzer bottles, no large containers of juice, etc.,).
5. Common sense and respect for everyone's space have to be part of all celebrations. Those participating in cafeteria parties must make every effort to keep their tables as neat as possible.

## **Cafeteria Decorations, Signs and Posters**

It is a Senior Privilege to decorate or put up signs and posters in the Cafeteria. There are guidelines and rules that must be followed. The Administration must approve all decorations, signs and posters. Any decorations, signs or posters that are not approved or considered inappropriate will be removed.

### **Guidelines and Rules:**

1. Seniors may decorate for the following holidays:  
Halloween  
Thanksgiving Christmas/New Year Valentine's Day  
St. Patrick's Day/St. Joseph's Day  
Easter  
Graduation
2. All decorations will be put up on a certain date and removed on a certain date. Blue painter's tape is the ONLY type of tape to be used. Scotch tape should never be used on the walls.
3. Be aware of safety hazards. (e.g. extension cords and radiators)
4. Personal notes or anything that claims territory may not be placed on the walls or poles.
5. Nothing may be placed above the tile on the walls and poles.
6. Any form of vandalism to any decoration, sign or poster will seriously jeopardize this Privilege.

### **School Uniform Policies**

Wearing the school uniform identifies a student as a member of the Bishop Kearney High School Community. Kearney students must *Dress for Success*. Therefore, the school uniform must be worn respectfully, neatly and completely with the pride and dignity that reflects Kearney's reputation of excellence in education and character formation.

#### ***Purchase the uniform here:***

<http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900148768>

#### **The uniform requirements for Bishop Kearney High School are:**

##### **Blazers:**

- must be purchased from Lands' End and display the school logo.
- must be worn in school, unless permission to remove the blazer is expressly granted.
- must be worn beginning October 1 of the school year.
- must be worn to and from school, unless a student is wearing one of the following to and from school:
  - an official Bishop Kearney sweatshirt.
  - a heavy winter coat.
- When a student is wearing an official Bishop Kearney sweatshirt or a heavy winter coat to and from school, the blazer may be worn underneath or kept in the student's locker overnight.
- NOTE: Students are not permitted to wear light jackets, zippered sweat jackets, or sweatshirts other than official Bishop Kearney sweatshirts.
- It is strongly recommended that each student discreetly label the inside of her blazer with her name.

**Winter Coats** should be appropriate, clean and well-tailored. Winter coats are not allowed to be worn in the building, except upon arriving or leaving the building.

**The Senior Sweater** may be pre-ordered only through the Bishop Kearney Book Store at the end of the school year for the following year and may be worn by Seniors ONLY.

**Shirts:**

- must be purchased from Lands' End and display the school logo.
- must be tucked in at all times.
- may be long sleeve or short sleeve.

**Skirts:**

- must be purchased from Lands' End and, for Classes of 2018 & 2020, must display the school logo.
- must be worn:
  - in the fall from the first day of school in September through October 14.
  - in the spring from April 15 through the last day of school in June.
- may be worn at any time during the school year.
- must be worn unrolled and unaltered at an appropriate length (no shorter than 2 inches above the knee).
- must be worn with white socks that cover the ankle or opaque black tights.
- Any alteration that damages the skirt will require that a new skirt be purchased.

**Slacks:**

- must be purchased from Lands' End, and for Classes of 2018 & 2020, must display the school logo.
- may only be worn from October 15 through April 14.
- must be the correct length, properly hemmed.
- must be worn properly (buttoned and zipped).
- must be worn with white socks that cover the ankle.

**Socks / Tights:**

- may be purchased at a location of your choice.
- Plain white socks that cover the ankle (available at the Bishop Kearney Bookstore) should be worn with uniform slacks from October 15 through April 14.
- Plain white socks that cover the ankle (available at the Bishop Kearney Bookstore) OR opaque black tights should be worn with the uniform skirt at any time during the school year.
- Socks may not be worn over tights.
- No leggings will be permitted.
- No socks displaying logos or colored stripes/patterns will be permitted.

**Shoes:**

- may be purchased at a location of your choice.
- must be saddle shoes or burgundy penny loafers.
- Saddle shoes must be the traditional black and white.
- No heel exceeding one inch is permitted.

**Accessories:**

- Must be kept to a minimum.
- No headwear, except plain ponytail ties and unornamented headbands of neutral colors that are no wider than one inch.
- Students are permitted to wear pierced jewelry in their ears only.
- No earrings larger than a nickel.
- Only one earring per ear
- Style and color of hair must be in keeping with business-like attire. Trendy variations of hair coloring are not allowed.
- ID cards on lanyards must be worn outside the uniform blazer / sweater / shirt and must be visible at all times.
- The ID / lanyard must be worn every day, including non-uniform days.

### **Physical Education Attire:**

- Must be purchased from the Bishop Kearney Bookstore.
- BKHS PE uniform shorts and BKHS PE uniform T-shirts are required for all PE classes.
- Sneakers and socks must be worn to PE class.
- Students taking Dance as their PE class must wear the BKHS PE uniform T-shirt, black leggings, and the type of dance shoes specified by the Dance teacher.
- PE and Dance teacher directives regarding jewelry in the Gym and Locker Room must be followed at all times.
- The Class of 2019 may continue to wear the Lands' End PE uniform displaying the school logo.

### **Off Campus Attire:**

The only exception is Bishop Kearney sweatpants, available in the school store, which may be worn in colder weather from October 15 through April 14.

Any student who participates in an off-campus school-sponsored activity is expected to dress appropriately per the guidelines of the teacher, administrator or coach overseeing the activity.

Uniforms will be checked regularly. Students not in complete uniform will receive a Uniform Referral. If a student is out of uniform for any serious reason, she must bring a note from home explaining the situation and be dressed appropriately for school. All uniform matters will be handled by the Administration.

Any faculty or staff member may issue a Uniform Referral to a student not in correct uniform at any time during the day.

**Each Uniform Referral will be given to the Administration, who will issue a detention.**

**Bishop Kearney High School maintains the unconditional right to administer consequences for any apparel that is deemed unacceptable by the Administration.**

### **Uniform Purchasing Details:**

Bishop Kearney High School's Lands' End preferred School Number: 900148768

#### **Online:**

*If viewing this document electronically, click here:*

[http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900148\\_768](http://www.landsend.com/pp/SchoolSearch.html?action=landing&selectedSchoolNum=900148_768)

*If viewing a printed copy of this document, follow these steps:*

Go to [landsend.com/school](http://landsend.com/school) and find Bishop Kearney using the Preferred School Number: 900148768. Create or sign into your account and start shopping with your personalized product checklist.

**Phone:** Call 1-800-469-2222 for 24/7 assistance.

### **Shoe Purchasing Details:**

Shoes may be purchased at the location of your choice.

For your convenience, the URLs listed below link to approved shoes sold on Amazon.

### **REMINDER:**

Students may wear saddle shoes or penny loafers.

Saddle shoes must be the traditional black and white. Penny loafers must be a solid burgundy. No heel exceeding one inch is permitted.

**Saddle Shoes:**

[http://www.amazon.com/Jumping-Jacks-Cheerleader-Saddle-White/dp/B000R4JUKU/ref=sr\\_1\\_1?s=apparel&ie=UTF8&qid=1462566926&sr=1-1&nodeID=10445813011&keywords=saddle+shoes&refinements=p\\_89%3AJumping+Jacks](http://www.amazon.com/Jumping-Jacks-Cheerleader-Saddle-White/dp/B000R4JUKU/ref=sr_1_1?s=apparel&ie=UTF8&qid=1462566926&sr=1-1&nodeID=10445813011&keywords=saddle+shoes&refinements=p_89%3AJumping+Jacks)

**Penny Loafer:**

[http://www.amazon.com/gp/product/B002DGS11M/ref=s9\\_simh\\_gw\\_p309\\_d0\\_i3?pf\\_rd\\_m=ATVPDKIKX0DER&pf\\_rd\\_s=desktop2&pf\\_rd\\_r=1S2TXW723732A083H2C2&pf\\_rd\\_t=36701&pf\\_rd\\_p=2079475202&pf\\_rd\\_i=desktop](http://www.amazon.com/gp/product/B002DGS11M/ref=s9_simh_gw_p309_d0_i3?pf_rd_m=ATVPDKIKX0DER&pf_rd_s=desktop2&pf_rd_r=1S2TXW723732A083H2C2&pf_rd_t=36701&pf_rd_p=2079475202&pf_rd_i=desktop)

**UNIFORM REFERRALS DURING THE SCHOOL DAY**

Uniforms will be checked in homeroom by the homeroom teacher. Students who are not in complete uniform will receive a Uniform Referral. If a student is out of uniform for any serious reason, she must bring a note from home explaining the situation and be dressed appropriately for school. All uniform matters will be handled by the Administration. Additionally, unannounced periodic checks will be done during the day.

Any faculty member should issue a uniform referral to a student not in correct uniform at any time during the day. Each uniform referral should be given to the Administration who will issue a Detention. Students must attend detention on the day of the referral. Emergency or special needs exceptions can be made by the Administration only.

**REFERRALS FOR UNACCEPTABLE BEHAVIOR**

Serious and/or recurring problems will warrant a written referral that will be handled by the Administration which could result in detention, suspension and/or expulsion.

**VERBAL/PHYSICAL CONFRONTATION**

Verbal/physical confrontation will not be tolerated. If a student is concerned about a situation, she must report the incident immediately to the Administration or Academic Counselor. If verbal/physical confrontation occurs, the following actions will be taken:

- The students involved will meet with the Administration and the Academic Counselor.
- The student may be suspended.
- Parents will be contacted to remove the student from the building.
- A conference must take place with the Administration, the parent and the student to determine if the student may return to school.
- Recurring problems may warrant dismissal from Bishop Kearney High School.

**LOITERING**

Kearney Seniors are given the privilege of leaving the building if they are unscheduled the last 2 periods. They can use that time for service, work or other positive reasons. Juniors and Sophomores are permitted to leave the last period if unscheduled

- Students should not congregate in the front of the building or in the building in other than approved areas for their year.
- They are expected to move quickly away from the school when others are still in class.

**SMOKING**

Smoking causes a serious health hazard and is prohibited within any school building by New York State Law. Therefore, smoking is prohibited inside Bishop Kearney High School. The same law prohibits the use of tobacco on the school grounds. The Department of Health can enforce this law and may impose a civil penalty of \$500 for each violation.

If a student is found smoking in Bishop Kearney High School the procedure will be to inform the Administration who in turn will contact parents. Appropriate disciplinary action will be taken.

### **STEALING**

A student is ultimately responsible for her own personal property in the school building. Stealing is a serious offense against the Bishop Kearney community as well as a criminal offense. Students engaged in theft will be presented to the Administration. Parents will be notified, restitution will be required and students may be subject to dismissal.

### **SUBSTANCE ABUSE -- DRUGS/ALCOHOL**

1. Abuse of substances seriously threatens the educational as well as the personal development of high school students, and is therefore considered a serious offense.
2. Any student involved in the use, distribution, sale, possession or storage of drugs/alcohol will be immediately suspended. Parents will be called, the police may be notified, and expulsion from Bishop Kearney High School may follow.
3. If a student is permitted to return to school, counseling will be mandatory and the student must receive medical clearance before she can return to school.
4. This policy applies whenever the school building is open for any reason. It applies on or around school property, and at all school-related activities/functions/trips etc.
5. Any failure on the part of the student or the parent to comply with this policy will result in the student's expulsion from Bishop Kearney High School. WHEN THE LAW IS BROKEN, LEGAL ACTION WILL BE TAKEN.

### **SUSPENSIONS**

The following is a list of reasons for suspension. In addition to the reasons listed, suspension is at the discretion of Administration for infractions of school policies and procedures.

Unacceptable use of Social Media and Electronic devices:

- Vandalism and Graffiti
- Abusive Behavior / Language
- Smoking
- Excessive Cutting of Class
- Substance Abuse
- Fighting
- Truancy

### **SCHOOL ACTIVITIES**

Involvement in extracurricular activities is encouraged because it is considered a productive adjunct to the academic program.

#### **Extracurricular and Co-Curricular Activities**

- Badminton Band
- Dance Club
- Color Guard
- Tech Club
- Foreign Language Clubs - Italian and Spanish
- Forensics
- Girls' Learn International
- God's Earth and Creatures Math
- Teams: Varsity and J.V. Page

## **Extracurricular and Co-Curricular Activities (continued)**

Turners  
Science Club  
Stage Crew  
W.B.K.S.  
Yearbook - MEMORARE

## **ATHLETIC TEAMS**

Basketball: Varsity and J.V.  
Boosters  
Cheerleaders  
Golf  
Soccer  
Softball: Varsity and J.V.  
Swimming  
Tennis  
Track  
Volleyball: Varsity and J.V.

## **STUDENT COUNCIL - EXECUTIVE BOARD**

President	Christina Luong
Vice President	Marie Holstrom
Secretary	Caitlyn Marino
Publicity Chairpersons	Paulina Paszkowski
Senior President	Johanna Obdyke
Senior Vice President	Kinza Nafise
Junior President	Anne Bagdadi
Junior Vice President	Lucille Spata
Sophomore President	Phyia Walker
Freshman President	Alyssa Lapetina
Freshman Vice President	Gabriella Guzman

## **GOALS OF STUDENT COUNCIL**

1. To provide leadership to the student body who elected them.
2. To act as a means of communication between students and Administration in areas which concern opinions and experiences of students.
3. To take responsibility for the state of the school and to see ways to improve it.
4. To organize and coordinate school-wide activities.

## **ATHLETIC ASSOCIATION**

The purposes of the Athletic Association are to coordinate all extracurricular competitive activities in Kearney, to provide a centralized system of communication among teams and athletic clubs, to enhance school spirit and to raise funds for team and club needs. The Athletic Association will be headed by the Athletic Director:

### **These objectives will be implemented through:**

1. Calendar/Publicity
2. Fund-raising which ALL members of the Athletic Association are expected to participate in.
3. Meetings:  
Athletic Director  
Athletic Director and Coaches Athletic  
Director and Administration

## **SPORTS FEES**

There is a set **Non-refundable** Sport's fee per sport. All sports fees must be paid in full by the first practice. No student may participate in any sport if there is a balance owed for a prior year's sport.

### **Fees:**

Basketball, Softball, and Track	\$275
Volleyball, Tennis and Soccer	\$275
Golf, Swimming	\$275
Boosters and Cheerleading	\$250

Students who wish to participate on teams must have a completed athletic health form signed and stamped by the examining physician and cleared by the Athletic Director try-outs. No student will try-out without a clearance form from the Athletic Director. The clearance list will be given to the teams' coaches before try-outs. Any student who does not have an up to date clearance will be benched from any practice or competition. The original is given to the Athletic Director before eligibility is complete.

### **Please note:**

**The success of a sports team depends upon the participation and cooperation of all team members. All team members are expected to attend all practices and games. Any athlete who reneges on her responsibilities to a sports team will not be permitted to try out for another team.**

## **MEDICAL FORMS PROCEDURES**

1. Every student must submit a complete, updated immunization form and physical that is signed and stamped by the physician before she will be admitted to school.
2. Any student who becomes ill during the school day must report to Nurse. She may not go home without the permission of her parents and the Administration.
3. Any accident occurring at any time in school or during any school activity must be reported to the Nurse as soon as possible. Forms are available for this procedure.
4. Students on prescription medication (and over the counter medication) must have a permission note from her parent on file.
5. Any record of an examination or recommendation made by a private physician must be filed with the student's health record.
6. Any student who has a history of medical problems should advise the Nurse so that she can deal with the student in an informed manner.
7. If the student needs an elevator pass because of a medical problem, the student must present a Doctor's note to the Nurse which explains the reason. Rules for elevator use will be given to the student at the time the elevator pass is issued. Rules for elevator use are explained by the Nurse and must be followed by the student. The elevator pass must be visible when using the elevator.
8. If the student has a significant on-going medical condition, a Yearly Doctor's Note must be filed stating diagnosis and special needs.

## **IMMUNIZATION FORMS**

Students may be excluded from school for Incomplete Immunization Form. Freshmen and Seniors must have the meningococcal vaccination to attend school. Documentation must be submitted to the School Nurse.

## **WORKING PAPERS**

Applications for Working Papers may be obtained from the Administration.

Requirements: Birth Certificate with raised seal  
Social Security Number

Doctor's Note stating student is healthy enough to work (signed and stamped by Doctor)  
Parent's approval (Signature on application).

## **TUITION POLICIES AND PROCEDURES**

Bishop Kearney High School is a private school and operates solely on tuition and fund-raising. Therefore, it is imperative that tuition be kept up to date in order that the school can meet its many financial obligations in a timely manner.

Tuition for the 2016-2017 school year is \$9450.

Materials/Activities/Technology (MAT) fee: \$475.

Walk-a-thon fee: \$150.

Incoming students pay an additional non-refundable registration fee: \$300.

Seniors pay an additional Graduation fee: \$450.

Tuition Insurance: \$161.20.

There are two methods for paying tuition:

**Payment in Full.** Full payments are made directly to the school. *Full payment includes tuition and all fees listed above that apply to the student. Sports fees and other payments including class trips may be paid throughout the year.* There is a \$200 discount in tuition if paid in full by April 1, 2017. The paid in full discount is not available to families applying for financial aid.

### **Monthly Payment Plan**

The school uses the FACTS Management Company for the management and collection of monthly tuition and fee payments. Monthly Payments are made directly to FACTS through automatic withdrawals from either a checking, savings, or credit card account over a 12 month period from April 2017 through March 2018. Monthly payments can be scheduled with FACTS for the 20th of every month.

The monthly payment includes Tuition, Books and Technology Fee, the Walkathon Fee, Tuition Insurance (Optional) and Graduation Fee (Seniors Only). Additionally, FACTS charges an annual \$41 service fee which is added automatically to the monthly payments. There is an additional 2.78% convenience fee for credit cards. Families are permitted to pay a portion of tuition upfront to lower the monthly payments.

All financial obligations must be paid by the time specified and it is imperative that all tuition accounts be kept up to date and in good standing. Paying tuition on a monthly plan is a courtesy given by the school. Any account that has 2 missed or NSF payments during the year will result in the remaining balance of tuition to be payable immediately. No personal checks will be accepted from anyone who has 2 checks returned for insufficient funds. If you do not receive tuition notification, it is your obligation to contact the finance office for this information. We will not accept non-receipt of mail as a reason for unpaid tuition.

PLEASE NOTE: The FACTS Management Company will automatically charge your account a \$30 fee for any missed payments and/or charges against insufficient funds. In addition, Bishop Kearney High School will assess a \$30 late fee for any missed payments which will be added to your account. Your bank or credit card may also assess their own NSF fee.

Sports fee, activities fees, events including class trips, drivers ed, retreats, etc. are based on participation and may be paid throughout the year directly to the school/activity leader. Acceptable forms of payment for these extra-curricular activities include cash (under \$100), personal check, teller's check, money order or credit cards. Payment must be paid before the student can participate in the above mentioned activities. A 3% convenience fee will be added to the transaction amount for credit card use. If the cardholder authorizes the student to use a credit card, a signed note must be presented indicating the amount authorized.

## **APPLY FOR FINANCIAL AID:**

The financial aid application is available online beginning in January, prior to the school year for which aid is being requested. Financial aid is granted according to funds available. The priority deadline is March 15th. The final deadline to apply for financial aid is April 15th. If awarded, the financial aid for families who met the priority deadline will be applied by the April 20th first tuition payment. Financial aid for families who do not meet the priority deadline will be applied by the May 20th second tuition payment, and the full April tuition payment must be paid.

The obligation to pay the fees for the full academic year is unconditional and after August 1 no portion of fees paid will be refunded or canceled in the event of absence, withdrawal or dismissal from the school. The option to participate in the **Tuition Refund Plan** is made available to protect the yearly financial obligation under the terms of the Enrollment Contract. An enrollment contract must be completed by a parent/guardian for each student. If a student is not enrolled in the Tuition Refund Plan, they will be responsible for all tuition and fees for the entire school year should the student leave Bishop Kearney for any reason.

## **Anti-Bullying Policy**

Childhood bullying is a significant problem nationwide. It contributes to absenteeism, mental and physical stress, poor school performance, poor self-esteem, and, in some cases, school violence.

By adopting a clearly articulated policy on anti-bullying the School will reinforce the position that, **"BULLYING IS NOT OK IN BISHOP KEARNEY HIGH SCHOOL."** The school can make a positive statement on behalf of victims by standing firm against bullying behaviors.

## **STUDENTS**

### **Anti-Bullying**

Bishop Kearney is committed to creating a safe, caring, respectful learning environment for all students. Bullying of students occurring in the school is strictly prohibited and will not be tolerated. For the purposes of the policy, "school" includes the school building, school grounds, and school-sponsored social events, trips, sporting events, buses, bus stops and social media. Reported incidents of bullying will be investigated promptly and thoroughly by school administration.

### **Definition of Bullying**

Bullying is a pattern of aggressive, intentional or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories, physical, emotional, and verbal, and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures, or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying.

### **Preventative Measures**

#### **1. Student Instruction/Awareness**

Bullying behaviors are unacceptable. Ongoing instruction is to be provided through the Character Education and other instruction programs in Bishop Kearney High School.

#### **2. Staff Awareness/Action**

School personnel shall receive in-service training on anti-bullying policy to ensure a consistent approach is adopted. The school administration requires all staff members who observe, suspect, or become aware of an act of bullying to immediately notify an administrator.

### **3. Student/Parent Action**

The Bishop Kearney High School encourages students and parents who become aware of an act of bullying to immediately report the incident(s) to a school administrator for further investigation. Any student who retaliates against another for reporting bullying will also be subject to consequences.

#### **Intervention/Consequences:**

Reports of bullying are to be taken seriously and shall be dealt with quickly and effectively. If a student is found guilty of bullying behavior the consequences shall depend on both the results of the investigation and the severity of the incident. Consequences may include but are not limited to mediation, a parent conference, counseling, suspension, expulsion, or referral to local law enforcement agency.