

Bishop Kelley
High School
2018-2019



Handbook for
Parents & Students



August, 2018

Dear Student and Parent(s):

Welcome to the 2018-2019 school year! We are indeed excited by the opportunities and possibilities that will be presented to all of us in the next ten months. Together we can build upon our exceptional educational environment rooted in Gospel values and the 300+ years of our Lasallian heritage.

Students, this handbook should serve as a guide to assist you in fulfilling your responsibilities as the most important member of the Bishop Kelley community. Through the efforts and cooperation of each and every student we can succeed in helping you to achieve your full potential. Familiarity and knowledge of these policies are central to this success and the creation and maintenance of healthy and positive relationships with all members of the school community.

Parents, your role poses many challenges. Adolescence is a time of great joy, discovery, and accomplishment but it can also be tempered by uncertainties, peer pressure, and sometimes painful experiences. You remain the primary teacher of your son or daughter and you are especially needed during these high school years. Your awareness and support of these handbook policies will contribute to your student's individual success and help teach them more of life's lessons.

Attached with this handbook is a health/emergency care form and an acknowledgement sheet that the policies described in this handbook have been read and understood by both the student and parent(s). **Your signature is your personal commitment to each and every other member of the Bishop Kelley community to work within this framework and abide by these policies.**

St. John Baptist de La Salle believed strongly in the principle of "together and by association". This too must inspire all of our efforts to fulfill the mission of Bishop Kelley High School. Be assured of our continued prayers and best wishes for each of you this year.

Yours in Christ and De La Salle,

Rev. Gary Kastl
President

2018-2019 BISHOP KELLEY HIGH SCHOOL STUDENT HANDBOOK

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Mission Statement: To carry on the teaching ministry of Jesus Christ by providing a Catholic, Lasallian education that develops individuals whose hearts and minds are prepared for a purposeful life.

VALUES:

- **Faith in the Presence of God** – We call each other into a deeper awareness of their saving relationship with a caring and loving God through Jesus Christ. “Let us remember that we are in the Holy Presence of God.”
- **Concern for the Poor and Social Justice** – We call each other to an awareness of the poor and victims of injustice and respond through community service and advocacy. “Enter to Learn, Leave to Serve.”
- **Respect for all Persons** – We acknowledge each other’s dignity and identity as children of God. “Live Jesus in our hearts... Forever.”
- **Quality Education** – We provide an education that prepares students not only for college, career, and vocation but also for life through the Lasallian ideal: “Teaching Minds and Touching Hearts.”
- **Inclusive Community** – We are a Catholic community where diverse strengths and limitations are recognized and accepted. “The Lasallian Family”

Vision Statement:

Inspired by our mission and values -

- We are committed to an atmosphere that reflects the teachings and values of Jesus Christ in all facets of student life.
- We are committed to providing for the regular practice of prayer and access to the sacramental life of the Church.
- We are committed to providing students knowledge of the historical development and principles of the Judeo-Christian faith as expressed in the Roman Catholic tradition.
- We are committed to provide educational opportunities that foster the development of critical thinking skills.
- We are committed to assisting the student in developing a healthy self-image.
- We are committed to providing students opportunities to develop and exercise leadership skills.
- We are committed to providing an environment encouraging academic integrity.
- We are committed to fostering a non-threatening learning environment.
- We are committed to fostering a sense of obligation for using personal talents for service to others.
- We are committed to providing the opportunity to develop life skills necessary for living in a global community.
- We are committed to providing a comprehensive academic curriculum preparing a wide range of students to discern and pursue a variety of post-secondary options.
- We are committed to developing an atmosphere of good sportsmanship for spectators and participants.

Together and by association Bishop Kelley High School welcomes all persons as Jesus Christ as we labor together for the betterment of our neighbor and for the glory of God



“God is a Pillar of Strength for Me”

-The Episcopal Motto of Most Rev. Francis C. Kelley, 2nd Bishop of Oklahoma

BISHOP FRANCIS C. KELLEY

1870-1948

Francis Clement Kelley, the second Bishop of Oklahoma and the man for whom our school is named, was a great Churchman. When he became Bishop of the missionary diocese in 1924, he brought to Oklahoma talents which he put to work in the cause of the Church. He was a diplomat and a writer. With his powerful pen and eloquent tongue, he planted seeds of truth among the weeds of ignorance and organized bigotry.

During the years he worked in Oklahoma, the Church prospered with the growth of new institutions and the expansion of the Catholic school system. Bishop Kelley also introduced "street preaching," which began on the lawn of the courthouse in Oklahoma City, to announce the work of the Catholic Church to the people of God in Oklahoma.

Francis Clement Kelley was born on Prince Edward Island, Canada, on November 24, 1870. His early education and seminary training were in Canada, and he was ordained a priest for the diocese of Detroit, Michigan, in 1893. In 1905, he founded the Catholic Church Extension Society of the United States and was elected its first president. The Extension Society continues to do great work in promoting the mission of the Catholic Church in rural and mission areas of the United States. Kelley also founded and edited the quarterly *Extension Magazine*, which had more than 3 million subscribers during his administration. In addition to his editorial duties, he authored numerous books: *The Last Battle of the Gods* (1907); *The City and the World* (1917); *Letters to Jack* (1917); *Charred Wood*, a novel published under the name of Myles Murdach; *Dominus Vobiscus* (1922); *Story of Extension* (1922); *When the Veil Is Rent* (1929); *The Forgotten God* (1932); *Blood Drenched Altars* (1933); *Problem Island* (1937); *The Bishop Jots It Down* (1939); *Sacerdos Et Pontifex* (1940); *Pack Rat* (1942); and *Tales from the Rectory* (1943).

Bishop Kelley was active in war and diplomacy during his day, and he served as a military chaplain during the Spanish-American War. As a diplomat, Kelley represented the bishops of Mexico during the World War I Peace Conference in Paris. He also initiated unofficial negotiations between the Vatican and the Italian government for a settlement of the Roman question. Two years after the war, Kelley was sent to England by the Vatican to settle postwar differences over German and American missions. As president of the Extension Society, Kelley also represented the Mexican bishops during the Carranza Revolution. He established a seminary in Texas for exiled Mexican seminarians and clergy.

Kelley was consecrated Bishop of Oklahoma in 1924. During his years as Bishop, he successfully resisted the agitation of the Ku Klux Klan and continued his work as the "Extension Bishop." Like other missionary dioceses in the country, Oklahoma received funds from the Extension Society to build and to furnish churches. Under his care the infant diocese grew to maturity. Bishop Kelley died in Oklahoma City on February 1, 1948.

The crest of Bishop Kelley High School is the seal of Francis Clement Kelley. The school's motto, "Turris Fortis Mihi Deus," (God is a pillar of strength for me) also comes from Bishop Kelley.

SAINT JOHN BAPTIST DE LA SALLE Patron Saint of Teachers

John Baptist de La Salle, founder of the Brothers of the Christian Schools, was born in Rheims, France in 1651. De La Salle was a man of faith and zeal. He was sensitive to God's presence in his life, eager and open to God's will. The Word of God in Scripture nourished his faith and directed his zeal to the service of the poor. In 1680 he founded the Christian Brothers to fulfill his dream of making a Christian education available to poor children.

De La Salle was an innovator in education. He effected the substitution of the simultaneous method of teaching for individual instruction. He replaced Latin with French, the mother tongue, as the language of learning. He introduced writing to the curriculum of his schools. De La Salle realized that the underprivileged students of his day needed a basic education, rather than the classical education of the wealthy. The Brothers' schools were so successful that De La Salle had many requests to start schools in rural areas. To this end he founded colleges for the training of rural school masters. He wrote books on pedagogy, including *The Conduct of Schools*, which is still highly regarded for its educational precepts and psychology.

To fulfill his dream John Baptist de La Salle paid a price. At the time of his death in 1719, he stated to his first Brothers that had he known all that would be asked of him to make his dream come true, he might not have had the courage to begin. Yet his dream lives on in the many Christian Brothers and teachers who continue to offer a Christian education to young men and women in the Lasallian spirit.

John Baptist de La Salle was canonized a saint by the Catholic Church in 1900. In 1950, Pope Pius XII proclaimed De La Salle "Patron of All Teachers" because of the unique role he played in the Church's mission of education of youth.

CHRISTIAN BROTHERS

The Christian Brothers have served as administrators and teachers at Bishop Kelley High School since its opening. Founded in Rheims, France, in 1680 by St. John Baptist de La Salle to make a Christian education available to poor youth, the Brothers of the Christian Schools are celebrating over 300 years of service to young men and women. Today, approximately 6,000 Christian Brothers and 90,000 partners are serving in 83 countries of the world, engaged in all kinds of educational work - elementary and secondary education, college work, religious education programs, retreat work, counseling, social work, child care, and other ministries.

The first permanent establishment of the Brothers in the United States was in 1845 at Calvert Hall in Baltimore, a high school for boys still conducted by the Brothers. The Christian Brothers first came to Oklahoma in 1907 and taught at St. John's School for Indian Boys at Hominy Creek near Gray Horse. Bishop Eugene McGuinness made the initial arrangements for the construction of Bishop Kelley High School and its administration by the Christian Brothers. After the untimely death of McGuinness, Bishop Victor Reed saw to the fulfillment of his plans, and the Brothers came to Tulsa in 1960.

As lay religious, Christian Brothers consecrate their lives to God through the traditional vows of poverty, chastity, and obedience. To these the Brothers add a vow to serve the poor through education. Fidelity to the vision of St. de La Salle leads the Brothers to see educational service to the poor as their mission of preference. Christian Brothers want their students to be successful in life, but more importantly, they want them to be good and religious people who are successful in their lives. The Brothers' RULE reminds each Brother that he is to teach all his students that they have a responsibility to "bring the reign of justice and charity to all the world."

Calendar is subject to change due to weather or other related causes. Additional information is available at BishopKelley.org or contact us at 918.627.3390.



2018-2019 Academic Calendar

Calendar Key
 (Green) Start of Quarter (Red) Finals
 (Yellow) No Classes (Pink) All School Mass
 (Circle) Important Dates

August 2018						
S	M	Tu	W	Th	Fri	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
Su	M	T	W	T	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	M	T	W	T	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	M	Tu	W	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
Su	M	Tu	W	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- August 1-2 New Faculty & Staff Orientation
- August 3 Diocese New Faculty Orientation
- August 5 Link Crew Training
- August 6 Link Crew/Freshmen Orientation
- August 7 Link Crew/Freshmen Orientation
- August 8 Schedule Changes
- August 9-10 Faculty/Staff Orientation
- August 12 Freshman Parent Orientation
- August 13 Faculty/Staff Orientation
Student Orientation (Mandatory)
- August 14 1st Quarter begins
- August 15 All School Mass—Mass of the Holy Spirit
- August 21 Comet Kick-off (6 p.m.)
Back to School Night (7 p.m.)
- September 3 Labor Day / No Classes
- September 10 Prassa Golf Tournament
- September 23 High School Preview
- October 6 Eighth Grade Placement Test (8 a.m.)
- October 10 PSAT Test
- October 11 Finals 1, 2
- October 12 Finals 3, 4
- October 15 2nd Quarter begins
- October 18 Diocesan In-service / No classes
- October 19 Fall Break / No classes
- November 1 All School Mass-All Saints Day Mass
- November 3 Eighth Grade Placement Test (8 a.m.)
- November 14 Grandparents Prom
- November 15 Grandparents Day
- November 21-23 Thanksgiving Break
- December 1 Eighth Grade Placement Test (8 a.m.)
- December 12 All School Mass-Advent
- December 20 Finals 1, 2
- December 21 Finals 3, 4
- December 21 Holiday Break Begins (Dec. 21—Jan. 2)
- January 3 3rd Quarter begins
- January 5 Make-up Eighth Grade Placement Test
- January 19 Trivia Night
- January 21 MLK Day / No classes
- January 23 Parent-Teacher Conferences (2:15 dismiss)
Conferences 5:00-7:30 p.m.
- January 31 All School Mass-Catholic Schools Week
- February 15 Diocesan In-service / No Classes
- February 18 President's Day / No Classes
- March 6 All School Mass-Ash Wednesday
- March 7 Finals 1, 2
- March 8 Finals 3, 4
- March 11 4th Quarter begins
- March 18-22 Spring Break
- April 19 Good Friday / No Classes
- April 22 Easter Monday / No Classes
- April 26 Auction Prep Day / No Classes
- April 27 38th Annual Auction
- May 14 All School Mass-De La Salle Feast Day
- May 18 Graduation
- May 20 Finals 1, 2
- May 21 Finals 3, 4
Last Day of School

January 2019						
Su	M	Tu	W	Th	Fri	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	M	T	W	T	Fr	Sa
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
Su	M	Tu	W	Th	Fri	Sa
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Su	M	Tu	W	Th	Fr	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	M	Tu	W	Th	Fr	Sa
1	2	3	4			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Important Standardized Testing Dates for 2018-2019

National SAT Testing dates:

August 25, 2018
October 6, 2018
November 3, 2018
December 1, 2018
March 9, 2019
May 4, 2019
June 1, 2019

*For registration deadlines, online registration and costs go to www.collegeboard.com.

National ACT Testing dates:

September 8, 2018 (offered at Bishop Kelley High School)
October 27, 2018
December 8, 2018
February 9, 2019
April 13, 2019 (offered at Bishop Kelley High School)
June 8, 2019
July 13, 2019

*For registration deadlines, online registration and costs go to www.actstudent.org

PSAT Testing date for ALL Sophomores & Juniors:

October 10, 2018

Testing date for ALL Freshmen & Sophomores:

April, 2019

ACT Testing date for ALL Juniors:

April 2019

AP Testing will take place from May 6th-17th, 2019 depending on the course.

BELL SCHEDULE

SCHEDULE A—DAILY SCHEDULE

7:45 and 7:55 Warning Bells
 8:00 - 9:25 First Block (Community Prayer) 85 minutes (8:45)
 9:25 - 9:35 Passing
 9:35 - 11:00 Second Block 85 minutes (10:20)
 11:00 - 11:10 Announcements & Homeroom *
 11-10 - 11:20 Passing

Third Block 85 minutes **Lunch Periods** 40 minutes
 12:00-1:25
 11:20 - 12:00/12:40 - 1:25 1st Lunch: 11:20-12:00 (12:45)
 11:20 - 12:45 2nd Lunch: 12:00 - 12:40 (12:00)
 3rd Lunch: 12:45 - 1:25 (12:05)

1:25 - 1:35 Passing
 1:35 - 3:00 Fourth Block 85 minutes (2:15)

SCHEDULE B—FACULTY DEVELOPMENT (LATE START)

8:45 and 8:55 Warning Bell
 9:00 - 10:10 First Block (Community Prayer) 70 minutes (9:35)
 10:10 - 10:20 Passing
 10:20 - 11:30 Second Block 70 minutes (10:55)
 11:30 - 11:40 Announcements and Homeroom *
 11:40 - 11:50 Passing

Third Block 70 minutes **Lunch Periods** 40 minutes
 12:30 - 1:40
 11:50 - 12:25/1:05 - 1:40 1st Lunch: 11:50 - 12:30 (1:05)
 11:50 - 1:00 2nd Lunch: 12:25 - 1:05 (12:25)
 3rd Lunch: 1:00 - 1:40 (12:25)

1:40 — 1:50 Passing
 1:50 — 3:00 Fourth Block 70 minutes (2:25)

SCHEDULE C—12:15 P.M. DISMISSAL

7:45 and 7:55 Warning Bells
 8:00 - 8:55 First Block (Community Prayer) 55 minutes (8:35)
 8:55 - 9:05 Passing
 9:05 - 10:05 Second Block (Announcements) 60 minutes (9:35)
 10:05 - 10:15 Passing
 10:15 - 11:10 Third Block 55 minutes (10:45)
 11:10 - 11:20 Passing
 11:20 - 12:15 Fourth Block 55 minutes (11:50)

SCHEDULE D— EXAM SCHEDULE

8:45 and 8:55 Warning Bells
 9:00 - 10:30 First/Third Block (9:45)
 10:30 - 10:45 Passing
 10:45 - 12:15 Second/Fourth Block (11:30)

SCHEDULE E— ALL-SCHOOL MASS *Abbreviated Announcements*

7:45 and 7:55 Warning Bells
 8:00 — 9:10 First Block (Community Prayer) 70 minutes (8:35)
 9:10 — 9:20 Passing
 9:20 — 10:30 Second Block (Announcements) 70 minutes (9:55)
 10:30 Dismiss to Mass by PA announcement
 10:40 — 11:40 Mass
 11:40 — 11:50 Passing

Third Block 70 minutes **Lunch Periods** 40 minutes
 12:30 - 1:40
 11:50 - 12:25/1:05 - 1:40 1st Lunch: 11:50 - 12:30 (1:05)
 11:50 - 1:00 2nd Lunch: 12:25 - 1:05 (12:25)
 3rd Lunch: 1:00 - 1:40 (12:25)

1:40 — 1:50 Passing
 1:50 — 3:00 Fourth Block 70 minutes (2:25)

SCHEDULE F— PEP ASSEMBLY *Abbreviated Announcements*

7:45 and 7:55 Warning Bells
 8:00 - 9:20 First Block (Community Prayer) 80 minutes (8:40)
 9:20 - 9:30 Passing
 9:30 - 10:50 Second Block (Announcements) 80 minutes (10:10)
 10:50 - 11:00 Passing

Third Block 75 minutes **Lunch Periods** 35 minutes
 11:35 - 12:50
 11:00 - 11:35/12:10 - 12:50 1st Lunch 11:00 - 11:35 (12:15)
 11:00 - 12:15 2nd Lunch 11:35 - 12:10 (12:05)
 3rd Lunch 12:15 - 12:50 (11:40)

12:50 - 1:00 Passing
 1:00 - 2:15 Fourth Block 75 minutes (1:40)
 2:15 Dismiss to Pep Assembly by PA announcement

SCHEDULE G — LATE START & ALL SCHOOL MASS

8:45 and 8:55 Warning Bells
 9:00 - 9:40 **First Block** (Community Prayer) 40 minutes (9:20)
 9:40 - 9:50 Passing
 9:50 - 10:30 Second Block (Announcements) 40 minutes (10:10)
 10:30 Dismiss to Mass by PA announcement
 10:40 - 11:40 **MASS**
 11:40 - 11:50 Passing

Third Block 70 minutes **Lunch Periods** 40 minutes
 12:30 - 1:40
 11:50 - 12:25/1:05 - 1:40 1st Lunch: 11:50 - 12:30 (1:05)
 11:50 - 1:00 2nd Lunch: 12:25 - 1:05 (12:25)
 3rd Lunch: 1:00 - 1:40 (12:25)

1:40 — 1:50 Passing
 1:50 — 3:00 Fourth Block 70 minutes (2:25)

SCHEDULE H - ENCORE SCHEDULE

7:45 and 7:55 Warning Bells
 8:00 - 9:20 First Block (Community Prayer) 80 minutes (8:40)
 9:20 - 9:30 Passing
 9:30 - 10:50 Second Block 80 minutes (10:10)
 10:50 - 11:25 Announcements, Dismiss to ENCORE by PA
 11:25 - 11:35 Passing

Third Block 80 minutes **Lunch Periods** 35 minutes
 12:10 - 1:30
 11:35 - 12:15/12:50 - 1:30 1st Lunch: 11:35 - 12:10 (12:40)
 11:35 - 12:55 2nd Lunch: 12:15 - 12:50 (12:15)
 3rd Lunch: 12:55 - 1:30 (12:00)

1:30 — 1:40 Passing
 1:40 — 3:00 Fourth Block 80 minutes (2:20)

***Students will remain in Second Block for Announcements & Homeroom.**

ACADEMIC POLICIES AND INFORMATION

GRADING SCALE:	REGULAR	-- GPA --	HONORS
A = EXCELLENT (100-90)	4.0		5.0
B = GOOD WORK (89-80)	3.0		4.0
C = AVERAGE (79-70)	2.0		3.0
D = BELOW AVERAGE (69-65)	1.0		2.0
F = FAILURE (64-0)	0.0		0.0
WP = WITHDRAW PASSING			
WF = WITHDRAW FAILING			
T = TRANSFERRED OUT OF CLASS			
NC = NO CREDIT			

QUALITY GRADE POINT SYSTEM: Bishop Kelley offers a quality point system which takes into account the individual abilities of students in reference to particular areas of learning. Since students vary in their abilities and interests, a program of study has been established to provide different levels of difficulty for the same subject. The level of difficulty in a course is dependent upon the demands of the course as determined by a particular department. A grade in a course that places high demands upon a student would not be counted as equivalent to the same grade earned in a similar course which makes normal demands. The following system is used to reflect these differences:

- Advanced Placement/Honors: A=5 points; B=4 points; C=3 points; D=2 points; F=0
- Regular Classes: A=4 points; B=3 points; C=2 points; D=1 point; F=0
- Aides receive "Pass/Fail" and are not awarded credit. Interns receive grades and credit for a regular class.

ACADEMIC AWARDS AND HONORS

1. The Honor Roll is used to acknowledge students who have done outstanding work in their classes. The Honor Roll is determined by grade point average using weighted (5.0 scale) grades. "A" Honor Roll = 4.00 or above; "B" Honor Roll = 3.00-3.999. Honor Rolls are published at the end of each Quarter and based ONLY on final quarter grades. An "F" in any class makes a student ineligible for the Honor Roll. Students must receive letter grades in 3 of 4 classes to be eligible for the Honor Roll. (Exception: Tulsa Technology is not on a block schedule; therefore, students only receive grades in quarter 2 and 4.)
2. Students on the "A" Honor Roll for three of the four quarters will receive a Bishop Kelley letter. Students on the "A" Honor Roll for three of the four quarters in subsequent years will be awarded a bar to add to the letter. Students receive ONE Bishop Kelley letter "K" during their high school career and use emblems and bars to designate activities and number of years earned.
3. The Valedictorian is the graduating senior(s) with the highest weighted grade point average. The Salutatorian has the second highest average. Grade point averages are calculated to thousandths of a point. To be named Valedictorian or Salutatorian, the senior(s) must have been enrolled at Bishop Kelley High School for at least six consecutive semesters. (In the case of a student who has transferred to Bishop Kelley after ninth grade, the freshman grade point average will be converted to be equal with the Bishop Kelley grading system.) If two Valedictorians are named, the student with the next highest grade point average will be named Salutatorian. Violation of the Academic Honesty policy may render a student ineligible for the honor of Valedictorian or Salutatorian.
4. Membership in the Bishop Kelley High School chapter of National Honor Society (NHS) is open to members of the junior or senior class who, by the fall of their junior or senior year, meet criteria in the areas of scholarship, character, leadership, and service. To be eligible, students must have a cumulative weighted GPA of 3.75 or higher, must be current in their service obligations to the school, and must be evaluated positively by the Bishop Kelley faculty in regard to leadership and character. An NHS member who transfers from another school and brings a letter certifying membership from the former principal or chapter sponsor to the new school's chapter sponsor will be accepted automatically as a member in the Bishop Kelley High School chapter of NHS, but transfer members must meet the Bishop Kelley chapter's standards within one term in order to retain membership. Transfer students who wish to join Bishop Kelley's chapter of the National Honor Society must be in attendance at Bishop Kelley for one term (two quarters) and must meet all requirements. For the purpose of determining eligibility for NHS, the grade point average from the prior school will be converted to be equal with the Bishop Kelley grading system.
5. Students with a 4.0 or higher cumulative grade point average on the weighted scale will graduate "with highest honors." Students with a 3.75 to 3.99 cumulative grade point average on the weighted scale will graduate "with honors." This honor is designated in the graduation program. Grade point averages will be calculated through the end of the third quarter of senior year. If a student transfers to Bishop Kelley, the grade point average from previous schools will be converted to the Bishop Kelley scale and used in the calculation.

GRADUATION CREDITS AND REQUIREMENTS:

<u>Subject Area</u>	<u>2019-22</u>	<u>Courses Required</u>	<u>Recommendations</u>
Theology	4	Specific courses required each year	
English	4	English 9 English 10 Specific courses 11th and 12th	
Math	4	Algebra I 2 credits above the rigor of Algebra I	Math class each year
Science	3	Biology I (and 2 other credits one of which must be Physical Science, Chemistry or Physics)	
Social Studies	4	Oklahoma History (9th or 10th) Foundations of Modern History (9 th) World History (10 th) Government (10 th , 11 th , or 12 th) U. S. History (11 th or 12 th)	
World Language	0**		**College Prep Curriculum requires 2 of the same language or 2 credits of Computer
P. E.	1		½ unit in 9 th or 10 th grade
Computers	1	Computer Literacy	at least ½ unit 9 th or 10 th grade
Business	½	Personal Financial Literacy (11 th or 12 th)	
Communications	1	Speech I (1/2)	
Fine Arts	1		
Additional credits	4 ½		
Total	28 academic credits + 100 Christian Service Hours		
Possible	32		

1. Credit is assigned in the following manner: quarter length courses earn one-half credit; term length courses earn one credit; and three-quarter length classes earn one and one-half credits.
2. The equivalent of 8 credits must be taken each academic year.
3. Course prerequisites are strictly enforced.
4. Sequenced subject areas may be “doubled up” in the same year at the discretion of the individual subject departments and the counseling staff. Performance in previous classes and workload will be primary factors in approving such requests.
5. The number of sections of an individual course is always dependent upon enrollment (student requests). The school always reserves the right to cancel a class due to insufficient enrollment or teacher assignments.
6. ***Students must complete a “college preparatory curriculum” as defined by state statute. This would require 2 units of the same world language or 2 units of computer technology. Parents may “opt out”, but must do so in writing.

Graduating seniors are required to participate in Baccalaureate and Commencement practices and exercises.

Graduating seniors must have met all financial and school obligations and must have returned all school property before diplomas and transcripts are released.

ACADEMIC PROGRESS: A student's academic progress may be checked on a daily basis via "Backpack" on the Bishop Kelley High School web site (www.bishopkelley.org).

REPORT CARDS: Student's report cards will be published to the Parent backpack account at the end of each quarter. Report cards may be held if the student has a financial, library, bookstore, discipline, or other current hold(s) on their records.

TRANSCRIPT REQUESTS: Requests for transcripts are processed electronically through www.parchment.com. All senior students will set up a Parchment account through their college counselor to handle their college transcript requests and will keep that account for their post-graduation needs. Any alumni who does not already have a Parchment account may create an account to send their transcript. **Transcripts requested during the summer may take up to two weeks to process due to vacation schedules.**

STANDARDIZED TESTS: Students at Bishop Kelley High School are administered the following test programs:

A. STS:	Incoming Freshmen	B. Pre-ACT:	Freshmen
C. Pre-ACT:	Sophomores	D. PSAT:	Sophomores; Juniors
E. ACT:	Juniors		

These tests are sponsored by outside agencies, and a fee is usually charged for each test. The Guidance Department at Bishop Kelley High School supervises the administration of the tests.

ACADEMIC HONESTY: The administration and faculty of Bishop Kelley High School expect the students to be young women and men of personal integrity in all the activities of their lives. Regarding their personal honesty and their academic work, the following premises should be understood by all students, parents and/or guardians:

1. Copying of another person's homework or providing the work to be copied is considered cheating. Working problems with other students, getting pointers, etc., with the goal of learning and completing an assignment is permissible, but the wholesale copying of another's work and/or answers is considered cheating.
2. Copying any portion of another person's quiz or test is considered cheating.
3. Looking at any material not provided or directed by the teacher during a test/quiz is considered cheating.
4. Giving answers to others on a test or a quiz unless directed by the teacher is considered cheating.
5. Informing others of test or quiz items before they take a test or quiz is considered cheating.
6. Failing to indicate by means of parenthetical note, footnote or endnote that a phrase or sentence was copied from a source other than the student writing the assignment is considered cheating. The term for this type of cheating is "plagiarism."
7. Submitting an assignment that was completed by a group when a teacher intended the assignment to be completed by an individual is considered cheating.
8. Printing/purchasing any type of product from the Internet and turning it in as your own work is considered cheating.
9. Altering school documents or any other written or electronic record of student progress will be considered a violation of the Academic Honesty policy.
10. Possession of a teachers manual or answer key without the express permission of the instructor is considered cheating.
11. Misrepresentation of service hour documentation will be considered a violation of the Academic Honesty policy.

Cheating is a sin that violates the Seventh Commandment (You shall not steal.) and the Eighth Commandment (You shall not bear false witness against your neighbor.)

All incidents of cheating are reported to the Principal. Any student who is caught cheating will not be given credit for the assignment or exam. In all incidents of cheating, teachers will notify parents or guardians. **Consequences for cheating may include revocation of the 8 & 8 privilege, revocation of academic awards and honors, detention, suspension, and loss of credit for the course.** Repeated incidents may result in a student being asked to withdraw from Bishop Kelley High School.

TEXTBOOKS: Textbooks are numerically assigned to each student at the beginning of their individual classes. Students should inform their teacher of any problems with the condition of the assigned textbook.

At the conclusion of each class, the student is responsible to return his/her assigned textbook(s) to his/her respective teacher in the same condition as received. If the student does not return the assigned textbook(s) at the appropriate time or in the same condition, a textbook hold will be placed on the student's report card and transcripts. Additional disciplinary action may be imposed pending individual evaluation of the circumstances.

The textbook hold will be released when:

- a. The student returns the assigned textbook to the Bishop Kelley Bookstore in good condition, or
- b. If the student has lost the textbook, the fine is paid for textbook replacement, or
- c. If the student has damaged the textbook, the fine for textbook repair is paid. **It is highly recommended that students cover their textbooks to avoid excessive wear and charges for damage.**

COURSE CATALOG: The course catalog is published online annually prior to the spring scheduling process. Relevant information about course offerings and descriptions, **as well as information on special programs**, are contained in it. Reference should be made to this guide for questions about scheduling procedures and course prerequisites.

PREREQUISITES: Departments set prerequisites for each course in order to ensure students have the necessary background and ability to successfully complete the course. These prerequisites will be strictly enforced.

LEVEL CHANGES: The enrollment process requires that teachers sign for students to be enrolled in a particular level of a class. If a teacher believes that a student has been misplaced once classes begin, a conference should be held with the student, teacher, parent(s), and counselor to determine the best course of action. If a parent requests a level change, a conference should be scheduled with the student, teacher, parent(s), and counselor. Students will not be taken out of a class and put in a different level without input from all parties concerned.

SCHEDULE CHANGES: The Bishop Kelley schedule change policy is reflective of the academic policies of Bishop Kelley High School for the best interest of all students. The scheduling process is a planned and thorough procedure, implemented in the spring. Students, teachers, parents, counselors, and the Vice Principal for Academics are involved in each student's schedule. Subsequent changes in the fall or spring term should be initiated only for legitimate reasons, i.e., needed graduation requirements, acceptance to Tulsa Technology Center, or college plans. **Students should not seek unwarranted schedule changes.** The following policies will be enforced by the counseling staff:

1. Schedule changes must normally be completed one week before classes begin each quarter.
2. Students will normally not be allowed to enter a class after the quarter has begun due to a schedule change unless that change is recommended by a teacher, counselor, or administrator.
3. Elective withdrawal from any class will rarely be granted and the student must first secure the approval of the Vice Principal for Academics. A WP (Withdraw Passing) or WF (Withdraw Failing) may appear on the student's grade card and transcript. It is the student's responsibility to return textbooks to the Bishop Kelley Bookstore if the schedule changes are granted.
4. Students with questions about their assigned schedule should see their academic counselor.

DROPPING TERM CLASSES AT THE QUARTER: Since the enrollment process is a thorough process that determines teaching assignments each year, students are discouraged from dropping term or three-quarter classes at the end of a quarter. Students requesting to do this must follow all procedures outlined above for an elective schedule change including completing the change one week before the end of the quarter. The process should include a conference with the student, teacher, counselors, and parent(s) at least one week before the beginning of the next term.

ADVANCED PLACEMENT COURSES: Bishop Kelley offers a number of Advanced Placement courses and encourages qualified students to take the opportunity to experience the rigor of the college-level classes. Research has shown that participation in the AP program while in high school gives the student an edge in college and that students who successfully complete AP classes in high school are more likely to complete a college degree. However, these courses are difficult and fast-paced. **Students must be prepared to complete one to two hours of homework each night for each AP class.** Therefore, students should carefully consider their abilities and outside commitments before enrolling in an AP class. The following requirements are in place at Bishop Kelley regarding AP classes:

1. Courses designated as AP courses conform to the course guidelines set forth in AP Course Descriptions prepared by the College Board.
2. Because AP courses represent college-level work, students desiring to enroll in AP courses must be recommended by the respective department through a selection process.
3. **Students enrolled in AP courses are required to take the AP test.**
4. A student who enrolls in an AP course must pay the exam fee (for each exam) charged by the College Board unless he/she applies for and receives a fee waiver based on financial need.
5. If a student withdraws from an Advanced Placement class, it will be noted on the transcript and a revised transcript will be sent as required by the university.

Awarding college credit is contingent upon the student's score and the individual college's policies. It is the student's responsibility to determine what each college's policies are regarding Advanced Placement credit.

QUARTER EXAMS:

1. Comprehensive written quarter exams will be administered in English, mathematics, science, social studies, and theology classes. All honors designated courses must also administer a comprehensive written exam. All other departments will determine exam policy by course.
2. Comprehensive quarter exams will be worth 20% of the quarter grade in applicable courses.
3. Testing happens in the regular block.
4. The last two days of each quarter are **mandatory** exam days. The testing schedule is posted annually. Finals may not be taken early.
5. **8 & 8 Privilege:** A student may be exempt from each 4th quarter final if he/she meets the following criteria:
 - a. a minimum of a 70% average in the 4th quarter class;
 - b. no more than 8 first block tardies for the year;
 - c. no more than 8 absences for the year in the individual blocks; this includes both excused and unexcused absences, but does not include school sponsored activities;
 - d. seniors must fulfill all school obligations including fines, detentions, financial, etc.

This will be determined on a class by class basis. A student always reserves the right to take a final exam.

A violation of the Academic Honesty policy may result in revocation of the 8 & 8 Privilege.

REQUESTED ABSENCE FROM MANDATORY EXAMS: On a rare occasion a parent(s) may request that a student miss a mandatory exam on the date scheduled. When this is requested the parent is required to submit in writing the reason(s) for the request to the Dean of Students at least one week in advance. Consideration for the request will be given based upon the seriousness and nature of the situation. **This mostly will be limited to medical and family emergencies. Since the school calendar is published in May of the preceding academic year, requests for late exams due to travel and other non-emergency reasons rarely will be considered.** If approved, this written statement is then circulated to the student's teachers for their signatures. This statement is then returned to the Dean of Students by the student. The exam must be taken after the regularly scheduled exam at a time set by the teacher and agreed to by the student. Parents are urged to carefully consider the school calendar and make arrangements early when planning vacations.

AFTER SCHOOL SUPPORT: Study Hall and Study Labs are held from 3:15 – 4:15 p.m. Monday through Thursday. With teacher approval, make-up exams may be taken in Study Hall. Students will be expected to bring all necessary materials to fully utilize the study period and rectify failing grades. Students may be assigned mandatory attendance by classroom teachers for:

- Failing grade
- Failure to complete homework

COURSE CREDIT: Credit is usually awarded at the end of each quarter.

1. A student who fails a quarter class receives no credit and may need to repeat the course for graduation or sequential purposes.
2. A student who fails the first half of a term course may be allowed to continue in that course **ONLY** upon the approval of the teacher and counselor. If the student passes the second half of the term course and the average of the two quarters is 65% or higher, the student will be awarded one credit. However, the failure from the first half of the course remains on the transcript.
3. A student who continues in the term course and passes the second half but does not average at least 65% will receive credit for the second half of the course only.
4. A student who passes 1st quarter but fails 2nd quarter will receive credit for the first quarter only.
5. In both of these latter two cases (#3 and #4) the student may need to repeat an entire course if it is required for graduation or sequential purposes. Students will **NOT** be allowed to repeat half of a term course without the approval of the Vice Principal for Academics.
6. Students who fail either of the first two quarters of a three-quarter-length Advanced Placement course or the first quarter of a term AP course will be removed from the course. They will not be allowed to repeat the course.

FAILURES: Any student who fails a required course for graduation in a core area (English, theology, science, social studies, mathematics) *must repeat* the course at Bishop Kelley before the next course in sequence may be taken. Summer school and online courses must have the approval of the Vice Principal for Academics to be accepted to meet a core requirement. Failing a course for a second time will seriously jeopardize a student's continued enrollment at Bishop Kelley. Failure in an elective course will not automatically dictate a make-up course. The course would have to be repeated if it is a prerequisite for another course the student wishes to take or if the student cannot meet the graduation requirement for electives. Generally, students will be allowed one chance at repeating a course. Original and repeated course grades appear on the transcript and both figure into the cumulative GPA.

INCOMPLETES: Incompletes may be given when a student's absence is due to illness. Incompletes are to be resolved within two (2) weeks after the end of the quarter, unless other arrangements are made. Teachers issuing incompletes must check with the Vice Principal for Academics.

ADMISSIONS FOR TRANSFER STUDENTS: Transfer students are generally accepted based on their ability to meet Bishop Kelley graduation requirements. Senior transfers are generally not accepted. Out of town seniors moving to Tulsa will be evaluated on a case-by-case basis.

ACADEMIC PROBATION POLICIES: When a student is not making satisfactory progress toward graduation, he/she is placed on academic probation. Academic probation is an indicator that efforts need to be made by the student to improve his/her academic performance. Students on academic probation will receive a progress report midway through the quarter. Students on academic probation will also meet with their academic counselor quarterly to develop an academic support plan.

Students are placed on academic probation for:

1. Academic credits falling below the number needed to be on track for graduation;
2. Failing two or more courses at quarter or term; and
3. In individual cases, at the discretion of the Vice Principal for Academics.

If academic performance does not improve, the student's continued status/attendance at Bishop Kelley will be reviewed to determine:

1. If the student will be permitted to remain at Bishop Kelley.
2. Conditions for continued enrollment at Bishop Kelley.

ACADEMIC RETENTION: In order to return to Bishop Kelley for the following year, sophomores must have a minimum of 6 credits; juniors must have a minimum of 13 credits and have passed Algebra I; and seniors must have a minimum of 20 credits. Students must pass Algebra I at Bishop Kelley. Summer school and online school will not be accepted as recovery credit.

ACADEMIC PROGRAMS: Bishop Kelley High School offers a variety of academic programs designed to enhance the educational experience and offer vocational, career, and collegiate exposure:

Career Internship

Philosophy

Career Internship is a program offered at Bishop Kelley High School to help students experience the practical application of their learned subject matter in the work place, to learn more about the world of work and to explore possible career opportunities. Students participating in a career internship will have the opportunity to understand the practices and trends taking place in the world of work. They will be able to meet business leaders and take part in the daily operations of businesses. Internships will help students discern a vocation by allowing them to experience a field in which they feel they have an interest.

Requirements of the Program

1. Career Internship is open to seniors only. Seniors must have a cumulative 2.25 GPA or above.
2. Students are required to submit an application and obtain three recommendations from Bishop Kelley faculty members. Students will be accepted based upon academic standing and disciplinary standing.
3. Students must work without compensation for hours completed during the school day.

Responsibilities of the Student

1. Students will meet with the Career Internship Coordinator after enrollment to fill out appropriate paperwork and find an internship. Students are encouraged to find their own internship site, but the Career Internship Coordinator can assist with suggestions or contacts, if necessary.
2. Submit the paperwork by April 27th. Failure to submit the form in a timely manner may result in the student being denied placement in the Internship Program.

Program Details

1. Internships may be one or more quarters. Students may choose to continue in the same internship or may choose a different internship for subsequent quarters.
2. Career Internship locations with relatives are prohibited.
3. Students will utilize an online tool for completing assignments, which the Career Internship Coordinator will introduce to the students during a meeting prior to beginning the internship. Students will be expected to regularly submit required materials through this online program.

Concurrent Enrollment

Philosophy

Concurrent enrollment is one opportunity that students have to earn college credit while still in high school. Students in concurrent enrollment take actual college classes on the college campus for college credit. Each local university has its own specific requirements for concurrent enrollment. Any senior who meets the college's requirements can pursue concurrent enrollment after school or in the evening. Students may also be able to take a college class during the school day. Seniors interested in this option should contact their guidance counselor. The policies that follow apply to Bishop Kelley students who wish to enroll in a college class that meets during the school day in lieu of enrolling in 8 credits for the school year.

Eligibility Requirements for Concurrent Enrollment

1. Only seniors are eligible for concurrent enrollment.
2. Seniors must have accumulated 23 credits by the end of the junior year.
3. Students must meet the ACT/SAT and GPA requirements of the college or university. These vary by college.

Policies governing Concurrent Enrollment

1. Seniors who enroll in a college course that meets during the first block must be able to arrive on time to second block on normal school days.
2. Seniors may leave after third block ends to attend a college course as long as the college course begins at 3:30 or earlier. Courses with later starting times will not exempt students from 4th block.
3. Proof of enrollment and attendance MUST be provided to the guidance office if a student enrolls in fewer than 8 units at Bishop Kelley.
4. Concurrent enrollment courses will NOT fulfill any Bishop Kelley graduation requirement unless prior approval is given by the administration.
5. College courses will be transcribed by the college/university and **will not** appear on the Bishop Kelley transcript.
6. Students will be responsible for paying their own tuition in addition to full tuition costs at Bishop Kelley.
7. The Academic Vice-Principal must sign the Concurrent Enrollment form. The student is responsible for all paperwork associated with the application to the college/university.

Vocational-Technology Education at Tulsa Technology Center

Program Description

Bishop Kelley students who wish to enroll in a program at Tulsa Technology Center may do so by application during their sophomore or junior year. Students are allowed to start a program at the beginning of their junior year or senior year. Students are selected through an application process with Tulsa Technology. Tulsa Technology will notify applicants of their acceptance into a program in the spring. Attending Tulsa Technology replaces two classes per quarter for an entire year and will count as elective credit. Therefore, careful schedule planning during freshman and sophomore years is encouraged. Students should consider taking classes required for graduation during 9th and 10th grade so that elective credits can be used for attendance at Tulsa Technology.

Program Details

If a student attends a program at Tulsa Technology Center during high school, he or she can attend free of charge; however, students continue to pay full tuition at Bishop Kelley. Many of the programs offered at Tulsa Technology offer college credit to specific colleges/universities. If a student chooses a program that is a two-year program and starts during the senior year, the second year of the program is free. Application and enrollment is done through the Bishop Kelley guidance office. Visit the Tulsa Technology web site www.tulsatech.edu for a listing of programs offered in 2018-2019.

ACADEMIC SUPPORT: It is the goal of Bishop Kelley High School that every student meet with success academically by becoming an independent learner who knows how to seek out and utilize all resources that are available to him/her in order to achieve that success. Academic resources include:

Academic Counselors --work closely with students and teachers to review and assess learning obstacles.

Teachers--are available to students before/after school with prior arrangements.

Planners --students are expected to utilize a "planner" to help with organization and time management.

Ongoing After-School Support -- (Monday through Thursday, 3:15-4:15)

- Math Lab – help with math homework (Staffed by BK math teachers with student assistants)
- Writing Lab – help with essays for any class or for college essays (Staffed by BK English teacher)
- Study Hall – available as a quiet place to study until 4:00
- Mandatory Study Hall—may be assigned to students with failing grades

iConnect Program— Students in need of additional academic support may receive accommodations through our iConnect program staffed full-time by highly qualified Learning Specialists. It is important to note that modifications to course work will not be a component, but that accommodations available through iConnect might include: extended time, alternate test taking procedures, organizational assistance or academic coaching. Students may access the Learning Specialists before school, at lunch, after school, or as directed by their classroom teacher. Students should make testing accommodation arrangements with one of the Learning Specialists at least one day in advance.

Individual Tutoring—Counselors can provide names of professional tutors outside of the school setting.

Conferences—A student, parent, counselor and/or teacher may call a conference at any time in order to discuss learning difficulties, strategies and/or to communicate the student’s best learning styles.

CHRISTIAN SERVICE

Requirements

Freshmen: 25 hours	Juniors: 25 hours
Sophomores: 25 hours	Seniors: 25 hours

Total Required hours: 100 hours

Specific Requirements

Over the course of four years, 25 hours MUST be direct service to the poor and vulnerable. Direct service to the poor and vulnerable is defined as an activity that brings the student into direct contact with the life situation of the poor and vulnerable.

Junior/Senior Year(s) Immersion- During junior and/or senior years 15 hours MUST be served at the same site. This may be completed in one year or spread between the two years.

Finding Opportunities:

www.bishopkelley.org/student-life-faith/campus-ministry/christian-service/current-service-projects

Recording Hours

Hours will be recorded by students using <https://app.helperhelper.com/> or by using the following apps:
<https://itunes.apple.com/us/app/helper-helper/id670630951> or
<https://play.google.com/store/apps/details?id=us.helperhelper>.

Directions for recording hours can be found at: www.bishopkelley.org/student-life-faith/campus-ministry/christian/reporting-hours

Students are encouraged to submit hours as soon as they are completed. In order for a student to receive credit for service hours, they must be SERVED, LOGGED, and APPROVED by the due dates listed below, in the academic quarter in which they were served. Our online recording system is date sensitive, according to the date the service was performed, and hours are imported into the Bishop Kelley Server System at the end of each academic quarter, so that a list of credited service hours will appear on the students report card. Any hours not meeting the above criteria by the deadline, will not be credited to the student.

Deadlines/Due Dates:

Summer and 1st Quarter service hours, Friday, October 12, 2018, Midnight

2nd Quarter service hours, Friday, December 21, 2018, Midnight

3rd Quarter service hours, Friday, March 8, 2019, Midnight

4th Quarter service hours, Monday, May 21, 2019, Midnight

Students who do not fulfill their Christian Service requirement will be “on hold” with the school until the requirement is completed.

Students may begin recording hours for the following school year once school has been dismissed for the summer. Incoming Freshmen must wait until after orientation in August to log hours. All hours must be logged using the Bishop Kelley email that will be activated during orientation.

Spirit of Service Awards

Each year, students receive the Spirit of Service award based on the following criteria:

- Freshmen—50+ hours
- Sophomores 100+ hours
- Juniors 150+ hours
- Seniors 200+ hours.

To be eligible, all hours are due by the Monday after Spring Break (March 25, 2019)

Record of Service

Students are encouraged to submit all service hours, including those beyond the yearly requirement.

ATTENDANCE POLICIES

ATTENDANCE: Regular attendance is a contributing factor to success in school. Irregular attendance is the chief cause for failures and withdrawal from school. **A student who misses more than six days in a quarter may not receive credit for the course. This includes excused and unexcused absences.** A student is absent if he or she is not in attendance at least 50% of a given class period. Students are not eligible to participate in extracurricular activities for the remainder of the quarter if they miss more than six days in any class during a quarter.

Students who are involved in athletics or school-related activities must be in attendance for at least two complete blocks on the day of the activity in order to participate in that activity. The yearly maximum number of absences for activities, which remove a student from the classroom, should not exceed ten for any one class period. **Students that exceed ten absences for activities during the school year may not be able to miss class to participate in extracurricular activities for the remainder of the school year.**

ABSENCE PROCEDURES: Parents must call the attendance office 918-627-3390 no later than 9:00 a.m. to provide notification of a student absence. In order for an unexcused absence to be excused, parents must call the school by 3:15 p.m. on the day of the student's return to school. Failure to call by 3:15 p.m. on the day of the student's return will result in an unexcused absence. Absence for an illness will require a note from the attending physician.

Students who have been or will be absent are responsible for conferring with their teachers for make-up work and tests. Students with an unexcused absence will not receive credit for any missed work.

EARLY DISMISSAL: Parents are strongly encouraged to limit early dismissal. All parent/student contact during the school day should be made through the front office. **Parents should not phone or text message a student informing them of an appointment.** If it is necessary for a student to leave school during the school day, please contact the attendance office explaining the reason for dismissal from class. The attendance office will issue the student an early dismissal form. **This form must be returned to the attendance office when the student returns from the early dismissal.** Students being dismissed for medical appointments will need to present a doctor's note upon return to excuse the absence.

ILLNESS AT SCHOOL: If a student becomes ill or has a fever (100 degrees or higher) at school, a parent or designated emergency contact will be notified. The student will be cared for in the Health Room in the main office until parents can make arrangements for the student to be picked up.

Sick Day Guidelines: School Policy (and state law) requires that a student **stay home** if he or she:

- Has a fever of 100.00 degrees or higher
- Has been vomiting or has diarrhea
- Has symptoms that keep the student from participating in school such as: very tired or poor appetite, cough that he/she cannot control or sneezing often, severe headache, body aches or ear ache, or severe sore throat.
- Please notify the school nurse if your student tests positive for the flu.

Remember the 24 Hour Rule:

- **Fever:** Keep your child home until his or her fever has been gone **WITHOUT** medication for 24 hours. If your child has been sent home from school with a fever he/she cannot return the next day.
- **Vomiting or Diarrhea:** Keep your child home for 24 hours after the LAST time he/she vomited or had diarrhea.
- **Antibiotics:** Keep your child home until 24 hours after the first dose of antibiotics for any illness such as strep throat, ear infection or pink eye.

For questions or more information, please contact the School Nurse.

COMMUNICABLE DISEASES: Student must be fever-free for over 24 hours (**without** medication) before returning to school. He/she must be free of any vomiting or diarrhea for at least 24 hours. If there is any question of pink-eye, please consult your physician before sending your student to school. These precautions are for your student's protection as well as for the protection of the students and staff at Bishop Kelley.

CONCUSSION PLAN:

Step 1(Education)

Athlete Education

On a yearly basis all student athletes will read the Concussion Fact Sheet, online ([RankOne](#)). Students will also sign a document acknowledging and accepting responsibility for reporting their injuries and illnesses including, but not limited to, signs and symptoms of a concussion to the medical staff at Bishop Kelley High School.

Coaches Education

On a yearly basis, coaches will take a Concussion quiz, provided by the National Federation of State High School Associations, (NFHS). The athletic trainer will discuss the importance of concussion identification and how the coaches can help identify a student that may have a concussion. They also will be informed on the procedures that need to be taken at the time of injury and post injury.

Step 2

Baseline Testing

Bishop Kelley will perform baseline testing on all incoming athletes, including cheerleaders. The baseline testing will be done prior to the first official team practice and will be taken subsequently every other year, unless the athlete sustains a concussion, and then he/she will be required to take the baseline again the following year. The baseline test consists of the Concussion Vital Signs neuropsychological computer test. The SCAT 2 test will also be utilized at the discretion of the athletic trainer.

Step 3

Potential Injury Occurs

In the event that an athlete demonstrates the signs and symptoms of a concussion, the following will occur:

The player will be removed from practice/competition and evaluated by the team physician and/or athletic trainer (AT). The evaluation will include the following: injury history (including symptoms), observation of athlete, palpation to determine if other orthopedic or neurologic injuries are present, special tests to determine mental status and motor control of the athlete.

Step 4

If it is determined, after the initial exam, that an athlete sustained a concussion, the athlete will be removed from practice or competition and classes for remainder of that day. If the athlete shows any signs of an urgent medical condition at the time of injury or during the evaluation and monitoring process, the emergency plan will be enacted and the athlete will be transported to the ER via ambulance.

Issues that could lead to transportation to the hospital could be:

- Prolonged loss of consciousness
- Focal neurologic deficit that suggest intracranial trauma
- Repetitive emesis
- Persistently diminished/worsening mental status or other neurological signs/symptoms
- Suspected spine injury

If the athlete shows no signs of worsening through the evaluation and monitoring period, they will be released to a responsible adult who will monitor the concussed athlete.

Step 5

Within 24-48 hours after the initial injury, the athlete will take the Concussion Vital Signs test and the results will be compared to the baseline test. If the athlete self-reports post concussive symptoms, he/she will continue to be held out of all activity. The Principal and School Nurse will be notified so they can inform the teachers about the injury and possible academic accommodations that the athlete may need. The athlete may need to be held out of class for cognitive rest. A gradual return to classroom attendance, along with slow return to homework and studying, will be implemented at the discretion of the sports medicine staff. An athlete will not be allowed to return to regular physical activity until he/she is fully returned to his/her academic workload.

Step 6

The athlete will check in daily with the AT and discuss symptoms. Once the athlete self-reports being symptom free for 24 hours, the athlete will re-take the Concussion Vital Signs test. The athlete will then perform an exertional test. If scores are within normal range and exertion did not cause a return of symptoms, the team physician will be consulted. If the team physician gives clearance, the athlete can begin the stepwise progression back to activity.

If the recovery process is outside the “normal” recovery time, the physician will continue to evaluate and determine if any other diagnosis, including, but not limited to, post-concussion syndrome, sleep dysfunction, headache disorders, mood disorder, ocular or vestibular dysfunction, may be present. Referral to appropriate specialists will occur based on physician recommendation.

Step 7

The following activity progression will be initiated once the team physician clears the athlete for activity. The athlete will not progress to the next stage unless he/she are symptom free after completing the previous stage. If the athlete has any return of symptoms with a stage, he/she will be rested again until they are symptom free for 24 hours, as assessed by the symptom checklist. At that point, the athlete will need clearance to begin the stepwise progression back to activity, starting with stage 1.

Activity progression

Stage 1- Light exercise: <70% age-predicted maximum heart rate

Stage 2- Sport-specific activities without the threat of contact

Stage 3- Noncontact training involving others, resistance training

Stage 4- Unrestricted training

Stage 5- Return to play

Step 8

The athlete will be educated to inform medical staff or coaches if symptoms return during any part of the progression or upon return to practice or competition. If symptoms do return the athlete will be re-evaluated by the sports medicine staff.

TARDINESS: Students reporting late to school must obtain a tardy slip from the attendance office in the main building unless their 1st block class is in the STC. Students with 1st block in the STC must obtain a tardy slip from the STC receptionist. A student who is not in the classroom when the bell rings is considered tardy.

FIRST BLOCK TARDIES: Students will face disciplinary action for three or more tardies per quarter.

- a. Students who accumulate 3 tardies in a quarter will be assigned KP.
- b. Students who accumulate 6 tardies in a quarter will be assigned Saturday detention.
- c. Students who accumulate 9 tardies in a quarter will be suspended for one day and will not be able to re-enter class until the student's parents have met with the Dean of Students. Student will be suspended for one day for every 3rd first block tardy for the remainder of the term.

Any student reporting to school after the half-way point of first block and before the half way point of second block will be considered as tardy and absent from first block. Students arriving after the half-way point of second block will be considered absent from both first and second blocks.

Chronic tardiness to school may result in a request for a student to withdraw from Bishop Kelley.

BETWEEN CLASS TARDIES: Students tardy between classes will report directly to the classroom.

1. The student may receive one hour detention.
2. If a second tardy occurs in a class, the Dean of Students should be notified and further disciplinary action will be taken.

TRUANCY: A student will receive four hours of detention for each class skipped. Parents will be notified and student will not receive credit for any missed work. A student skipping a class a second time will be subject to further disciplinary action. A student who skips school for a full day will be suspended and a parent conference with the Dean of Students will be necessary before the student returns. **There is no sanctioned “skip day” for any class.**

STUDENT CONDUCT

CELL PHONES: Cell phones are to be turned off and put away during class unless used for a specific educational purpose under the instruction and supervision of the teacher. All parent/student contact should be made through the front office. A telephone is available at the main office for students to use. Any visible phone will be confiscated and turned in to the Dean of Students. Due to past academic and safety concerns the Dean of Students may review the contents of the phone. **Violation of the cell phone policy will result in an after school detention. The phone may be retained and held by administration until all internal and legal investigations are complete. The phone will not be returned until the end of the school day.** Repeat offences will result in further disciplinary action. The sending or storing of sexually explicit material or other files that are disruptive to the learning environment is strictly prohibited. Parents and students retain full responsibility for cell phones and listening devices, even when confiscated. Bishop Kelley High School faculty and staff are held harmless for any and all damage, loss, or theft of cell phones and personal listening devices.

CONDUCT ON BUSES: Any damage to a bus must be paid for by the students responsible. Smoking and any other use of tobacco on buses is always forbidden. Misconduct of any kind will be subject to school disciplinary action.

DANCES: Bishop Kelley sponsors dances for its students regularly throughout the school year. All dances are for Bishop Kelley students only, unless prior permission has been obtained from the Dean of Student Activities. The hours for most dances are from 8:00-10:30 p.m.

1. Doors are closed at 8:30 p.m. and do not reopen until 10:00 p.m. Students not in the dance are not allowed in the parking lot or on school grounds.
2. Students may not leave and return to the dance. If a student leaves, his/her attendance at the function is terminated. Students may not loiter in the parking lot or on school grounds; they must leave the campus at once.
3. Students must dress and conduct themselves in a proper manner at dances, or they may be asked to leave by the chaperones and be subject to disciplinary action. Modesty will be required.
4. Freshmen and sophomores are not permitted to attend the Junior/Senior Prom.
5. Students who have withdrawn or been dismissed from Bishop Kelley High School will not be allowed to attend dances without the approval of the Administration.
6. Outside guests are permitted at both Homecomings and Prom. Guest permission forms will be available in Mr. Oberste's office. Forms must be completed one week prior to the dance.
7. **At the discretion of the Administration, random alcohol/drug screening may take place.**

DRESS CODE: A concentrated effort by each student to improve his/her appearance usually results in positive changes in attitude and behavior in the classroom and around the school campus. These improvements lead to better academic achievement. For all school wear, the administration reserves the right to determine what is in good taste. Parents and students should insure that a student comes to school in proper attire and appearance.

GIRLS:

1. A plaid or solid khaki skirt purchased from school uniform supplier. Skirts must be worn no shorter than 5" from the floor to the bottom of the skirt when kneeling. Skirts must be worn at the waist.
2. Solid khaki slacks: C & J uniform pants will be the reference guideline for color and cut.
3. A white, light blue, or yellow oxford cloth blouse that buttons down the front and has a button down collar. Designer markings on the blouses are not permitted. Blouses are not to be oversized. BK monogrammed $\frac{3}{4}$ length sleeve oxford blouse purchased at C & J School Uniforms or K. Renee's Uniform Closet may also be worn.
4. Legwarmers, long or thermal underwear, or tights are not to be worn with skirts.
5. Socks must be white when wearing skirts.

BOYS:

1. A white, light blue or yellow oxford cloth shirt with a button-down collar is to be worn. Designer markings on the shirts are not permitted.
2. Solid khaki slacks: C & J uniform pants will be the reference guideline for color and cut.
3. No earrings, beards, mustaches, or facial hair. Sideburns must not extend below the bottom of the ear.
4. Hair should not extend below the top of the collar nor fall below the eyes.

ALL STUDENTS:

1. Full cut black or brown dress shoes should be worn. No sandals, hiking shoes, house shoes, or moccasins are allowed. Tennis or athletic shoes are allowed in P.E. only. Socks are to be worn at all times.
2. No buckles, buttons, or clothing with drug or alcohol related words, symbols, or pictures are to be worn at school or at school activities.
3. Approved Bishop Kelley outerwear shall include BK athletic warm-ups, Kairos and Search sweatshirts, and outerwear purchased at the BKHS Bookstore or the BKHS Booster Club Store. **No other coats may be worn during the school day.**
4. Hairstyles must be reasonable, modest, and clean.
5. Hair color may be natural hair colors only.
6. Hats or sunglasses are not allowed in school.
7. Shirts and blouses with shirt-tails must be tucked in at all times when at school so that the belt or waistband is visible.
8. Only the top button on shirts may be unbuttoned. Collars must be buttoned. Sleeves must be buttoned or neatly rolled.
9. If a T-shirt is going to be worn, it must be a plain white T-shirt with no visible printing on it.
10. No under garments should extend beyond the length of the uniform shirt.
11. Pants must be worn at the waist and they may not be torn, split, frayed, or slit at the cuff. The bottom hem of slacks may not touch the floor.
12. A plain black or brown dress belt must be worn on slacks that have loops for that purpose.
13. Other than pierced ears for girls, no visible body piercing is allowed.
14. Studded apparel is not acceptable.
15. Visible tattoos are not allowed.
16. Violation of the dress code will result in suspension until the correction is made and 5 days of KP. Habitual violations will result in further disciplinary action.

FREE DRESS: Students will occasionally be provided with free dress days. Appropriate dress is still expected. Some guidelines for these days are as follows:

1. Spaghetti straps, bare midriffs, and house shoes, pajamas and similar style clothing are not allowed.
2. Clothing should not promote drug or alcohol use or be found otherwise offensive.
3. Ripped, torn, or frayed clothing is not allowed.
4. Tunics or other cover-ups of appropriate length should be worn with leggings and tights.
5. Skirts and shorts must be worn no shorter than 5" from the floor to the bottom of the skirt or shorts when kneeling.
6. Dress code policies regarding hair, hats, sunglasses, tattoos, and piercing still apply.

FINAL DECISIONS CONCERNING PERSONAL APPEARANCE WILL BE AT THE DISCRETION OF THE ADMINISTRATION.

SENIORS ONLY: All BKHS Seniors will receive an approved red monogrammed polo shirt at the beginning of the school year that may be worn on Fridays. Additional approved red shirts may be purchased at the BKHS Booster Club Store.

DETENTION is a type of punishment that may be used in conjunction with disciplinary problems. Detention will typically be held on Tuesday or Thursday from 3:15 P.M. - 4:15 P.M. in room B-1. Detentions are served at the rate of one hour per detention. **Co-curricular activities, after-school work and other such excuses for missing a detention will not be accepted.** Failure to report for a detention may result in suspension. No student will be admitted to the room after detention begins. Students are not to bring any books, coats, etc. to detention class. Students must be in uniform during detention. Bishop Kelley discipline records are maintained on a point basis. Minor infractions will typically be assigned as one point. More major infractions such as offenses that would warrant a suspension from school will be assigned multiple points. Students who accumulate 5 points in a semester will be assigned after school detention and parents will be notified. Students who accumulate 10 points in a semester will be assigned Saturday detention.

LASER POINTERS: Student possession of electronic pagers or laser pointers is not permitted.

FIGHTING: Fighting is never condoned, on the school grounds, in the neighborhood, or at school sponsored activities. Students who violate the rules regarding fighting will be sent home immediately and will not be readmitted until a parent conference is held. Disciplinary action will follow.

GAMBLING: No gambling or games of chance will be allowed on school premises. Students caught gambling will be subject to detention and possible suspension.

GANGS: To enhance a safe, secure learning environment and to help foster an attitude of respect for the rights of others, Bishop Kelley High School prohibits gang membership and any gang related involvement or activities at school, during school related activities, or on school property.

OFF CAMPUS CONDUCT: The authority of administrators to expel, suspend or otherwise discipline a student is not limited to the student's on-campus conduct. Students may be suspended or otherwise disciplined for off-campus conduct which is contrary to law or which has an adverse impact on good order, discipline, or the learning environment at the school.

OUT OF BOUNDS - SCHOOL GROUNDS:

1. Bishop Kelley has a closed campus.
2. Students are considered out of bounds if they go to their cars during the school day without the permission of a school administrator. **Students entering their car during the school day will be assigned a Saturday detention.**
3. The athletic facilities are out of bounds during the school day except to those students participating in physical education classes.
4. Other areas of the school campus may be declared out of bounds by the Dean of Students.
5. Students found out of bounds will be subject to disciplinary action.

PROPERTY DAMAGE: When a student destroys or damages property at school or any school related function, he/she is financially liable and subject to disciplinary action; i.e., detention, suspension, expulsion.

SATURDAY DETENTIONS: Saturday detention may be issued for excessive 1st block tardies, excessive disciplinary infractions or other violations that are considered serious but do not warrant a suspension. Saturday detention will run from 8:00 a.m. to 12:00 p.m. This is a working detention.

SURVEILLANCE CAMERAS: Surveillance cameras are strategically placed around campus to enhance the health, welfare and safety of all students, staff and visitors, to deter theft, vandalism and other negative behavior, to safeguard school buildings, grounds and equipment, and to monitor unauthorized individuals in or on school property.

SECURITY AND SAFETY DEVICES: Various security and safety devices are installed throughout campus. Tampering with any safety or security device may result in student suspension. At the discretion of the administration incidents will be reported to the Fire Marshall or other appropriate legal authority.

SLEEPING IN CLASS: Any student caught sleeping in class will be sent to the office. Depending on the circumstances, the student may be sent home and parents notified.

STEALING: If a student is found stealing anything from the Bishop Kelley community, the merchandise or cash value must be returned. The student will be subject to disciplinary action and/or suspension. A conference with the parents may be required. This rule refers to student property as well as school property.

STUDENT RELATIONSHIPS: The school expects all students to conduct themselves in such a fashion that the attention of others is not attracted to their behavior. No public display of affection should occur on school property or at any school related functions. Offending students will have their attention called to the matter and should it reoccur, necessary disciplinary action will be taken.

SUSPENSION/EXPULSION: Suspension is used as a form of discipline when the infraction by the student is considered serious or there has been a repeated infraction of school rules. Types of suspension may vary according to the seriousness of the infraction. At the discretion of the administration, serious or chronic disciplinary issues may be assigned to a disciplinary committee. A suspended student may be sent home or assigned in-school suspension. His/her parents will be required to meet with the Dean of Students before the student may return to school.

The student will have to agree to fulfill certain obligations before returning to school. A student on suspension may not receive credit for assignments turned in during this time period or attend any school-related functions. A student also will serve 4 hours detention for every day suspended.

A student's continued enrollment in school may be denied for reasons of a very serious nature. This expulsion, the permanent termination of a student's enrollment, is a sanction that should be invoked rarely for clear and serious cause.

TRESPASSING: Any student on campus outside of regular school hours or scheduled events will be considered to be trespassing and will be subject to serious disciplinary action.

WEAPONS: Weapons of any kind, real or otherwise, are forbidden on school property and at school sponsored activities. Possession of such will result in immediate suspension and further disciplinary action. Expulsion may result.

HARASSMENT/INTIMIDATION/BULLYING POLICY

Consistent with the Oklahoma School Bullying Prevention Act and in compliance with the guidance set forth in Policy 4001 and the [Policies & Procedures for the Protection of Children & Young People](#) of the Diocese of Tulsa and Eastern Oklahoma, Bishop Kelley High School recognizes that harassment, intimidation and bullying are examples of conduct inconsistent with the Christian standards of behavior promoted and expected by the school. Bishop Kelley High School strongly disapproves of and will not condone behavior that violates Christian standards of behavior, even if such behavior does not constitute harassment by definition.

Further, Bishop Kelley High School has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, interferes with both a student's ability to learn and the school's ability to educate its students in a safe environment. Such conduct has a negative effect on the social environment of schools, creates a climate of fear among students, inhibits their ability to learn, and has been linked to other antisocial behavior.

Accordingly, harassment (be it sexual or of any other nature), hazing, bullying, cyber bullying or intimidation, either among students, teachers, administrators or other faculty and staff members, or between any of these, will be considered a major violation of school policy.

The following definitions are derived from the Oklahoma School Bullying Prevention Act, and will be utilized in the investigation of any reported harassment, intimidation or bullying.

Harassment, intimidation, cyber bullying or bullying means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, gestures, written, verbal, or physical acts, or electronic communications.

At school means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned events.

Electronic communication means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device, or a computer.

Threatening behavior means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

While the foregoing statutory definitions specifically address student behavior and conduct, they shall be used and applied in a more general sense throughout this policy to encompass and address behavior and conduct of

persons other than students. In addition, the following terms, definitions and guidelines shall be utilized in the investigation of any reported harassment, intimidation or bullying.

Hazing means intentionally taking action or creating a situation that inflicts physical harm, psychological harm, or distress on a student regardless of the consent or location of the participants. Hazing, by definition, is tantamount to harassment, intimidation, and/or bullying, and may also constitute threatening behavior, and is therefore prohibited by this school policy. By way of further explanation, students should be aware of the following:

- Hazing occurs when the action or situation has the purpose or effect of demeaning or humiliating a student or group of students.
- Hazing is typically but not exclusively committed as a form of initiation, discipline, or rite of passage for a particular club, team or activity, or some other defined class of individuals (i.e., students of a particular grade), and almost always includes new or younger students showing subservience to existing or older students.
- In considering a hazing case, it is not a defense that the student subjected to hazing consented to or acquiesced in the hazing activity.

Retaliation is defined as harassment, intimidation or bullying toward a person in response to previously reported harassment, intimidation or bullying, either in connection with the reporting event itself, or participation in any related investigation or inquiry.

Bishop Kelley High School expects students, parents and guardians, faculty and staff members to conduct themselves in a Christian manner, consistent with the teachings of the Catholic Church and in keeping with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of others, the educational purpose underlying all school activities and the care of school facilities and equipment.

Bishop Kelley High School believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, faculty and staff members, and members of the school community, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property.

Bishop Kelley High School believes that the best and most effective discipline is self-imposed, and that it is the responsibility of faculty and staff members to use instances of policy violations as opportunities for helping students learn to assume and accept responsibility for their behavior and resulting consequences. Accordingly, faculty and staff members who interact with students shall apply best practices designed to *prevent* student conduct problems and encourage students' abilities to grow in self-discipline.

SCHOOL POLICY: Students, their parents and guardians, faculty and staff members of Bishop Kelley High School shall conduct themselves in a Christian manner, consistent with the teachings of the Catholic Church, and shall not engage in threatening behavior, harassment (be it sexual or of any other nature), intimidation, cyber bullying or bullying. This prohibition applies to behavior both within and outside of school, and is addressed to offending conduct, and/or communication and/or actions in whatever form, be it gestures, written, verbal, or physical acts, or electronic communications, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school, or the results of which are deemed reasonably likely to negatively affect the social environment of the school, to create a climate of fear among students, or to inhibit or disrupt the school's learning environment. **Any person engaging in any form of conduct, communication or action in violation of this school policy is subject to appropriate disciplinary action or other appropriate sanctions.**

Students, their parents and guardians, faculty and staff members of Bishop Kelley High School must understand that conduct, communication or actions may be construed as harassment, intimidation, and/or bullying, and thus violation of school policy, *even if done or intended in jest*. Individuals bring different levels of sensitivity to interaction. What may seem harmless, trivial, or "all in good fun" to one person may be extremely offensive to the person to whom the comments or actions are directed.

In addition, Bishop Kelley High School prohibits *any* person from falsely accusing another as a means of harassment, intimidation, cyber bullying or bullying. Accordingly, **false charges of harassment, intimidation, bullying or cyber bullying shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.**

In addition, Bishop Kelley High School believes that bystander support of harassment, intimidation or bullying can support or perpetuate these behaviors; accordingly, **active or passive support of acts of harassment, intimidation,**

bullying or cyber bullying are prohibited, and may also be regarded as a serious offense resulting in disciplinary action or other appropriate sanctions.

In addition, Bishop Kelley High School believes that acts of reprisal or retaliation can have a detrimental effect on a school environment and can create an atmosphere where alleged violations of this policy are not reported. Accordingly, **reprisal or retaliation against any person who reports an act of harassment, intimidation, bullying or cyber bullying is prohibited and may also be regarded as a serious offense resulting in disciplinary action or other appropriate sanctions.**

PROCEDURE: Any student, faculty and staff member of Bishop Kelley High School to whom comments, communication or actions prohibited by this school policy are directed is encouraged to do the following:

To the extent practical, make clear statements to the offending person, in writing or verbally, that the offending conduct, communications or actions are offensive and unwelcome; and report the offending conduct, communications or actions as follows:

If the offending person is a student, report to the Dean of Students;

If the offending person is a faculty or staff member of Bishop Kelley High School (other than an Administrator of the school), report to the Principal:

If the offending person is a school administrator (other than President), report to the President of the School;

If the offending person is the President, report to the Chairman or Vice-Chairman of the Board of Directors of Bishop Kelley.

The individual who receives a report of harassment, intimidation, bullying or cyber bullying will investigate the allegations promptly, thoroughly, and as confidentially as possible.

CONSEQUENCES AND REMEDIAL MEASURES: Bishop Kelley High School recognizes that some acts of harassment, intimidation, bullying or cyber bullying may be isolated incidents requiring that the school respond appropriately to the individual(s) committing the acts. Other acts may require a response at the classroom or institutional level, and may result in notification of law enforcement officials.

In considering whether a response beyond the individual is appropriate, Bishop Kelley High School may consider, among other things, the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred.

In determining appropriate consequences and *remedial* measures for harassment, intimidation, bullying or cyber bullying, Bishop Kelley High School may consider, among other things, the age, developmental and maturity levels of, and relationship(s) between the parties involved, the nature and circumstances of the act, the nature and severity of the behavior and the degree of harm involved, past incidences or patterns of behavior, the context in which the alleged incident occurred, the extra-curricular, classroom and academic participation and performance of the parties involved, and possible or observed effects on general management of classrooms and other educational environments, and on the ability of faculty and staff members to prevent and manage difficult or inflammatory situations.

Consequences and appropriate remedial actions for a student or faculty and staff member who commits one or more acts of harassment, intimidation, cyber bullying or bullying may range from resolving the matter informally through positive behavioral interventions, warning or admonition, to suspension or expulsion of students or termination of faculty and staff members, or other sanctions appropriate to the situation.

Mandatory Duty to Report the Sexual Abuse of a Minor

Bishop Kelley High School adheres to the *Policies and Procedures for the Protection of Children & Young People* for the Roman Catholic Diocese of Tulsa and Eastern Oklahoma. Under said policies, the reporting of the sexual abuse of a minor by employees and volunteers of Bishop Kelley is summarized as follows:

I. Who Must Report the Abuse of Minor or Vulnerable Adult?

Reporting is mandatory for every adult. Under Oklahoma law "every person having reason to believe a child under the age of eighteen (18) years is a victim of abuse or neglect shall report the matter promptly to the Department of Human Services."

II. How Do I Report the Abuse of Minor or Vulnerable Adult?

If the situation is an emergency, meaning you have reason to believe that a minor or vulnerable adult is in imminent danger of abuse (sexual or otherwise), the person should immediately contact the authorities by calling 911.

If the situation is not an emergency, persons shall report by calling the Department of Human Services Statewide Abuse Hotline: 1-800-522-3511. Persons who call should make note of the DHS case referral number.

If possible, persons should be prepared to provide the name, address, telephone number, and age of victim, together with the name, address and telephone number of parents of the victim, the nature of the abuse and the name, address and telephone number of the alleged perpetrator. A lack of information, however, should not stop the person from making a DHS report as long as it can be made in good faith and with due care.

III. What if I Am Not Sure if I Should Make a Report to DHS?

If the person is unsure as to whether he or she can make the report in good faith and with due care, the person shall immediately consult with his or her supervisor(s). In addition, the Vicar General or the Chancellor, who serves as in-house legal counsel, are available for counsel to any person who believes a DHS report may need to be made.

Under no circumstances may a supervisor—including the Vicar General and Chancellor—interfere with the reporting obligations of any individual who believes a DHS report must be made. All persons are free to make a DHS report according to their sole discretion.

IV. What Do I Do After I Report to the Authorities or to DHS?

If the person has already reported an incident to DHS, the person shall immediately notify his or her supervisor. If possible, the person should give the supervisor the DHS referral number.

Parents and students are encouraged to read and understand the *Policies and Procedures for the Protection of Children & Young People*, which are available on the Bishop Kelley website and the website for the Diocese of Tulsa and Eastern Oklahoma.

SUBSTANCE ABUSE POLICY

*“You must not be satisfied with keeping the children in your care from doing evil. You must also lead them to practice well all the good of which they are capable.”
(St. John Baptist de La Salle)*

RATIONALE: Bishop Kelley High School recognizes that, in addition to meeting the education and spiritual needs of its students, the school must also provide the framework for living lives based in healthy, moral choices. Consistent with the stated mission of the school, the entire educational process focuses on the whole person by integrating faith with the academic, social, emotional, and physical development of the student within the tradition of the Catholic Church and the Lasallian heritage.

Recognizing that the parents are the primary educators of their children and that the family “is the first school of the social virtues,” the school also accepts its charge to “develop with special care the intellectual faculties but also to form the ability to judge rightly, to hand on the cultural legacy of previous generations, to foster a sense of values....(*Gravissimum Educationis* 3,5) Thus, in partnership with parents, Bishop Kelley High School seeks to work toward an environment which provides the means to deter young people from beginning or continuing drug and alcohol use and to guide young people into appropriate drug and alcohol education and treatment.

The Catechism of the Catholic Church notes: “[t]he use of drugs inflicts very grave damage on human health and life. Their use, except on strictly therapeutic grounds, is a grave offense. Clandestine production of and trafficking in drugs are scandalous practices. They constitute direct co-operation in evil, since they encourage people to practices gravely contrary to the moral law.” (2291) In addition, because adolescents have not reached physiological, psychological, and emotional maturity, any use of chemical substances affects the maturation process.

As a result, the school seeks to empower students with the knowledge and skills necessary to make responsible, healthy, moral decisions regarding their behavior. In order to accomplish this shared responsibility, communication among parents, students and the school is imperative. To that end, Bishop Kelley combines a comprehensive substance abuse education program with programs of deterrence as well as resources and policies to encourage the maintenance of a healthy lifestyle by all its students.

SCHOOL POLICY: Attendance at Bishop Kelley High School is not a right, but a privilege. With that privilege come responsibilities. One of the greatest factors in an adolescent’s choices regarding drugs and alcohol is the expectation of his or her parents or guardians. Bishop Kelley High School expects that parents/guardians communicate clearly to their

student that the illegal use of drugs and alcohol is not acceptable. All students, parents, and guardians are held to a high standard of behavior. **As a result, parents or guardians providing or condoning the use of alcohol or other illegal substances risk the immediate termination of their student's enrollment.** Further, all students and parents/guardians must consent, in writing, to all aspects of the comprehensive drug and alcohol policies and regulations in order to enroll and/or remain at Bishop Kelley High School.

Each student at Bishop Kelley High School is subject to the following expectations and consequences regarding drug use during the course of any school year including school-sponsored activities. **Violations of this policy are cumulative over the student's entire high school career.**

While Bishop Kelley may provide information regarding financial assistance programs to defray expenses of testing or counseling, any costs incurred will be borne by the student and/or parent/guardian.

Expectation: Students of Bishop Kelley shall not possess, use, sell, give or otherwise transfer, or be under the influence of any drug or substance that is, or has the potential to be, mind-altering. This includes, but is not limited to alcohol, tobacco, other intoxicants, illegal drugs, controlled substances and intoxicating inhalants.

Referrals for Assistance: Students, faculty and staff members, parents and other responsible persons are expected to refer for assistance those about whom they are concerned. This provides an opportunity for the school to intervene before a behavior becomes so problematic that solutions are extremely difficult. As part of the Bishop Kelley Community we are responsible for the welfare of our members. To fail in this responsibility is to enable destructive behavior in one about whom we care. At all times consequences will be premised on concern both for the individual and the total school environment.

Voluntary Referrals apply only when school officials have detected no violations. Such referrals result in **no disciplinary action by the school.** It is the hope that a referred student takes advantage of counseling services and drug testing as recommended by school counselors or administration.

- **Self-Referral:** The person with a concern regarding his or her personal use of an addictive substance approaches, under his or her own initiative, a school representative and asks for help. The self-referral process may be used only once during the course of a student's high school career.
- **Concerned Person Referral:** A third party, usually a student, parent or faculty and staff member approaches a school counselor or administrator with a concern about another person's use of an addictive substance. Names of concerned persons will be kept in confidence.

Co-Curricular Statement: Participation in co-curricular activities at Bishop Kelley is a privilege. Those students who participate in co-curricular activities represent the school publicly. Therefore, in addition to the consequences in the Parent and Student Handbook, students who are involved in co-curricular activities also will be subject to guidelines set forth in individual activity programs. Detailed information regarding the Athletic Substance Abuse policy can be found on pg. 39.

I. SCHOOL WIDE DRUG AND ALCOHOL TESTING: During the course of each school year, all Bishop Kelley High School students will be randomly selected for drug testing at least one time. **At any time during the school year a student may be randomly selected for additional drug or alcohol testing.** An FDA-approved hair analysis method will be utilized for annual and random drug testing. Bishop Kelley High School reserves the right to require additional testing if a reasonable concern exists.

Procedure: Students will be randomly selected and summoned to report to the School Nurse or other trained personnel. A small sample of head hair will be collected from the students. If a sample of head hair cannot be obtained, hair from the arm or leg will be used. If no hair sample can be obtained, the student will not be allowed to return to class and parents will be contacted. **Any student refusing to provide a hair sample or attempting to circumvent the procedure will be subject to serious disciplinary action.**

Students will verify the validity of the hair sample. It will be double sealed in a tamper proof envelope, initialed by the student, and sent to a drug testing facility for analysis. Each sample is given a unique identification number. The drug testing facility will not receive the name of the student.

Results of hair tests will be stored on a password protected computer server at the drug testing facility. The Principal and Dean of Students will have access to this information. Parents will be notified of test results within two weeks. Parents will be notified of negative results by email and positive tests by phone.

If a student tests positive, that student and his or her parents or guardians will be required to meet with the Dean of Students. Parents/guardians and student will receive information regarding drug counseling and education programs. It

is the hope and recommendation that the student and parents/guardians take full advantage of these resources. A second test will be required after 100 days. No disciplinary action will be taken for a first offence. No documentation pertaining to a student's screening will be made part of the student's permanent record.

If a student tests positive a second time during his or her high school career, the Dean of Students will evaluate the disciplinary record of the student. Excessive disciplinary infractions or previous suspensions from school may result in a request for withdrawal from school. Refusal to withdraw will result in expulsion. If permitted to continue at Bishop Kelley High School the student will be required to complete a chemical dependency screening at an approved agency and follow all recommendations of that evaluation. The student will not be allowed to participate in athletics or co-curricular activities until all recommendations of the evaluation have been completed. The student will be tested again after 100 days at his or her expense.

If a student tests positive a third time during his or her high school career, he or she will be required to withdraw immediately from Bishop Kelley High School. Refusal to withdraw will result in expulsion.

Appeal of Test Results: If the student or his or her family feels the test results are erroneous, the student or family has the right to request that a second test be taken. This test must be required within seven (7) days of the notification of the positive test result. The cost shall be borne by the student, parents, or guardians. All requests for a second test will be submitted to the same company that provided the initial test results for hair analysis. The Dean of Students will meet with the student and parents/guardians to review the results of the second test.

Transfer Students: All transfer students shall submit to a screening for drug usage 100 days after receiving their acceptance to Bishop Kelley High School. Returning students that were previously enrolled at Bishop Kelley must submit to a screening on a date as soon as possible after applying for readmission. The screening is conducted at the expense of the student/parents.

All students, regardless of results of tests administered in the school wide drug-testing program, remain subject to the disciplinary policies and procedures of the Bishop Kelley High School Substance Abuse Policy including but not limited to those regarding the use, possession, and distribution of alcohol and other drugs.

II. ALCOHOL AND OTHER DRUGS: The actions set forth below are the routine disciplinary measures to be imposed for the violations described. Extreme violations may warrant stronger measures at the discretion of a Disciplinary Committee. Likewise, a Disciplinary Committee may pursue an alternative course of action if warranted by an evaluation of circumstances surrounding a particular incident and the student's cumulative discipline record. The Disciplinary Committee will consist of the Dean of Students, a school counselor, four faculty members selected by the entire faculty, two of whom will be alternates, the Chaplain or a Chaplain Representative, and a facilitator. A faculty/staff member of their choice or parent advocate may represent students who come before the Disciplinary Committee. The Disciplinary Committee will decide upon recommended assistance programs, and disciplinary actions for offenders of the School Policy. An appeal may be directed to the Principal.

Any behavior related to alcohol and other drugs that bring scandal to the Bishop Kelley community may be subject to disciplinary measures. This includes, but is not limited to: behavior such as Minors in Possession, D.U.I., and drug/alcohol related arrests. Parents providing or condoning the use of alcohol or other illegal substances risk the immediate termination of their student's enrollment.

Any student using, being under the influence, or possessing alcohol, illicit drugs, controlled substances, intoxicating inhalants or counterfeit controlled substances or any substance that is, or has the potential to be, mind-altering will be disciplined using the following guidelines.

1. The student will be removed from the school/event and the parent/guardian will be notified.
2. The police may be notified of the incident and, at their discretion, will conduct an investigation.
3. Consultation with parent/guardian and student will emphasize available counseling and community resources.
4. The student will be suspended for a minimum of three days.
5. The Disciplinary Committee will decide upon a recommended course of action in addition to the student being placed on Disciplinary Probation for the remainder of their high school career.
6. If the cumulative disciplinary record warrants, the student may be expelled after the first offense.
7. Any subsequent violations may result in the student being permanently withdrawn or expelled.

Any student selling and/or distributing or intending to distribute alcohol, illicit drugs, controlled substances, intoxicating inhalants or counterfeit controlled substances or any substance that is, or has the potential to be, mind-altering will be disciplined using the following guidelines.

1. The student will be removed from the school/event and the parent/guardian will be notified.
2. The police will be notified of the incident and, at their discretion, will conduct an investigation.
3. The student will be permanently withdrawn or expelled.

III. TOBACCO: The use of all forms of tobacco is prohibited completely on school property, at school sponsored events and in school vehicles 24 hours a day 7 days a week for students, faculty, staff, and visitors.

Any student using or possessing tobacco of any kind on school grounds or at any school activity or event will be disciplined using the following guidelines:

1st Violation Consequences

- The student will be required to successfully complete a smoking cessation education course.
- Parent/guardian will be notified.
- Student will be assigned a Saturday detention.

2nd Violation Consequences

- The student will be suspended for a minimum of one day.
- Parent/guardian will be notified.
- Dean of Students will determine further disciplinary action.

Use or possession of electronic cigarettes or other nicotine delivery systems will also be considered a violation of this policy.

GENERAL STUDENT INFORMATION

ASBESTOS: According to the Asbestos Hazard Emergency Response Act of 1986 Bishop Kelley must annually notify all parents, teachers, and other faculty and staff members of our Asbestos Management Plan. Information regarding any asbestos related activities planned or in progress can be reviewed at your request. The management plan is in the office of the Dean of Students.

BACKPACKS/BOOKBAGS: Due to an increased awareness of the safety of our students, **NO BACKPACKS OR BOOKBAGS OF ANY KIND WILL BE ALLOWED IN CLASSROOMS.** Each student will be issued a locker to organize and store school books and materials. All athletic bags should be taken directly to the athletic areas.

CAFETERIA:

1. All students will remain on the school premises during the lunch period. There should be no loitering or eating in the classroom areas and hallways during lunch. All students should remain in the cafeteria, the student commons, the courtyard, or other areas designated by the Administration. Students are to be in this area five minutes after the lunch bell and until five minutes before the lunch period ends. Students should not congregate in the passageways or buildings during the lunch period.
2. Students are expected to conduct themselves as young men and women in the cafeteria and student commons. Each student is responsible for cleaning up his/her own area. Courtesy should be extended to the people working in the cafeteria.
3. All food and drinks are to remain in the cafeteria, commons, or courtyard unless permitted by the Administration.
4. Students are not allowed to go out to lunch during the school day.
5. Stealing food from the cafeteria will result in disciplinary action.
6. **Cafeteria will be closed at 3:15 p.m. on regular school days.**

COLLEGE VISITS: College visits are considered an excused absence with a note from the hosting school. College visits **do** count toward the 8 & 8 absences.

FIELD TRIPS:

1. Students must have written permission from parents/guardians before going on a school sponsored trip.
2. There must be adult chaperones.
3. The teacher will clarify the rules of conduct before the trip.
4. Students attending any school-sponsored events using Bishop Kelley transportation must return to school using the same method of transportation unless parents take direct responsibility at the completion of the trip. Students failing in this regard will forfeit their right to use school transportation for the remainder of the school year.
5. Spring break trips, camping/canoe trips, etc. generally are not sponsored by the school. Please contact the Dean of Student Activities directly if you have any questions about the sponsorship of the trip.
6. School uniform is the appropriate attire for all field trips.

FUNDRAISING PROJECTS:

1. All fundraising must be approved by the Advancement Office. Submit all fundraising requests in writing to the Director of Advancement.
2. Proceeds from all fundraising projects which are sponsored by Bishop Kelley will be used for the welfare of the school.

GUIDANCE DEPARTMENT: Bishop Kelley High School maintains a staff of counselors to assist students in academic and personal areas. While the main function of the counseling department is of an academic nature, Bishop Kelley makes available to the student body priests and personal counselors. They are available to help with the spiritual needs of the students and to be aware of special problem areas of a personal nature.

The academic counseling at Bishop Kelley is under the direction of the Director of Guidance. This department is responsible for the testing program, college admissions, financial aid and scholarships, and the counseling of students with regard to academic work and future plans for college. In addition to Bishop Kelley resources, Tulsa area community agencies are also used on a referral basis if the counseling department feels it is warranted.

INTERQUEST/STUDENT SEARCHES: Interquest Detection Canines is a nationally renowned company that has been contracted by the school. Trained canines are used to aid in maintaining a safe campus. Searches are conducted on campus that include vehicles, lockers, classrooms, restrooms, and common areas. An administrator or a designee is always present when a student is being addressed by the Interquest representative. In the event an item that is against school policy is found during a search, appropriate action is taken that is consistent with Diocesan and school policy. Searches of students' possessions are consistent with Diocesan policy. Please contact the Dean of Students with questions regarding the Interquest program or searches conducted at school or at school activities.

LIBRARY GUIDELINES:

Using the library is a privilege, and only those who comply with the following guidelines will be allowed to use the facility and resources:

1. The library is maintained for every student in the school. Teachers of various classes present opportunities during the semester for students to use the library. Students coming to the library on their own from a class should sign-in on the daily sign-in sheet upon arrival.
2. The library is open from 7:30 a.m. to 5:00 p.m. M-F. The library hours on early dismissal days will vary. Please consult the daily bulletin for specific times on special schedule days.
3. Students are welcome to come to the library before school, during lunch, and after school to study, read, and collaborate with peers.
4. Eating or drinking in the library is not permitted. Water containers with lids are acceptable.
5. Books, periodicals, and reference materials may be checked out for a period of two weeks. If no holds are placed on the items, they may be renewed for an additional two week period by notifying Mrs. Parrish in person or by email.
6. Students are responsible for making their own book selections and take responsibility for returning materials on time. Students may not check out material for another student.
7. Students must pay for loss or damage to items checked out. If a student loses an item, he/she must pay the replacement cost. Please do not purchase a replacement copy as editions change and new updates may be available.
8. Study rooms are available for student use. No more than four people at once are allowed in the study rooms unless teacher approval is given. Noise should be kept to a minimum, and no food or drinks are allowed in the rooms.
9. Information about library programming, database links, the library catalog, and useful research tools can be accessed from the library page of the Bishop Kelley website.

Social Media: Use of the Bishop Kelley Educational Network (BKEN) should support the educational objectives of the school. Students should be aware that the Administration of Bishop Kelley High School can impose consequences for conduct occurring outside the school. Defamation of other individuals, schools, groups, or organizations is not consistent with Christian values. Students who post information that may be damaging to the school's reputation, is disruptive to the learning environment, or is contrary to the Christian morals of the school will be subject to disciplinary action.

INTERNET USER RULES (“School” in this Agreement refers to Bishop Kelley High School) The School Internet Acceptable Use Policy, as approved by the Bishop Kelley High School Academic Board, shall apply to faculty and student users of the BKEN. The Internet contains a superabundance of information, some of which may not be considered to be of educational value in an educational setting. The School has taken precautions to restrict access to some controversial materials; however, it is impossible to control all such materials. The School believes the valuable information and interaction available on the Internet far outweighs the possibility that users may obtain material inconsistent with the educational goals of the School. The School will track Internet access and program usage on a user login basis as another precaution against controversial materials being introduced into the School environment at School or from home on School owned devices.

The Internet is a series of connected server computers controlled by government, state, and/or local agencies, by educational institutions, and by private/commercial organizations. The following guidelines are provided so that you are aware of the responsibilities you acquire as a user, and will know how to efficiently utilize the BKEN.

The purpose of BKEN is to provide access to unique resources and the opportunity for collaborative work. The use of the BKEN must support the educational objectives of the School. The use of other networks (personal hotspots) are not permitted and can result in loss of privilege to access the BKEN. Receiving and/or sending any material, such as copyrighted material, threatening or obscene material, or material protected by trade secret, in violation of any United States or state regulation is prohibited. Use of the BKEN for commercial activities, for product advertising, or for political lobbying is prohibited.

The use of the Bishop Kelley Educational Network (BKEN) is a privilege, not a right, and inappropriate use may result in a cancellation of that privilege or other disciplinary action. The Director of Technology and/or the School Administration will deem what is inappropriate use and their decision is final. All users will be trained in the use of the BKEN and will follow the School Internet Acceptable Use Policy. Each user shall abide by the generally accepted rules of network etiquette, including but not limited to the following:

- a. Passwords are to be kept private.
- b. Be polite. Do not get abusive in your messages to others.
- c. Use appropriate language. Do not swear, use vulgarities or other inappropriate language.
- d. Do not reveal your personal address/phone number or the addresses/phone numbers of friends to anyone. You may post the e-mail address assigned to you by the Director of Technology.
- e. Note that e-mail is not private since people who operate the servers have access to all mail. Messages relating to or in support of illegal/inappropriate activities may be reported to the authorities.
- f. Do not use the network in such a way that you would disrupt its use by others.
- g. All communications and information accessible via the Internet should be assumed the private property of the sender.

The School makes no warranties of any kind, whether expressed or implied, for this Internet service. The School is not responsible for any damages you may suffer, including loss of data from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of information obtained via the Internet is at your own risk; specifically, the School is not responsible for the accuracy or quality of information obtained from the BKEN.

Security and privacy are of great importance on a computer system with many users. Users must notify the Directory of Technology if they can identify a security problem on the system or a breach of privacy. Do not demonstrate the problem to others; this could be construed as an attempt to violate the provisions of this policy.

Computer software which is protected under copyright laws will not be transmitted via the Internet nor stored on School computers/Chromebooks without the written permission of the copyright owner. Any malicious attempt to harm or destroy computer/Chromebook hardware, system software, and data of another user, Internet, including uploading or creation of computer viruses or use of proxies may result in cancellation of computer system privileges. In addition, such infractions may also result in disciplinary action.

Users will not use the computer resources for non-academic activities when other users require the system for academic purposes. Users will not waste supplies, such as paper and printer resources that are provided by the School. Users will work at the computer in ways which do not disturb other users.

Users will not make unauthorized copies of software found on school computers, either by copying onto portable drives or onto other computers through e-mail or bulletin boards, nor will they give, lend, or sell copies of software to others unless they have written permission from the copyright owner or the original software is clearly identified as shareware or in the public domain.

Users will protect their password by not sharing his or her password with others. Users will not attempt to learn other users' passwords. Users will not copy, change, read, or use files in another user's area without that user's prior permission. Users will not attempt to gain unauthorized access to System programs or computer equipment. Users will not use the School Internet System to disturb or harass other users or outsiders via e-mail. **Sending, receiving, or posting any material on the internet that is threatening, challenges the character of other student or faculty, is obscene, creates a safety concern, or disrupts the learning environment is strictly prohibited. Resending, "retweeting", "liking", marking as a "favorite" or otherwise promoting prohibited material will be considered a violation of this policy.**

Any violations of these rules may result in revocation of access and suspension or other disciplinary action.

LOCKERS: Each student is assigned a locker. No stickers/labels are to be placed in or outside a locker. It is each student's responsibility to keep the locker neat and clean. Students should not give their combination to any other student. All students are urged to take utmost care of their lockers to insure their best working order and to insure the greatest possible security for their personal possessions. The Administration has the right to examine a student's locker and its contents. **Students may be assessed a \$10 fine for damaging or otherwise making their locker unusable.**

LOST AND FOUND: All property found should be turned in to the Lost and Found, located in the Attendance Office.

Medication at school: In compliance with diocesan policy and Oklahoma School Law the following procedures will be used:

Non-prescription medications:

1. Regular Acetaminophen and Ibuprofen **only** may be carried and monitored by the student. The medication must be in the original bottle with the label intact. This personal medication is not to be shared with other students. Students may keep non-prescription allergy medication in the nurse's office to be dispensed as needed provided the parent/guardian has given written consent.

2. The School Nurse may administer certain non-prescription medications to a student provided the parent/guardian has given written consent. Stock medications available in the School Nurse's office are Acetaminophen, Ibuprofen, Benadryl, Calcium Carbonate Antacid tablets, non-medicated throat lozenges/cough drops, antibiotic ointment, and 1% Hydrocortisone cream.

3. The School Nurse will administer approved medications as deemed necessary using her/his professional nursing judgement to make the student more comfortable and able to remain at school. For example, the medication may be used for dental pain, mild headaches or orthopedic pain related to a recent injury. You may still be contacted for further care of your student. Nonprescription medications will only be given according to proper dosages as described on the medication label. A physician's order is required if medication is needed more than 3 times a month. Aspirin Products (ie: Excedrin) will not be given without a written physician's order.

Benadryl will not be given without parent/guardian contact unless it is an emergency.

Ibuprofen/Acetaminophen will not be given if the student's temperature is 99.0 degrees or higher or if the student has multiple symptoms of illness.

4. Parent/ guardian signature on the electronic Over-the-Counter Medication Permission Form indicates agreement with the statements below:

a. The student has received the requested medication previously without adverse reactions.

b. The School Nurse or designee who administers the requested medication according to proper dosages as described on the medication label shall be held harmless and shall not be liable for any adverse medication reactions experienced by the student.

c. A new consent form must be signed each school year.

Prescription Medications should be taken at home if possible. When this is not an option and the medication must be given at school, a written request signed by the parent/guardian **and physician** must be submitted for each medication. Prescription medications are not to be carried by the student during the school day or kept in a student vehicle, locker or sports bag. All prescription medications must be brought in the original pharmacy container properly labeled with the student's name, current date, prescription number, physician's name, and must be dispensed from the nurse's office. Parents may request the pharmacist dispense two bottles of medication, one for home and one for school, if needed. A new authorization form must be filled out for each change of medication or dosage and must be renewed each school year. Medication that is not claimed by the end of the school year will be destroyed according to school policy. In preparation for each school year, please have the permission form signed and filled out by **BOTH** the physician and a parent/guardian prior to the first day of school. [The Medication Permission Form](#) can be found on the Bishop Kelley website under the Parents & Alumni tab under Student Health.

Emergency Medications such as prescription inhalers and Epipens may be carried and monitored by the student.

Pursuant to the School Law of the State of Oklahoma please read the policy regarding self-administration of these medications:

1. The parent/guardian of the student to authorize in writing the student's self-administration of medication.
2. The parent/guardian to provide to the school a **signed** written statement from the treating physician that the student has asthma/anaphylaxis and is capable of, and has been instructed in the proper method of administration of medication.
3. The parent/guardian must provide to the school and emergency supply of the medication to be kept in the nurse's office.

In preparation for each school year, please have the permission form signed and filled out by **BOTH** the physician and a parent prior to the first day of school, and provide an emergency supply of the student's medication.

In order to be in compliance with state statutes, please have the above turned in by the first day of school.

The [Epipen/Inhaler Permission Form](#) can be found on the Bishop Kelley website under the Parents & Alumni tab under Student Health.

For specific medication guidelines, please contact the School Nurse.

MENINGOCOCCAL MENINGITIS: Meningitis is an infection of the spinal cord fluid and the fluid that surrounds the brain. Meningitis is usually caused by a virus or a bacterium. Meningitis caused by a virus is usually less severe and resolves without specific treatment, while meningitis caused by bacteria can be severe and may result in: brain damage, hearing loss, limb amputation or learning disabilities. Vaccines can prevent many but not all types of meningococcal disease. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria. The recommended vaccine, called Menactra, or MCV4, is recommended for all adolescents 11-18 years of age. More information can be found at the following web sites. National Meningitis Association at www.nmaus.org or Centers for Disease Control and Prevention at <http://www.cdc.gov/meningitis/index.htm>.

PARKING/DRIVING TO SCHOOL:

1. **Students driving to school must park in a Bishop Kelley High School parking lot.**
2. Parking in the school parking lots is by permit only. Cars and motorcycles must be registered with the Dean of Students. The maintenance fee is \$25 per car per year. Bishop Kelley High School is not responsible for the security of student vehicles or their contents.
3. The drivers of vehicles without a valid parking permit or those parked along any fire lane marked in red may be assigned a Saturday detention by the school.
4. Students who have purchased permits **must park in designated lots and park in a space. Students are not allowed to park on the U-drive. The U-drive is reserved for faculty, staff, and parents.**
5. Students failing to observe the one way entrance and exit, restricted and handicapped parking, or driving recklessly on school grounds may be assigned Saturday detention and may lose parking privileges; such actions may result in further disciplinary action.
6. Students are not to drive or park on grassy areas at any time. A Saturday detention may be assessed for violations.
7. **Students may not use cell phones while driving on campus. Students engaged in cell phone use or other inattentive driving may be assessed a Saturday detention by the school.**

POSTERS: The Student Activities Office must approve all posters, signs, etc. before being posted.

RETREATS: Bishop Kelley provides the opportunity for several religious experiences for all students. All students are offered retreats which include spiritual talks, prayer, and liturgy.

SEVERE WEATHER: Bishop Kelley *School Messenger* telephone broadcast system enables school personnel to contact all households in the event of school cancellation due to weather or other emergency situations. School closings will also be posted on local radio and TV stations. **Parents should maintain correct contact information with the Registrar's office.**

STUDENT I.D.'S: All Bishop Kelley students receive ID's at the beginning of the school year. These ID's are required for admittance to any Bishop Kelley function. **Students must show ID at the gate for free admittance.** If students lose their student ID they may purchase a new ID for \$10.00 in the Main Office.

STUDENT MESSAGES: A student is not called to the attendance office phone under normal circumstances. In case of sickness in the home or some emergency which the parent can explain to the attendance office, the student will be called to the office at the discretion of the attendance office clerk. All student messages must go through the attendance office. **Parents should not phone or text message students during school hours.** Attendance office personnel will not transmit calls of parents to students except in case of emergency.

STUDENT RECORDS: PARENTAL AND STUDENT RIGHTS: Diocesan schools do not directly receive any federal funds from the Department of Education; therefore, they are not required to follow the Family Educational Rights and Privacy Act. As advocates for justice, however, they shall respect parental and student rights to information and to confidentiality. The school shall:

1. provide parents/guardians and students access to records directly related to the student (e.g., the cumulative record card, health records);
2. permit parents/guardians and students to challenge these records and to secure amendment if any are inaccurate or misleading;
3. obtain the written consent of parents/guardians before releasing personally identifiable information from student's records.

Parental rights extend to either parent unless the school has been provided with evidence that there is a court order, statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

VISITORS TO SCHOOL: All visitors other than prospective students must check in at the main office.

Prospective students

1. Any student interested in visiting Bishop Kelley High School for the day must be a prospective student (incoming freshman or transfer student) or receive permission from the Director of Admissions.
2. All visits must be made on a Tuesday, Wednesday or Thursday and must be approved at least three (3) days in advance of the visit. Please call the Admissions Office for approval.
3. Each teacher of the student hosting a visitor must be notified at least three days in advance of the visit.
4. Certain dates will not be available for visits, i.e. exams, standardized testing, days of recollection, etc. Also, no visitors are allowed prior to the first Wednesday in September or after the first Wednesday in May.
5. Visiting by students from other schools during the lunch period is not allowed. Students visiting Bishop Kelley must comply with the proper dress code.

PUBLIC RELATIONS: Student pictures (print and electronic) may be used in various Bishop Kelley High School publications, the Bishop Kelley High School web page, and other public relations materials. If you do not wish to have your student's picture publicly reproduced in print or electronic media, please provide written notice of such intent to the Dean of Students.

ATHLETIC AND CO-CURRICULAR ACTIVITIES

ATHLETICS: Bishop Kelley offers the following athletic programs:

BOYS: Baseball, Basketball, Cross Country, Football, Golf, Soccer, Swimming, Track, Tennis, Wrestling

GIRLS: Basketball, Cheerleading/Dance Spirit Squad, Cross Country, Golf, Soccer, Swimming, Softball, Track, Tennis, Volleyball

CO-CURRICULAR ACTIVITIES: Bishop Kelley offers a large variety of clubs & organizations. Please check out our [Bishop Kelley High School Website](#) for a complete list of clubs & organizations.

ATHLETIC AND CO-CURRICULAR CODE: Bishop Kelley is a member of the [Oklahoma Secondary Schools Activities Association](#) and sponsors girls' and boys' sports. These teams participate on an interscholastic basis with teams throughout the state of Oklahoma.

Athletics assumes an important role in the life of Bishop Kelley High School. Young people learn a great deal from their participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are an integral part of each team in our athletic program. Athletics plays an important part, also, in helping the individual student develop a healthy self-concept as well as a healthy body. Athletic competition adds to our school spirit and helps all students, spectators as well as participants, develop pride in their school.

Bishop Kelley High School student activities are considered a supplement to the school's program of education which strives to provide experiences that will help to develop young people physically, mentally, socially, and emotionally. Young people who are a part of a successful athletic program usually approach their academic courses and their entire school life with enthusiasm.

ATHLETICS GOALS AND OBJECTIVES: The student athlete will learn teamwork in order to work with others in society. A person must develop self-discipline, respect for authority, and the spirit of hard work and sacrifice. The athlete must place the team and its objectives higher than personal desires.

1. We live in a very competitive society. It is our goal to strive always for playing excellence that will produce winning teams within the bounds of good sportsmanship. It is stressed, also, to learn to accept defeat only by striving to win with earnest determination and dedication.
2. Continual improvement is essential to maturity; athletes should establish goals and should constantly try to achieve these goals.
3. Through the encouragement of a sense of belonging, fellowship, and self satisfaction, we hope to make participation in athletics meaningful and fun.
4. It is a desired goal to provide a superior program of student activities that include appropriate activities for every boy and girl.

The ultimate goals of the Bishop Kelley activities program are:

1. To realize the value of participation without overemphasizing the importance of winning and,
2. To develop and improve positive citizenship traits among the program's participants.

GUIDELINES FOR BISHOP KELLEY STUDENT ATHLETES: As a student athlete at Bishop Kelley, each person must meet certain requirements in order to be eligible to participate in any sport.

1. The athlete must be a bona fide student in good standing in school.
2. The athlete must pass a physical examination and a signed form must be on file in the school office. **Physicals should be completed on an [OSSAA form](#).** The OSSAA physical form is available in the BKHS main office or on line at <http://www.ossaa.com/MiscFormsDb.aspx>
3. All Oklahoma Secondary Schools Activities Association eligibility requirements must be satisfied; i.e. resident rules, academic regulations, and age requirements. Unsportsmanlike conduct on the part of the a student athlete or the athlete's parents/guardians may result in a suspension from participation and other disciplinary action.

ACADEMIC ELIGIBILITY REQUIREMENTS: To be eligible to participate in the athletic activity programs, each student must be in accordance with the academic standards established by the school and the OSSAA.

Term Grades

1. A student must have received three credits that he/she was enrolled in during the previous term he/she attended fifteen or more days.
2. If a student does not meet the minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next term he/she attends.

3. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six week period.
4. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding term should be obtained from the records in the school last attended.

Student Eligibility During a Quarter

1. Scholastic eligibility for students will be checked beginning at the end of the third week of the first and third quarters, and at the end of the first week of the second and fourth quarters and each succeeding week thereafter.
2. A student must be passing in all subjects he/she is enrolled in during a term. If the student is not passing all subjects enrolled in at the end of a week he/she will be placed on probation for the next one week period. If he/she is still failing one or more classes at the end of the probationary one week period he/she will be ineligible to participate during the next one week period. The probation and ineligibility periods will begin on Monday and end on Sunday.
3. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period.

PHYSICAL EXAMINATION/PARENTAL CONSENT: A student cannot participate in athletics until a statement signed by a physician certifying that the student has passed an adequate examination is on file in the school office. **Physicals should be completed on an [OSSAA form](#).** This statement and a parent or guardian's permission and informed consent form must also be signed by a parent/guardian. Physical must be completed after May 1st, of the current school year.

An informed consent statement acknowledges the fact that even with the best protective equipment, coaching, and observance of rules, serious injuries can occur.

DRESS CODE: Student athletes must travel to and from games/contests in approved uniforms, team warm-ups, team shirts or attire that follows the school dress code unless an approved team dress code is established. In accordance with OSSAA policies and guidelines, students are not permitted to wear jewelry during practices or athletic events.

All athletic event shirts and jerseys are to be worn as designed during practice, warm-up time and athletic events. Bare skin for boys and sports bras for girls are unacceptable sports wear for practice and games.

ATTENDANCE:

1. A student who exceeds six (6) absences for the quarter may become ineligible for the remainder of the quarter.
2. On the day of a contest, a student must attend at least two complete blocks.
3. The athlete must attend all classes the day following a contest. If this rule is violated, suspension from the next contest may occur. A medical release from a physician will be needed to avoid this disciplinary action.

DUAL PARTICIPATION: Students can participate in only one sport at a time. No dual participation in sports is allowed. When a student quits or is dismissed from a sport, it is the policy of Bishop Kelley that the athlete will not be eligible to participate or practice on another Bishop Kelley team until the conclusion of that sport.

LETTERING REQUIREMENTS:

1. Bishop Kelley letters may be awarded in all Athletics, A Honor Roll, Academic Bowl and Student Council.
2. Requirements for the letter are established by the individual coach and/or moderator and approved by the Athletic Director or Dean of Student Activities.

ATHLETIC HEALTH AND SAFETY: All Bishop Kelley coaches have certain health & safety rules and regulations which must be observed by the team members.

General health & safety rules for Bishop Kelley athletes are:

1. No smoking, tobacco chewing, alcohol or drugs are allowed.
2. Athletes have a responsibility to their teammates, to the school, and most importantly, to themselves to follow training rules.
3. All injuries must be communicated to and evaluated by Bishop Kelley's Athletic Trainer. Participation will be determined only after assessment by the Athletic Trainer.

ATHLETIC EQUIPMENT: The Bishop Kelley Athletic Department understands and does take into consideration expenses accrued by athletes and that these expenses are in addition to tuition and other school expenses and will, in every effort, reduce the cost a student-athlete may have to provide in order to participate as a member of an athletic team.

Please note that at times students may have to purchase practice equipment as well as some competition equipment. The athlete, not the Athletic Department, will typically purchase any equipment and/or uniform item that will be kept by an athlete upon the completion of the season. This includes but is not limited to: Shoes, hats, warm-ups, travel bags (unless

kept by and at the school as surplus equipment). Bishop Kelley High School will provide all game uniforms for all school and/or state sanctioned programs.

ATHLETIC SUBSTANCE ABUSE POLICY

Statement of Purpose and Intent: It is the desire of the entire coaching staff and administration that each and every player participating in one of our programs refrain from using or possessing alcohol, tobacco, and illegal drugs. Although this is our desire, we realize as a staff, that our power to restrict the possession and use of alcohol, tobacco, and illegal drugs is limited. Therefore, the sanctions of this policy relate solely to limiting the opportunity of any player determined to be in violation of this policy to participate in athletics at Bishop Kelley High School.

Participation in any of the athletic programs at Bishop Kelley is a privilege. Student Athletes are respected by the student body and expected to hold themselves as examples of good conduct, sportsmanship, and proper training. Accordingly, student athletes carry a responsibility to themselves, their fellow students, team-mates, parents, coaches, and the school to set the highest possible standards of conduct, which includes complete abstinence from alcohol, tobacco, and illegal drugs.

Alcohol, tobacco, and illegal drug possession and use of any kind, to any degree, is incompatible with participation in athletics. For the safety, health, and well being of our athletes, the athletic department at Bishop Kelley High School has adopted this policy and athletic contract:

Participation on a Bishop Kelley Athletic Team: Each student athlete and at least one parent or guardian shall be provided with a copy of this policy, which shall be **read, signed, and dated** by the athlete, and parent or guardian, and placed on file with the Athletic Director or Dean of Students before such athlete shall be eligible to practice, play or in any way participate with any Bishop Kelley High School athletic team.

Any athlete determined by a coach and an administrator, athletic or otherwise, to have used or possessed alcohol or illegal drugs between the first day of organized practice, if occurring prior to the start of school, and the last day of school, including but not limited to preseason, season, weekends, holidays, and off-season shall result in the following restrictions: (Please note that this policy is the very minimum one may face when deemed in use or violation of this policy. A head coach of any athletic program may have additional reprimands that fall in conjunction with these enforced by the Bishop Kelley Athletic Department).

First Offense

Suspension from participation in all scheduled extra-curricular athletic competition for (14) fourteen calendar days with a minimum of two competitions. A competition is defined as a calendar date and is one that goes toward a win-loss record, and does not include scrimmages.

Successful completion by the student-athlete of the substance abuse education/ counseling program may be required before reinstatement to competition.

A written referral will be provided to the Dean of Students and a parent/guardian must contact the Athletic Director. Such a suspension will extend into a succeeding school year, if necessary, to fulfill the total suspension.

A student-athlete who is suspended for a first offense may continue to participate in practice and all team meetings but shall not suit up or participate in games.

A student using or possessing tobacco under these guidelines will face a one game suspension and will be required to successfully complete a smoking cessation education course. Use or possession of electronic cigarettes or other nicotine delivery systems will also be considered a violation of this policy.

Second Offense:

Complete suspension from participation in all interscholastic athletics for eighteen (18) consecutive weeks, which may include but not be limited to practices, meetings, and competition, from the final determination of the offense. Such suspension will extend into a succeeding school year, if necessary, to fulfill the suspension.

Successful completion of the substance abuse education/counseling program by the student-athlete as recommended by the Athletic Director's office.

Written referral to the Dean of Students.

At the conclusion of eighteen (18) weeks, the student-athlete may be required to submit to drug testing, the cost of which shall be solely that of the parents or guardians of the student-athlete in question. If a student refuses to submit to a Drug test, he/she will be considered in violation of the policy and will be suspended from the athletic participation for the remainder of his/her high school career.

A student-athlete who tests positive on this drug test will be considered in her/his third violation, and shall be suspended from athletic competition at Bishop Kelley High School for the remainder of her/his high school career.

A second tobacco offense will result in a fourteen day suspension from athletic competition as noted above. A third offense will result in an eighteen week suspension.

A student with a second school wide positive drug or alcohol test will not be allowed to participate in athletic or co-curricular activities until all recommendations of his/her chemical dependency screening have been completed. Detailed information regarding the school wide drug testing policy can be found on pg. 29.

Self Referral Program:

Student-athletes have a responsibility to one another and to the team as a whole. To promote accountability, **self referrals** are encouraged. A self referral is defined as an individual reporting to a coach, or athletic administrator the use of alcohol, tobacco, or illegal drugs within a twenty-four (24) hour period, and prior to being observed or addressed by a coach, faculty member, or administrator. A student who self refers will be allowed to remain active in interscholastic athletics provided the student-athlete completes the recommended educational/counseling program for substance abuse. A student-athlete who self refers will be considered to have committed her/his first offense. The self-referral process may be used only once during the course of a student's athletic career.

Appeals: Once the determination has been made by the Athletic Director that a violation of this policy has occurred, the decision is final. There are no appeals within this policy and or process.

MORAL ISSUES POLICY STATEMENT

INTRODUCTION: Bishop Kelley High School, aware of its call by the Church to be a community of faith and to be a witness to the person of Jesus, recognizes its responsibility to support the teachings of the Roman Catholic Church.

The Catholic Church, fully aware of the sacredness of life, totally supports the full expression of human sexuality. Human sexuality, seen in its proper context as a gift from God to be shared in the conjugal love of married persons, can then be lived out in a healthy, holy, and wholesome way.

Bishop Kelley in its teaching ministry is responsible for teaching our youth of the beauty, sacredness, and responsible expression of sexuality in our society today. Bishop Kelley High School is called to witness to the value of sexuality in a society that often does not support the moral teachings and standards of the Catholic Church.

Recognizing our call to witness and teach the value of human sexuality, we make the following statements:

ABORTION: Bishop Kelley High School, as a teaching institution of the Roman Catholic Church and out of love for mothers and their children, stands in opposition to abortion. The school seeks to create an environment in which a young woman faced with a difficult pregnancy can turn to it for help in dealing with her situation. Spiritual and personal counseling is always available to our students. If the school becomes aware that one of its students has obtained an abortion, the girl will be asked to leave Bishop Kelley. Those who might encourage such action on the part of the young woman are also responsible to the school. Therefore, this dismissal policy will apply to the father of the unborn child who has encouraged such action.

AIDS/COMMUNICABLE DISEASE: Any student, teacher, or other staff member having a communicable disease will be dealt with on a case by case basis in accord with the guidelines for that disease issued by both state and local health departments, as well as the Center for Disease Control.

Decisions regarding the type of educational setting for the student shall be based upon the behavior, neurological development, and physical condition of the student. The school shall decide appropriate educational placement after reviewing the recommendation of the attending physician in consultation with the public health personnel and parents/guardians. The Principal shall decide appropriate placement in conjunction with the President and the Superintendent of Schools.

PREGNANCY: In the event of pregnancy, Bishop Kelley High School will make every effort to provide support, understanding and compassion. In consultation with parents/guardians and the student, the President will decide upon the appropriate manner for continuing with an uninterrupted high school program of studies.

If a decision is made to continue education temporarily apart from the school, a student may return and receive a diploma at graduation provided that all necessary requirements are met. The same support, understanding and counseling

provided female students will also be provided to Bishop Kelley young men who have participated in a pregnancy. Counseling will be provided in an atmosphere of respect, trust and confidentiality. If there is a question of whether a student is pregnant, the President reserves the right to require a statement from a physician as to the student's status before that student returns to school.

MARRIED STUDENTS: Marriage is a very important and sacred call by God. The educational environment of Bishop Kelley High School is not designed to respond to the needs of young, married persons; therefore, married students will not be allowed to attend Bishop Kelley High School.

STUDENTS NOT LIVING WITH PARENTS OR GUARDIANS: The administration of the school will deal with each situation on an individual basis. We will be sensitive to students not living with parents or legal guardians and will attempt to offer direction and guidance through counseling. It is possible, if problems should arise from such circumstances, a student may be asked to leave school.

Students who are living in relationships contrary to the teachings of the Church may not remain enrolled in school.

Tools & Resources for Academic Success

- Review the class syllabus to make sure that you understand the format and expectations of the class.
- Ask clarifying questions during class or after class if you still don't understand something.
- Meet w/ teachers before and/or after school to get individual assistance. (let teachers know that you will be coming in for help)
- Ask teachers for ways to improve upon what you are currently doing.
- Utilize the BK or public library for individual study time or to work with study groups.
- Utilize a daily planner or organizer (electronic ones work best for some)
- Form study groups with friends/peers in class.
- Get phone numbers from students in class who understand the subject matter so you can call them at home if you have a problem at night while working on homework.
- Take thorough notes, and if you miss some, get with a classmate to fill in what you may have missed.
- Keep your homework current.***
- Review notes and reading assignments a little each night so that you're not "cramming" the night before.
- Regularly check Backpack for your grades.
- Budget your time well between academics, extracurricular activities, social activities, family, friends and faith. Practice good time management!!
- Utilize time in class to work on assignments.
- Meet with your counselor to discuss any difficulties you might be having.
- Take advantage of peer tutoring offered at Bishop Kelley High School.
- Get contact information from your counselor for adult tutors outside of the BK community.
- Utilize the following website to improve your study skills (note-taking, test anxiety, outlining, test taking, time management, etc.):

* <http://www.studygs.net>



In our continuing effort to remain environmentally conscience, the parent and student handbook is distributed electronically. A printed copy of the handbook may be obtained at the Bishop Kelley High School Main Office.