



**KENNEDY**

John F. Kennedy Catholic High School

John F. Kennedy  
Catholic High School  
Student Handbook  
2011-2012

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Manchester, MO 63011  
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[www.kennedycatholic.net](http://www.kennedycatholic.net)

**This agenda belongs to:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Student No:** \_\_\_\_\_

## Table of Contents

<b>Mission Statement</b> .....	<b>6</b>
<b>Witness Statement</b> .....	<b>6</b>
<b>School Personnel Roles</b> .....	<b>8</b>
<b>Administrative Team</b> .....	<b>8</b>
President.....	8
Principal .....	8
Associate Principal.....	8
Chaplain .....	9
Campus Minister .....	10
Director of Advancement.....	10
Director of Athletics.....	10
Technology Coordinator .....	10
Business Manager .....	10
<b>Student Services</b> .....	<b>11</b>
Student Services Team.....	11
Counselor/Director of Testing Services .....	11
Director of Admissions and Marking.....	10
Discipline Coordinator .....	12
Learning Consultant .....	12
<b>CARE Team</b> .....	<b>12</b>
<b>Registrar</b> .....	<b>12</b>
<b>Advancement and Alumni Office</b> .....	<b>13</b>
<b>2011-2012 Student Council</b> .....	<b>15</b>
<b>Accreditation</b> .....	<b>16</b>
<b>Admission Policy</b> .....	<b>16</b>
<b>Academic Program</b> .....	<b>17</b>
Graduation Requirements.....	17
Special Needs Students .....	18
Medical Diagnosis Policy .....	18
Course Change Policy .....	19
Advanced Placement Policy.....	19
Advance College Credit Eligibility Requirement .....	19
Academic Integrity: Cheating/Academic Honesty .....	20
Academic Probation .....	21
Report Cards .....	21
<b>Grading System</b> .....	<b>21</b>
Academic Grades .....	21

School Wide Late Work Policy.....	22
Exams.....	22
Grade Point Average.....	23
Conduct Grades.....	23
Honor Roll Requirement.....	23
Graduation Ceremony.....	24
Make Up Credits and Summer School.....	24
School Records and Transcripts.....	25
Transfer Credits.....	26
Out of School Tutors.....	28
<b>Disciplinary Policies and Procedures.....</b>	<b>28</b>
The Demerit System.....	287
Disciplinary Actions.....	29
Detention.....	30
Extended Saturday Detention.....	31
Out of School Suspension.....	31
Behavior Agreement.....	310
Disciplinary Probation.....	32
Student Only Status.....	321
Expulsion.....	321
<b>Policies.....</b>	<b>33</b>
Drug and Alcohol Policy.....	33
Electronic Devices.....	34
Gambling.....	35
Harassment.....	35
Smoking and the Use of Tobacco on Campus.....	35
Theft.....	36
Violence.....	36
Weapons.....	36
<b>Student Dress Code.....</b>	<b>37</b>
General Information.....	37
Dress Uniform.....	39
Jeans Days.....	40
Green and Gold Days.....	40
Comfy Days.....	40
<b>Attendance Procedures.....</b>	<b>41</b>
Absence from School.....	41
Absence from Classes.....	43

Tardiness .....	44
Early Dismissal .....	45
<b>General Information .....</b>	<b>45</b>
Advisory .....	45
Academic Advisory.....	46
After school supervision .....	46
Awards .....	46
Backpacks and Sport Bags .....	46
Books and Materials.....	465
Bulletins and Announcements.....	47
Cell Phones .....	47
Change .....	47
Communication with School, Teachers, Administrators .....	47
Exam Policies and Procedures .....	48
Field Trip Policy .....	487
Financial Concerns.....	498
First Aid .....	50
Food and Drink .....	49
Food Service .....	51
Library.....	52
Lockers.....	52
Lost and Found.....	52
Lunch .....	521
Marriage and Engagement .....	53
Messages .....	53
Non-Classroom Areas .....	53
Non-Traditional Families .....	54
Parking .....	543
Pets.....	55
School Searches .....	554
Senior Section .....	55
School Dance Rules .....	56
School Sponsored Trips .....	56
Sportsmanship.....	565
Snow Schedule.....	565
Spirit Shop.....	57
Study Hall-Unstructured Time .....	57
Technology Privileges.....	58

Use of Building .....	58
Visitors .....	587
Withdrawal from School .....	59
<b>Extracurricular Activities.....</b>	<b>59</b>
Organizations and Clubs .....	59
Athletics .....	59
Eligibility .....	598
Academic Standards.....	60
Attendance .....	60
Christian Service Requirements .....	60
Citizenship Standards.....	59
Conduct Grades .....	61
Suspension .....	61
National Honor Society.....	61
Student Council Members.....	61
Transportation from Activities .....	610
<b>Amending This Handbook.....</b>	<b>62</b>
<b>School Schedules.....</b>	<b>63</b>
Regular Schedule .....	63
Late Start Schedule .....	63
Late Start - Mass Schedule.....	64
Assembly Schedule .....	64
Early Dismissal Schedule.....	65
<b>School Calendar .....</b>	<b>66</b>
<b>Technology .....</b>	<b>78</b>
Introduction .....	78
<b>Kennedy Acceptable Use Policy .....</b>	<b>78</b>
Electronic Mail.....	80
Network ID and Password .....	81
File Storage .....	80
Edline .....	81
PowerSchool Portal.....	82
Rights and Privileges.....	82
Printing.....	81
Sanctions .....	82
Student Laptops.....	83
PC Hospital .....	84
PC Jail .....	84

Warranty, Insurance, Repairs, and Upgrades .....	84
Software Problems .....	85
Hardware Problems .....	85
Problems covered under ThinkPad Protection .....	85
Non-Warranty/Non-ThinkPad Protection .....	85
Loss/Theft .....	86
Laptop Maintenance.....	86
Battery Maintenance .....	87
Home Account .....	88
<b>Your Home Account.....</b>	<b>88</b>
PC Protection .....	88
Connecting to the Internet.....	88

# **John F. Kennedy Catholic High School**

## **Mission Statement**

*John F. Kennedy Catholic High School provides a quality college preparatory education while encouraging physical, social, intellectual and spiritual growth. Kennedy offers its young men and women the essentials for living as responsible citizens and lifelong learners--a Catholic spirituality, a comprehensive education, and a respect for the diversity of our world.*

## **Witness Statement**

*For Those Whose Children Attend  
Catholic Education Programs*

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor...You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

- ✦ **Regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family**
- ✦ **Commit to speak more with my children about God and to include prayer in our daily home life**
- ✦ **Participate in and cooperate with School or Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children**
- ✦ **Support the moral and social teachings of the Catholic Church to ensure consistency between home and school**
- ✦ **Teach my children by word and example to have a love and concern for the needs of others**
- ✦ **Meet my financial responsibilities in supporting the Catholic School or Parish School of Religion.**

# School Personnel Roles

## Administrative Team

### **President, Terry Cochran**

The president serves as the CEO of the school organization with primary responsibility for the overall operation of the school. Specific responsibilities of the president include: financial planning and management; long range planning; institutional advancement and planned giving; school board relations; technology; maintenance and development of physical plant; support and supervision of the associate principal and principal; final authority on expulsions, hiring and firing; cultivation of parent involvement and support and dealing with the external publics.

### **Principal, Mary Hey**

The principal serves as the instructional leader and is in charge of the day to day operation of the school. Specific responsibilities of the principal include: evaluation, supervision and development of the curriculum; hiring, firing and supervision of faculty and staff; professional development programs; admissions; technology; special academic events; dual enrollment programs, leadership of Student Services and supervision of the registrar and the academic databases and processes.

### **Associate Principal, Patty McMullen-Hellwig**

The associate principal serves as the leader of student services, programs and events. Specific responsibilities of the associate principal include: supervision of co-curricular activities and programs, including athletics; supervision of student discipline; supervision of campus ministry; leadership of CARE team, daily maintenance of the school; coordination of janitorial and food services; maintenance of the master calendar; preparation and maintenance of all health records.



### **Chaplain, Father Bob Suit**

The primary responsibility of the chaplain is to foster the faith life and spiritual development of the school community. The chaplain works closely with the campus minister. His responsibilities include: planning and leading all liturgical services; supervision of the retreat program; and providing spiritual guidance and counseling.

Father Bob also assists with many administrative functions including: budget preparation and implementation; allocation of financial aid; supervision of the student work program and oversight of emergency planning and preparedness.

### **Campus Minister, Chuck Chiodini**

The campus minister works closely with the chaplain to foster spiritual growth of the students and faculty by creating/identifying opportunities for service as well as working to build community and to create prayer opportunities. His responsibilities include: coordination and supervision of the junior service apprenticeship; planning/moderating domestic and international service trips; supervision of all service programs and events; building diversity awareness and working to enhance and augment the Catholic Identity of the school.

### **Director of Advancement, Abby Cole**

The Director of Advancement is responsible for institutional advancement including planned giving, and all aspects of fundraising. In addition, the Director of Advancement works to promote Kennedy Catholic High School in the larger community by establishing and maintaining successful annual giving, marketing and communications programs. She manages the advancement office and staff with responsibilities that include special event planning and alumni relations.

### **Director of Athletics, Rick Koettker**

The Director of Athletics is primarily responsible for the administration of the athletic programs including the direct supervision of coaches.

### **Technology Coordinator, June Wilson**

The Technology Coordinator is the instructional technology leader and is responsible for maintaining and supporting all technology in the school building. Her responsibilities include: supervision of the technology support staff; designing and delivering technology training to students and faculty; coordinating online course work and strategic planning in the area of technology.

### **Business Manager, Brenda Reinsfelder**

Mrs. Reinsfelder is responsible for the organization and operation of the financial and business affairs of Kennedy Catholic High School.

## **Student Services**

### **Student Services Team**

The Principal, Mary Hey, serves as the chairperson of the team which meets regularly to monitor student progress and behavior. In addition, the team works in a proactive way to identify emerging student issues and to design strategies to address these issues.

### **Counselor/Director - Testing Services, Sarah Strohmayer**

Ms. Strohmayer is responsible for monitoring academic progress and providing guidance and support for students experiencing difficulties which impact school performance. She is also responsible for assisting and supporting the upperclassmen and families with all aspects of the college selection and admission process. In addition, Ms. Strohmayer administers the norm referenced testing programs including EXPLORE (freshmen), PLAN (sophomores), PSAT (juniors) and ACT (for college admission).

### **Director of Admissions and Marketing, Monica Sullivan**

Mrs. Sullivan directs the effort to recruit and retain new students. She is responsible for monitoring academic progress

and providing support for the transition of freshman students to high school. In addition, she works with all transfer and international students.

**Discipline Coordinator, Steve Grasser**

Mr. Grasser is responsible for issues of discipline not generally specific to a single classroom such as failure to follow the dress code, chronic tardiness, truancy and other inappropriate behavior. He keeps discipline records, tracks demerits and assigns detentions.

**Learning Consultant, Barbara Kersting**

Mrs. Kersting works with teachers to support and assist them to more effectively teach students with learning challenges. In this capacity, she serves as a resource for all classroom teachers. She also serves the diagnosed students by facilitating after school study sessions, providing alternative testing administration, functioning as a liaison between Kennedy and outside professionals working with students and conducting meetings of students, parents and teachers to plan for academic success.

**CARE Team**

The CARE Team is composed of the members of the Student Services Team as well as the president, the chaplain and the registrar. The goal of this team is to work collaboratively and proactively to make positive changes in the lives of Kennedy students. The group meets biweekly to monitor the progress of students experiencing social, academic or behavioral difficulties.

**Registrar, Peggy Luedecke**

As Registrar, Peggy Luedecke is the keeper of all student records and maintains the schedule. Maintaining the schedule includes demographic information, current report cards, honor rolls, and transcripts. The registrar also enrolls new students, is in charge of the scheduling and registration process and schedule change and keeps the calendar up to date.

## **Advancement Office**

The Advancement Office is charged with a number of responsibilities promoting Kennedy Catholic in the community and conducting activities which bring additional revenue to the operating budget.

The Advancement Office's main objective is to raise awareness and interest in the **Kennedy Annual Fund**. The Kennedy Annual Fund is supported by parents, alumni, grandparents and friends in the community to keep tuition costs affordable. Funds raised offset the difference between tuition charged and the true cost of a Kennedy Education. This amount, also known as "The Gap" is currently \$2,886 per student.

All parents and friends are encouraged to make Kennedy Catholic a charitable priority in their life and support the Kennedy Annual Fund to the best of their ability. The Advancement Office is also managing the second phase of the Passing The Torch capital campaign, to fund finishing projects in the school entrance, hallways and commons. Additional Endowment growth is planned, providing additional tuition assistance to deserving students.

The Advancement and Alumni Office is also the coordinator of volunteer activities at Kennedy Catholic, which include the annual gala **Celt-A-Bration** dinner auction in November, the **Student Raffle, Parents' Association, Mothers' Club** and **Booster Club**. The Alumni Office works closely with alumni, keeping them engaged in activities at Kennedy Catholic. The Alumni Office also coordinates the Alumni Kennedy Fund phonathon, assists in planning class reunions and hosts annual Homecoming activities.

For further information or to volunteer, please visit the Advancement and Alumni Office, located at Exit 9 or contact:

## **Advancement Staff**

Abby Cole, <b>Director of Advancement</b> <a href="mailto:acole@kennedycatholic.net">acole@kennedycatholic.net</a>	Ext. 114
Jan Antor, <b>Director of Special Events</b> <a href="mailto:jantor@kennedycatholic.net">jantor@kennedycatholic.net</a>	Ext. 405
Elizabeth Moore, <b>Advancement Coordinator</b> <a href="mailto:emoore@kennedycatholic.net">emoore@kennedycatholic.net</a>	Ext. 498

## 2011-2012 Student Council

<b>Student Body President</b>	Tyler Gardner
Student Body Vice President	George Dowdy
Secretary	Julia Gassert
Treasurer	Kayla Taylor
Executive Artist	Nicole Reinhart
Executive Catholic Identity Officer	Ryan Manott
Executive Advancement Officer	Olivia Fleming
Executive Spirit Officer	John McPeck
<b>Class of 2012 Officers</b>	
Class President	Anthony Pangan
Catholic Identity Rep	Maggie MacAleese
Class Artist	Nate Musenfechter
Class Advancement Rep	Hannah Hughes
Class Spirit Officer	Michael Winkler
<b>Class of 2012 Representatives</b>	
W4 – Kat Jackson	W8 – Nick Linneman
W5 – Alyssa Mangan	E6 – Nick Luedecke
<b>Class of 2013 Officers</b>	
Class President	Michael Klein
Catholic Identity Rep	Katrina Hauser
Class Artist	Anne Donahue
Class Advancement Rep	Kelly O’Brien
Class Spirit Rep	Maddie Russell
<b>Class of 2013 Representatives</b>	
E5 – Nick Scarfino	B1 – Matt Parasch
W3 – Jeffery Seib	E0 – Michelle Silva
<b>Class of 2014 Officers</b>	
Class President	Sam Stewart
Catholic Identity Rep	Stephanie Ferguson
Class Artist	Sarah Chandler
Class Advancement Rep	Jack Gagan
Class Spirit Rep	Dustin Radke
<b>Class of 2014 Representatives</b>	
W1 – Julia Mazzuca	E2 – Aarron Pangan
W6 – Samantha Hepperman	W7 – Kevin Durlington
<b>Class of 2015 (to be elected)</b>	

## **Accreditation**

John F. Kennedy Catholic High School is fully accredited through the AdvancED/North Central Association–Commission on Accreditation and School Improvement (NCA-CASI). As a member school, we focus on a continuous process of school improvement.

John F. Kennedy Catholic High School received extraordinary recognition and Five Commendations during our Accreditation Process last spring in the areas of

- Governance and Leadership
- Teaching and Learning,
- Resource and Support Systems
- Stakeholder Communications and Relationships
- Commitment to Continuous Improvement

Commendations highlight remarkable actions not typically observed or expected in a school. They reflect noteworthy practices that have yielded clear results in student achievement or organizational effectiveness.

### **AdvancED School Improvement Goals**

All students will improve their technical reading skills in all curricular areas. Technical Reading is reading with understanding and efficiency the specific, practical information found in textbooks, articles, professional journals, manuals, and other nonfiction materials in both digital and written form.

All students will improve their information fluency skills in all curricular areas. Information fluency is the ability to recognize information needed, know where to find it using all types of resources, locate it, evaluate its relevance, and use it effectively and ethically.

### **Admissions Policy**

Kennedy maintains an open admission policy. No discrimination is made on the basis of race, creed, sex, national origin or

disability (if with reasonable accommodation on the part of the school, the disabled person can be accommodated).

## Academic Program

### Graduation Requirements

To graduate from Kennedy, students must meet the following minimum requirements.

Religion	4 units †
English	4 units
Social Studies	3 units
Mathematics	3 units** (beginning with algebra)
Science	3 units** (including biology)
Foreign Language	2 units*
Practical Art	1 unit
Fine Art	1 unit
Physical Ed./Health	1 unit
Elective	<u>4 units</u>
	26 units

- \* Some exceptions will be made on an individual basis.
- \*\* Most 4 year universities in Missouri require 3 years of Math and 3 years of Science. The University of Missouri school system requires 4 years of math including Algebra 1, Geometry, Algebra 2 and fourth year Math elective.
- \* Junior Service Projects and Senior Retreat are requirements for graduation.

Practical art credits consist of courses in Business and Technology. Fine art credits consist of courses in Music, Art and Drama.

Juniors and seniors may earn advanced college credit (ACC) in English, Social Studies, Science and Foreign Language. Advanced Placement (AP) courses offered in Calculus, Psychology and Computer Science.

Freshmen and sophomores must carry 7 credits each year. Juniors and seniors must carry a minimum of 6 credits each year. Any transfer student is responsible for the credit requirement needed for graduation, but is only obliged to have religion credits for each semester at Kennedy. Any exceptions to this rule must be made with the principal's approval.

### **Special Needs Students:**

#### **Registration Consideration/Accommodations**

Those students attending Kennedy who have had diagnostic testing in the past and have an educational disability such as a learning disability, language impairment, or other health impairment (because of ADD/ADHD medical diagnosis) qualify to receive documented accommodations coordinated by the Learning Consultant or Counselors. *The diagnosis must be supported by current documentation.*

Note: All special needs' students are still required to have the appropriate number of credits to graduate from Kennedy.

### **Medical Diagnosis Policy**

John F. Kennedy Catholic High School provides educational accommodations only to students who have been professionally diagnosed with specific learning disabilities and/or a medical diagnosis. A doctor's medical statement is not acceptable as a medical diagnosis for a student to receive educational accommodations at Kennedy High School, testing accommodations for the ACT Test and/or post-secondary services.

The Medical Diagnosis Policy is as follows:

- Each diagnosed student must submit the results of a psycho-educational evaluation stating the tests administered and the results, the diagnosis, the diagnostic summary and the educational accommodations.

- This evaluation must be “current” (completed within the last three years).

### **Course Change Policy**

Students sign up for classes during February (incoming freshmen in March). From these selections, numbers of sections, teacher assignments, and the schedule are decided. Therefore it is very important that students choose their classes carefully. In the rare occurrence that a student should need to make a schedule change, there is a \$10.00 fee for each add and each drop. Changes should only be made for academic reasons. Changes may be made only during the first 2 weeks that class is in session. *No courses may be dropped for a Study Hall or unstructured time.* Exceptions may be made by the Principal.

### **Advanced Placement Policy**

Students taking Advanced Placement courses must pay a non-refundable fee of \$85.00 in September. In February, students commit to taking the Advanced Placement Test and are expected to follow through with this commitment.

### **Advanced College Credit Eligibility Requirement**

**Juniors and seniors** recommended to take advanced college credit courses (ACC) must meet certain criteria to apply for dual enrollment to a college. Students must have a 3.0 non-weighted cumulative grade point average on a 4.0 scale to be eligible to apply for college credit.

**Sophomores** who meet either of the following criteria are eligible to enroll in the advanced credit courses:

- \* Score at the 90th percentile or above on the PSAT, PLAN, SAT or ACT test. Sophomores must test and have scores reported prior to registration in advanced credit courses.
- \* Have a cumulative grade point average of 3.0 (on a non-weighted 4.0 scale) and a grade point average of 3.5 in the subject area for which they are seeking college credit prior to enrollment in advanced credit courses.

**Freshmen** are not eligible to enroll in advanced credit courses for college credit.

This is a state mandated requirement and cannot be negotiated with the university. Students who do not meet these criteria may still take ACC courses with departmental approval but not receive the college credit.

A student may find the non-weighted cumulative GPA on the semester report card or may ask his/her counselor. The signature of a counselor or the administration will be required on the Advanced Credit Applications in order to verify this eligibility.

### **Academic Integrity: CHEATING/ACADEMIC HONESTY**

**Academic dishonesty or academic misconduct** is any type of cheating that occurs in relation to a formal academic exercise. It can include:

- Plagiarism: The adoption or reproduction of ideas or words or statements of another person without due acknowledgment.
- Fabrication: The falsification of data, information, or citations in any academic exercise.
- Deception: Providing false information to an instructor concerning an academic exercise—e.g. giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- Cheating: Any attempt to give or obtain assistance in an academic exercise without due acknowledgment.
- Sabotage: Acting to prevent others from completing their work. This includes destroying the work of others or willfully disrupting the experiments or work of others.

Kennedy upholds the highest standards of academic excellence and therefore expects academic integrity of all students. Cheating is a violation of personal integrity and contrary to Christian values.

It is the student's responsibility to understand copyright infringement, plagiarism, and cheating. When in doubt, students should consult with the teacher in advance of the due date of the assignment. Consequences to violations of academic honesty may include a failing grade, a "Needs Improvement" or "Unsatisfactory" in conduct, disciplinary/academic probation, detention, suspension, or in extreme cases, dismissal from Kennedy.

### **Academic Probation**

Students who lack credits may be admitted to the next grade level on probation, which means that their continued enrollment at Kennedy depends on meeting certain academic requirements set by the Principal. Students with multiple progress reports and/or a consistently low GPA may be put on academic probation.

### **Report Cards**

Report cards are issued four times a year. The report card is the official notification of grades and credits earned. Report Cards **will not** be given until all financial obligations have been met. Parents can view all grade reports, as well as grades for individual assignments in a specific course through Edline.

## **Grading System**

### **Academic Grades**

Academic grades are based on test and quiz results, completion of homework assignments, class participation, and other teacher requirements and are reported on quarterly and semester grade reports. We use the following scale: A+ (97-100), A (93-96), B+ (89-92), B (86-88), C+ (82-85), C (78-81), D (70-77), or F (69 or below).

An Incomplete grade carries a value of zero in the computation of grade point average. All course work must be completed within two weeks after the end of the semester.

If the student's medical condition warrants a longer period, mutually agreeable arrangements must be made with the Administration, teacher and family. The GPA will be recalculated at the completion of the course work.

Semester averages are computed in one of the following two ways: if an exam is included, each quarter grade is 40% and the exam is 20% of the semester grade; if no exam is included, each quarter grade is 50% of the semester grade.

Each teacher will inform his/her class of how grades will be calculated and will remind the students prior to semester exams.

### **School-Wide Late Work Policy**

Work may be submitted up to **five school days** after the due date for partial credit. The partial credit will be determined by the teacher. After five days, a zero will be given. The late work policy is only a guideline, stating the ceiling for accepting late work. Other guidelines may be used, as long as it is within the limits stated above. Changes to the late work policy outside of the parameters stated above must have the approval of the administration.

### **Exams**

- \* Comprehensive exams are given at end of each semester.
- \* Seniors having an "A" average **MAY** be exempted from taking exams if the individual teacher makes this decision for the class as a whole. This would apply to year long courses at end of the 2nd semester and to one semester courses at end of each semester.
- \* Students who require accommodations for exams must have current documentation and complete the exam request process as outlined by the learning consultant.

**Students who have been absent from class 10 or more days in the semester or who have 5 or more arrival tardies may not be exempt from exams.**

## Grade Point Average

The cumulative Grade Point Average (GPA) is computed at the end of each semester. The GPA is obtained by dividing the grade points by the attempted credit. The GPA is computed on a 4.00 scale. The grade points and equivalents are:

A, A+	4.00 points	C+	2.50 points
B+	3.50 points	C	2.00 points
B	3.00 points	D	1.00 points

Some courses in the junior and senior year are computed on a 5.00 scale. Equivalents are:

A, A+	5.00 points	C+	3.50 points
B+	4.50 points	C	3.00 points
B	4.00 points	D	2.00 points

Note: These courses are ACC English 3, ACC English 4, ACC Modern European History, ACC United States History, ACC Spanish 3 and 4, ACC Biology, AP Calculus and AP Computer Science.

## Conduct Grades

Conduct grades are based on promptness to class, coming prepared with necessary materials, attention, use of class time, attitude, cooperation, consideration of others, and all other behavioral standards expected by that classroom teacher.

<b>O</b> Outstanding	<b>N</b> Needs Improvements
<b>S</b> Satisfactory	<b>U</b> Unsatisfactory

## Honor Roll Requirement

Each quarter the honor roll of students who have distinguished themselves by their academic achievement is posted. To be eligible for honor roll, students must fulfill the following requirements:

First Honors:	Quarter GPA 3.7-4.999 and no F's or Incompletes. No U's in conduct
Second Honors:	Quarter GPA 3.3-3.6999 and no F's or Incompletes. No U's in conduct

## **Graduation Ceremony**

A student must complete all academic requirements in order to graduate. In addition, to participate in the graduation ceremony, a student must have paid in full all financial obligations to the school before the day of graduation. If the final tuition payment is not received by **April 15th**, personal checks will not be accepted. We will accept only cash or money orders. To participate in the graduation ceremony, a student must participate in the practice for graduation and follow all directives regarding practice and the ceremony. Graduation is a privilege. Any students not in good standing at Kennedy may be prohibited from participation in the graduation ceremony.

## **Make-Up Credits and Summer School**

A student who fails to earn credit in a required course or a course needed for graduation must make up the credit in one of the following ways:

- 1) Summer School - transcript sent to Kennedy
- 2) Correspondence Course\*
- 3) Tutorial Credit\*\*
- 4) Repeat the course the following year/semester\*\*\*

All make-up courses must be approved in advance by the administration. All course work must be completed and exams taken by early August. (Make-up credits and enrichment credits are entered on the permanent record. Make-up credits affect the cumulative grade point average. Enrichment credits do not affect the GPA).

\* Seniors may not take correspondence courses during the summer prior to their senior year or during the school year. Exceptions may be made with the approval of the administration.

\*\* Tutorial Credit must be approved by the Administration prior to starting the course work.

\*\*\* If a class needs to be repeated the following school year, the credit must still be remediated for credit stabilization during the

summer. All courses must have prior approval of the administration.

Some courses taken in Foreign Language and Mathematics require a departmental examination upon completion of the work. It is the parent's or student's responsibility to contact Kennedy to make an appointment to take the examination. Arrangements must be made no later than August 1st and the actual exam must be taken soon after.

A senior who loses credit in a required course or a course needed for graduation will not receive a diploma with his/her class. Participation in the graduation ceremony is at the discretion of the administration.

### **School Records and Transcripts**

School records include all the information about the student as an individual that the school system keeps, regardless of where or how it is kept. A student's permanent record includes personal and family data with certification of name, date of birth of the student, social security number and the name and address of the parent or guardian having custody of the student, standardized test data, transcript of courses, record of withdrawal or graduation and place to which any copy of the record is sent, verification of or exemption from required immunization, and attendance records. Any reports pertaining to educational needs are retained for 4 years after graduation.

School records can only be released to other educational institutions for legitimate educational interests, or work-related organizations with written parental consent or written student consent if the student is at least 18 years of age. Other disclosure may be to state and local officials or authorities.

When a student transfers or graduates Kennedy retains the permanent record.

Transcripts are requested from the Registrar. One final transcript after graduation or withdrawal is sent free of charge, if all school obligations are up-to-date. Other transcripts cost \$5.00, payable at the time of the request. See School Records for more information.

## **Transfer Credits**

***Any student taking a credit class outside of Kennedy must seek approval of the administration prior to the student's enrollment in the class.***

### *“Accepted Credits”*

Credits earned for reasons other than failure of a class MAY be “accepted.” However, how that credit is calculated in the GPA and if it will be counted toward graduation credits will be determined by the administration. Typically, these courses will be documented on the transcript but will not be included in the cumulative GPA or towards credits earned for graduation.

### *Types of Educational Institutions*

Credits earned through a traditional classroom setting that is accredited by AdvancED or by one of the other five regional accrediting associations (Western Association, Southern Association, Middle States Association, New England Association, and Northwest Association) will be “accepted.”

Credits earned through educational institutions accredited through other organizations must be approved by the administration prior to enrollment and the student MAY be subject to Kennedy assessment before the credit is “accepted.”

Credits earned from educational institutions by AdvancED or by one of the other five regional accrediting associations that are earned via correspondence, internet, video, or other forms of “off-campus” or “distance learning” delivery systems MAY be accepted\*\*.

Credits earned through tutoring must follow these procedures:

1. Seek administrative approval.
2. Tutoring must be with a teacher certified in the subject matter. A copy of the certificate must be on file in the Kennedy office.
3. The tutor will follow the Kennedy syllabus and document all assignments. Assignments, teacher notes, and assessment must be submitted to the Kennedy office at the end of the class.
4. A cumulative assessment must be taken at Kennedy at the end of the class.
5. Kennedy will issue the credit and the grade.

### \*\*Distance Learning Courses

A student MAY earn credit in courses (for credit recovery, please see “Make-Up Credits and Summer School) taken via correspondence, internet, video, or other forms of “off-campus” or “distance learning” delivery systems in accordance with the following guidelines:

1. It MUST be approved by the administration prior to enrollment in the class.
2. It cannot replace the required credits needed to graduate for each discipline. Courses will be counted as one of the elective credits needed to graduate.
3. The course must be facilitated by Kennedy staff. The grade and credit will be issued by Kennedy staff.

### Students Transferring from Other Schools

If a student transfers from a school accredited by AdvancED or by one of the other five regional accrediting associations, the credits will be “accepted.” Credits will count in the cumulative Kennedy GPA and will count towards the credits for graduation. Exceptions include, but are not limited to, classes that are considered study skills, tutorials, and Driver’s Education classes.

Students transferring from a school accredited by another organization or not accredited will have to discuss “accepted” credits with administration.

Students transferring from other schools are financially responsible for the first semester of enrollment. Subsequent semesters will be calculated on a daily proration.

### **Out of School Tutors**

All non-staff tutors may only meet with student before or after school with prior arrangements made by the learning consultant, counselors, or an administrator.

## **Disciplinary Policies and Procedures**

Discipline is necessary to create an effective educational environment. A student's first obligation is to respect the dignity of all members of the school community. Each student has the responsibility to contribute to a Christian learning atmosphere of acceptance. All students are responsible for the use and care of the school facilities. Good manners and courtesy reflect concern and respect for others.

In order to maintain an academic environment and a Christian atmosphere, Kennedy has established the following policies and procedures. The registration of a student at Kennedy is considered an expressed agreement on his/her part and the part of the parents/guardians to comply with all policies and procedures. If a student chooses to act inappropriately, he/she chooses to abide by the sanctions or consequences for that behavior. The education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the partnership is irretrievably broken.

### **The Demerit System**

Each student is issued a demerit card at the beginning of the school year. A student must carry the demerit card at all times during the school day. The student will give his/her demerit card to any faculty or staff member upon request.

The demerit card lists the following offenses of the student code of conduct:

- A Tardy
- B Non-Classroom Misconduct
- C Out of Dress Code
- D Unprepared for Class
- E Inappropriate Language
- F Inappropriate Physical Contact
- G Technology Misuse

If a student commits any of these offenses, a faculty or staff member will sign the student's card. When a student receives his/her fifth demerit, the adult will turn in the card to the student's coordinator. The student will then be assigned a detention and will purchase a new demerit card for \$5.00.

If a student loses his/her card or if it is destroyed in any way (including laundered), the student will be assigned a detention and required to buy a new card for the \$5.00 fee. All lost or destroyed demerit cards will be counted as a full card for the purpose of numbering the subsequent card and for the purpose of conferences and/or other disciplinary actions that may need to be taken.

### **Disciplinary Actions**

The following disciplinary actions may be taken in cases of misconduct or aiding others in misconduct according to the seriousness of the incident:

- 1) Conference between student and coordinator, with or without a teacher
- 2) Conference with student and parents
- 3) One or more detentions
- 4) Assessment of fine
- 5) Extended Saturday detention
- 6) Out-of school suspension
- 7) Discipline board review
- 8) Behavior agreement

- 9) Probation/contract
- 10) Student only status
- 11) Expulsion

## **Detention**

Detention can be the result of a student's violation of school rules and regulations. Detention is not to be taken lightly. Therefore detention takes precedence over work, team practices, and any other extracurricular commitments.

Students will be notified of detention by his/her coordinator. Ordinarily students report to a designated room and are given a writing assignment. There is the possibility that students will do other types of work during detention at the discretion of the coordinator. All school rules apply during the detention period including dress code and dress uniform must be worn on dress uniform days.

Changing a detention can only be done with permission of the student's coordinator. Detentions will only be changed for serious reasons and only after a note or phone call from a parent.

Students who are absent from detention without a previously approved excuse will be assigned a two hour make-up detention. These detentions will be held on Saturday. Parents will be notified by letter the date of this detention, and the student will pay a \$20.00 fine.

Students will be permitted two Saturday detentions. After that, all unexcused absences from detentions will result in a suspension.

The accumulation of an excessive number of detentions or disciplinary notices will result in the following:

- 1) After three detentions the parent/guardian(s) of the student will be notified by the coordinator and the student and parent/guardian(s) may be required to meet with the coordinator/ administration.

- 2) After five detentions, the student will serve an extended Saturday detention. At this point the student may also lose unstructured privileges and possibly be put on a behavior agreement.
- 3) After seven detentions the student will serve an out-of-school suspension and the student and parent(s) will meet with the Discipline Coordinator and other staff deemed necessary. At this time a behavior agreement will be signed.
- 4) Students who violate a behavior agreement are subject to other discipline, including probation or expulsion.

### **Extended Saturday Detention**

When a student receives an extended Saturday detention, the parents/guardians of the student will be notified. The student will be assigned to an extended four hour detention. Students will be allowed to do class work that teachers provide, which may include tests and quizzes. It is the student's responsibility to gather work from their teachers. The student must pay \$20.00. This is an alternative to students missing instructional time for a suspension.

### **Out-of-School Suspension**

When a student receives an out of school suspension, the parents/guardians will be notified. Students may receive an out-of-school suspension for various reasons including, but not limited to, one serious incident or an accumulation of detentions. During the time the student is suspended, he/she will not be able to make up daily assignments, quizzes, or tests. The student will not be able to participate nor attend any extracurricular activities or field trips during the suspension. The student is not allowed on school premises during the time of the suspension without permission of the administration. The student will be readmitted on a behavior agreement.

### **Behavior Agreement**

A behavior agreement is a type of contract that a student and parent/guardian must agree to and sign if he/she has served an

out-of-school suspension and/or because of a specific behavior that warrants an agreement. Each behavior agreement is specific to the individual student and the reasons for the agreement. All students on behavior agreements may be subject to random drug testing. Students who violate a behavior agreement are subject to other discipline, including probation or expulsion.

### **Disciplinary Probation**

Probation is a formal warning that a student's conduct must improve, or that any further offenses may result in the student being expelled. The probation period will be the duration assigned by the discipline board.

During probation a student may not participate in extracurricular activities and/or sports including tryouts, practices, performances, games, and competitions. If a student is on probation and therefore ineligible at the time of tryouts for a team, squad, or cast, he/she may not participate at any time during that season.

Probation is reviewed at the end of each quarter or semester.

A student is placed on disciplinary probation if:

- \* Actions of the student are judged sufficiently serious by the discipline board.
- \* The student receives two "U"s in conduct during the same grading period.
- \* The student has violated the terms of a behavior agreement.

### **Student Only Status**

A student with student only status may only be on Kennedy property from the beginning of the school day until the dismissal bell. No attendance at school activities is allowed.

### **Expulsion**

Students who cannot or will not abide by school policies or who are involved in illegal or dangerous actions may be suspended

from school indefinitely. Students being asked to leave and/or expelled will have the right to a hearing with the Care Team. Expulsion is decided by the President after a hearing with the Care Team. Students who have been expelled and/or indefinitely suspended may be permanently banned from the campus and all school activities.

## **Policies**

### **Drug and Alcohol Policy**

- A. Any student who illegally possesses or is under the influence of alcohol and/or other drugs on school property or at any school event at ANY TIME is subject to the following consequences:
  - 1) The student's parents/guardians will be notified, and the student will be suspended for an indefinite period of time.
  - 2) In order to be readmitted the student may be required to take part in an evaluation by a hospital or drug rehabilitation service. The Parents must provide the evaluation results in writing to the associate principal. The student and parents/guardians must agree to fulfill the recommendation of the evaluation and submit necessary reports to Kennedy.
- B. If the administration finds there is reason to believe that a student is under the influence of drugs or alcohol at school or at a school event, the school may require that the student must undergo a drug/alcohol test.
- C. A student who is dealing, transferring, or selling drugs/alcohol will be considered for immediate expulsion.
- D. As deemed necessary by the administration, the police may be notified.

### ***For Cause Drug Screening***

In keeping with the Mission of Kennedy Catholic, we strive for the success of all students. When a student's behavior appears to be "at risk", drugs and alcohol need to be ruled out first as the primary cause for this behavior. It is for this reason we are

instituting “For Cause” drug screens. Once this issue is ruled out, then other avenues can be explored.

Students may be tested for the following reasons:

- 1) Two or more academic failures evaluated at quarter report cards.
- 2) Two or more unsatisfactory conduct grades evaluated at quarter report cards.
- 3) Overt preoccupation with drug or alcohol on the part of the student at school and/or at home may lead to a request for drug screening by the school administration or parents.
- 4) Any significant academic and/or behavior change could result in drug testing.

### **Electronic Devices**

Students are not allowed to have cell phones in their possession during the school hours. They may only use these devices before the first bell of the day and after the final bell. After the first bell all cell phones must be turned off and in the student’s locker or left in the student’s car. If a student’s cell phone is seen or heard and/or if the students use a cell phone during the school day, it will be confiscated and kept in the office until the end of the day and a \$25.00 fine will be assessed. If a student has any repeat offenses with a cell phone a \$50.00 fine will be assessed and the phone will be kept in the office until a parent retrieves the phone and this is for all repeat offenses.

Listening devices of any kind may be used at appropriate times and place. But if they are used inappropriately or at inappropriate times they may be confiscated. Repeat offenders may forfeit the privilege to bring listening devices to school. Each teacher will have their own individual policy for their classes which must be followed.

Cameras may only be brought to school and used for special occasions and it is against school policy to take pictures of anyone without their permission.

## **Gambling**

Gambling by students in any form is not allowed on campus.

## **Harassment**

Harassment is any student behavior which is considered to be threatening, inappropriate, and detrimental to the common good.

Examples include, but are not limited to:

- \* Verbal, physical, and electronic confrontation.
- \* Real or perceived threats to the property, person, or families of faculty/ students.
- \* Sexual harassment.

Harassment off campus which originated on campus and whose consequences are brought back to campus will be treated in a similar fashion.

Possible disciplinary actions for students who participate in harassment could be a parent conference, suspension from school, referral for counseling, and/or dismissal.

## **Smoking and the Use of Tobacco on Campus**

Kennedy Catholic is a smoke/tobacco free campus. The use of tobacco is forbidden on the entire property of John F Kennedy Catholic High School.

If a student is found with tobacco products in his/her **possession** on campus during school hours, the tobacco will be confiscated. The following is the policy for those students who are found in the possession of a tobacco product and/or caught smoking and/or using smokeless tobacco on campus:

1st offense	\$25 fine
2nd offense	\$50 fine and detention
3rd offense	\$75 fine and in-school suspension
4th offense	\$100 fine and out-of school suspension
5th offense	Expulsion from Kennedy

## **Theft**

Any students caught stealing will receive consequences consistent with Kennedy's progressive discipline policy outlined in this section. Theft includes not paying for food in the lunch line. Depending on the circumstances the consequence can range from detention to suspension.

## **Violence**

Any abusive behavior— physical, verbal, written or electronic— on the part of a student, is contrary to the mission of Kennedy and therefore will be considered a very serious disciplinary offense.

Students who engage in violent behavior including, but not limited to, fighting or threats of violence will normally be suspended for at least three days.

Violent behavior off-campus which originated on campus and whose consequences are brought back to campus will be treated in a similar fashion.

Students who seem to have a pattern of violent or abusive behavior will be suspended indefinitely until the school is provided with a professional evaluation attesting that the student's return to Kennedy would not compromise safety.

## **Weapons**

Any student who brings any type of weapon to school or is involved with the use of a weapon at school or school activities is subject to expulsion.

As deemed necessary by the administration, the police may be notified of and/or involved in the handling of any situation that involves the possession, threat, or use of a weapon by a student or other individual on campus.

# Student Dress Code

## General Information

A dress code gives a school a sense of identity and thereby promotes school and personal pride. Reasonable care and neatness in dress and appearance are required of all students. Tight and revealing clothing of any nature is not appropriate for Kennedy students. Coordinators and/or administration will determine any questions regarding neatness, cleanliness, or appropriateness.

Students need to be in dress code when the first bell rings to start the school day

Students who are not in compliance with the dress code will be given demerits and may be sent home.

**Shirts:** Uniform shirts with Kennedy logo must be purchased through Lands End. **Uniform shirts need to be worn at all times.** Uniform shirts may be untucked with nothing else hanging out (Undershirts must be tucked in). Colors of uniform shirts are white, forest green, navy blue, and yellow. The uniform shirts with the JFK logo may no longer be worn.

Colors of all undershirts are white, navy, forest green, gray or yellow. Undershirts should not have visible writing unless they were purchased at the Kennedy bookstore or they are approved Kennedy athletic shirts. ***Undershirts must be tucked in at all times.***

**Uniform skirts:** Uniform skirts are available through Lands End. **Skirts may not be worn rolled and/or unbuttoned.** Shorts worn under skirts may not be visible. If a student's skirt does not fit properly the skirt will need to be replaced or the student must wear dress code pants.

**Pants or walking shorts:** Both pants and shorts should be a plain "Dockers" type. Colors for pants and shorts are khaki and

navy blue. Pants and shorts may not be baggy, sagging, or cut off. No cargo pants and no big pockets are allowed. Pants designed to look like a “jean style” are not appropriate for Kennedy students. Pants and shorts should be in good condition. Pants are available through Lands’ End.

The shorts and skirts should be an appropriate length which will be determined by the coordinator or administrator.

**Sweatshirts and Jackets:** Only Kennedy sweatshirts and jackets may be worn during the school day. A **Kennedy uniform shirt must be worn under sweatshirts and jackets.** No shirts can hang out under the sweatshirts or jackets. Students wearing “hoodie” sweatshirts may not wear their hoods up on their heads in the school building.

**Socks:** optional

**Shoes:** Shoes of any kind, **except** all sandals, shower thongs (flip-flops), & slipper.

NOT PERMITTED:

- \* Chains
- \* Visible Tattoos
- \* Headwear: hats, bandanas, head scarf, hoods, etc.
- \* Sweaters, jackets, coats, or down vests unless they have the Kennedy logo
- \* Cargo pants or cargo shorts
- \* Shower thongs/ flip-flops and all sandals
- \* Pants with rivets and no side pockets down the leg
- \* Bare midriffs
- \* Torn clothing

Team shirts/jerseys may be worn only on game days. Teams that have team shirts made must get the approval of the administration if these shirts are to be worn on game days instead of uniforms. The entire team must wear the same shirt

during the school day. This includes teams that choose to wear shirts and ties on game days.

All students (9<sup>th</sup> – 12<sup>th</sup> grade) enrolled in a PE class must purchase and wear a PE uniform and the PE class. PE uniforms are available for purchase in the bookstore. Name needed to be on the uniform shirts and pants.

## **Dress Uniform**

Kennedy Catholic has a dress uniform for all students. This uniform is in addition to the “everyday” uniform at Kennedy. Students are required to wear the dress uniform on days designated by the administration. Students who do not come to school in dress uniform on the designated days and need to borrow either a sweater or a tie will be assigned a detention. The dress uniform is mandatory for all students, and guidelines for the dress uniform are below. **Tennis shoes may not be worn with the dress uniform.** On days when it is warm in parts of the building the girls may take off their sweaters and keep them on the backs of their chairs or desks. After mass /event the boys may fold up their sleeves of their shirts. If there are minor infractions of the dress uniform, a demerit will be given.

### **Girls\*\***

- Kennedy Skirt \*order through Lands End
- White Kennedy Polo  
\*order through Lands End
- White Undershirt, optional (no writing may be visible)
- Kennedy Green V-Cardigan  
\*order through Lands End
- Solid colored socks that match, solid colored tights in school colors: forest green, navy blue, white, black and no leggings.
- Dress shoes, no boots, no slippers, no tennis shoes, no sandals but canvas slip on shoes are allowed.

### **Boys\*\***

- Khaki pants (pants must be in accordance with current Kennedy dress code)
- Belt that is solid brown or black, leather or leather like

- Kennedy White Oxford Shirt (**Shirt must be tucked in**)  
\*order through Lands End
- Kennedy Tie  
\*order through Kennedy Catholic Spirit Shop
- White Undershirt, optional (no writing may be visible)
- No athletic shoes

### **Jeans Days**

Casual jeans day will be on the last Friday of the month. Only JEANS may be substituted for dress code pants on these days; no sweat pants or other types of casual pants are permitted. Students must wear a Kennedy shirt or sweat shirt on these days. **No torn jeans may be worn.**

In the event of special dress-up days, students must follow the rules provided at the time. If students do not follow the rules, they will be sent home.

### **Green and Gold Days**

- \* Students must wear green or gold (yellow) to be out of uniform.
- \* Nothing may be worn that depicts violence.
- \* NO references to alcohol, drugs, or tobacco.
- \* NO cross-dressing.
- \* NO spaghetti strap tops.
- \* NO see through clothing.
- \* NO bare midriffs.

### **Comfy Days**

Dress must be appropriate for a Catholic school.

- ❖ NO pajama pants
- ❖ NO tank tops
- ❖ NO short shorts/skirts
- ❖ NO midriffs
- ❖ NO drug, tobacco, or alcohol references
- ❖ NO torn clothing
- ❖ NO plunging necklines
- ❖ NO extremely tight clothing
- ❖ NO hats

***You must dress appropriately for the school environment.***

## **Attendance Procedures**

Students are to be in school from 8:00 a.m. until 3:00 p.m. unless excused according to the procedures in this section. Religious activities, assemblies, and special days are considered important elements of the school program and attendance is expected at these as well as at classes.

STUDENTS ARE NOT TO LEAVE THE CAMPUS ONCE THEY HAVE ARRIVED ON THE PROPERTY UNLESS THE OFFICE IS NOTIFIED AND PERMISSION IS GIVEN.

STUDENTS MAY NOT LEAVE THE BUILDING TO GO OUTSIDE TO THE PARKING LOT OR OTHER PLACE OUTSIDE OF THE BUILDING UNLESS THEY HAVE PERMISSION.

### **Absence from School**

1. Students who are absent because of ill health or an equally unavoidable reason are asked to observe the following regulations.
  - A. On the day of the absence, the parent or guardian must telephone the office before the first class period with the reason for the absence. If no phone message is received, the school will contact the parent/guardian.
  - B. On the day the student returns to school, the student must bring to the attendance secretary a written note signed by the parent/guardian. The note should include student's name, date of absence, reason for the absence, and signature of the parent/guardian.
  - C. The student has the total responsibility of making up all work missed.
  - D. At the administration's discretion a doctor's note may be requested.
2. Students will be considered truant if they are absent from school a whole day or part of a day without the permission

of the parents OR the prior knowledge of the school administration. Truancy will be dealt with as an action of serious misconduct, subject to appropriate discipline.

3. Any student who has an unexcused absence or is truant will not receive credit for work due or assigned on that day.
4. Doctor and dentist appointments should not be made during school hours. If they must occur, they must be verified with a note from the doctor turned in to the attendance secretary.
5. Vacations should be taken at the time of scheduled school vacations. If parents decide to take their student(s) out of school for a vacation, the parents must notify the administration, the attendance secretary and each teacher, in writing, at least one week in advance. Each classroom teacher will decide if and how the missed work will be accounted for.
6. Students who are absent for any part of the school day may not participate or attend after school or evening events (including but not limited to games, practices, play rehearsals, and performances) on that day. Circumstances involving an absence on an event day must be approved by an administrator in order to participate in the activity.
7. No student is permitted to determine an unauthorized school holiday/skip day. Such an action will result in serious consequences, such as but not limited to: multiple detentions, no credit in classes missed, early leave and lunch privileges taken away from juniors or seniors involved.
8. Students who are absent from school are responsible for class work missed and are expected to contact classmates or consult Edline to find out assignments if the absence is less than a week. If the absence is expected to extend beyond one week, parents may contact the counselors to obtain homework. It generally takes two days for assignments to be gathered. The collection of work due to absence presumes

that the student will have some portion of it completed upon the return to school.

9. In the case of an excused, planned absence, which could include a field trip or college visit, students are responsible for making arrangements with each of their teachers before the planned absence for any work that may be missed.
10. **Senior college visits** should include the following stipulations:
  - a. The visit should be scheduled with the Admissions office of the college **at least two weeks in advance**.
  - b. Seniors must pick up a Campus Visit Verification form from the College Counselor. The form must be filled out by the student, teachers, and parents.
  - c. The form must be turned in to the attendance secretary at least one day before the visit.
  - d. The senior must provide the counselor with documentation of the visit upon returning.
  - e. The senior's teachers must know when the student is going. The senior is responsible for any missed activity or homework.
  - f. The senior must select a "low-impact" day for a visit.
  - g. Seniors are limited to two college visits during school time.
  - h. The parents must call the attendance secretary and to notify the school about the senior's absence.

### **Absence from Classes**

Students who are too sick to go to class must come to the main office. The parents/guardians will be contacted by the office staff before the student can be sent home. No student is allowed to leave school without a parent's permission having been received. If they are being picked up, they should remain in the office. When the parent or authorized person arrives, he/she must come into the office before the student may leave campus.

If a student is absent five class sessions in a semester he/she and his/her parents or guardians may be contacted by the administration to review the cause. If a student is absent from 10 or more class sessions in a semester, whether excused or unexcused, credit may be withheld and/or the student may be placed on an attendance agreement. In addition, all students who are absent from 10 or more classes in a semester will no longer be able to have an unstructured period or enjoy senior lunch sign-out privileges for a length of time to be determined by the administration. We encourage all families to be proactive in contacting the school administration to inform and discuss the reason for excessive absences.

A student may not try out, practice or participate in any extracurricular activity if he/she has acquired 10 absences (excused or unexcused) in one semester. Once a student acquires 10 absences he/she may not participate for the rest of the semester. The only exception to this is doctor documentation and/or administrative approval.

An unexcused absence from a class (a skip) will result in a detention for the student. Parents will be notified. An in-school suspension will occur if a student repeats the offense.

### **Tardiness**

Students who are tardy to school (after 8:00 am to class or after the second bell) **MUST** report to the main office. Students will be given an admit slip which must be shown to the class teacher.

Students will receive a demerit for tardiness. **The only exceptions to this are if the student had a doctor's appointment and presents a note from the doctor's office.**

If a student arrives within 30 minutes of the start of the day, then a tardy will be marked. If a student arrives after 30 minutes and is unexcused, the student will receive a detention for truancy.

Students arriving late to school must check with all teachers of classes the students missed to get work and to turn in assignments.

### **Early Dismissal**

If it is necessary to have an early dismissal, a note is to be brought to the office stating the student's name, the date and time of dismissal, the reason for dismissal, and with parent's signature. It would be helpful if the note stated whether or not the student can be expected to return to school later in the day.

**Any student being dismissed early because of, but not limited to, illness or athletic events, must check in before leaving with all teachers of classes that will be missed.**

Juniors and seniors who have an unstructured period at the end of the day may leave after their last class if they have a form on file giving parental consent with the administration. This is not the case, however, on days when afternoon assemblies are scheduled.

## **General Information**

### **Advisory**

The purpose of the advisory period is to provide the advisor and advisees the opportunity to meet with each other on a daily basis. Dissemination of information and other mechanics of the school day are covered during this time. However, the most important aspect of the advisory period is establishing open communication and a good relationship with the Advisor. Advisory also provides a time for the following:

- Getting individualized help from a subject area teacher
- Meeting with the guidance counselor or learning consultant
- Researching in library
- Visiting with college reps
- Listening to guest speakers
- Working on group projects

- Making up missed tests/labs
- Reading or studying

**Academic Advisory** is a supervised, structured, productive advisory located in a specific classroom especially for students who need guidance in completing their assignments. Students will be assigned, based on grades, through their school email. Students who do not attend will receive a detention.

### **After school supervision**

All students in the building after 3:30 who are not supervised by a coach, moderator or other adult must report to the library for after school supervision. Students may remain in the commons until 3:30 to have a snack etc. After 3:30 students remaining for after school supervision must report to the library for quiet study time until they are picked up. The only exception to this is students that choose to attend a game that is on campus.

### **Awards**

Academic awards ceremonies take place toward the end of the school year and recognize students who have excelled in academics and services. For seniors, awards are given at Baccalaureate. An athletic banquet at the end of each season recognizes students who have excelled in athletics.

### **Backpacks and Sport Bags**

All bags should be kept in student lockers or locker rooms, not on the floor in the hallway areas. Backpacks may be hung on lockers in East and West halls, not the main corridor.

### **Books and Materials**

Students are given textbooks, workbooks, and equipment to use. Students are responsible for returning the books assigned to them by number to the classroom teacher at the time appointed for book collection. Students will be charged list price for items damaged beyond normal use or otherwise not correctly turned into the teacher at the proper time. Report cards and transcripts are withheld until these bills are paid.

## **Bulletins and Announcements**

Announcements are made over the P.A. during the afternoon. An electronic student bulletin is posted in the commons area each day and an Edline Bulletin is posted every week. Students are responsible for knowing this information. All announcements must be submitted on the forms available in the main office. Every announcement must have a faculty signature.

## **Cell Phones**

(See Electronic Devices)

## **Change**

Change is available in the office before school and from food service during lunch hours.

## **Communication with School, Teachers, Administrators**

### *How to Communicate with School*

- \* Come to the main office
- \* Call or leave a phone message at (636) 227-5900, ext. 100 (main office)
- \* Call the Attendance Office by phone—(636) 227-5900, ext. 123—to report an absence.

### *How to Communicate with Teacher*

- \* Preferred Method: Email the administrator or faculty member via that person's name (first initial and last name) @kennedycatholic.net **OR** person's name (first initial and last name).
- \* Call the main office and leave a message by asking for the teacher's voice mail, or call the teacher directly, using the teacher extension.
- \* After hours, call the school and leave a voice mail message for the faculty/staff member
- \* If a message left for a teacher is not returned within 48 hours, please contact the Principal.

### *How to Communicate with an Administrator*

Many parents would like to speak with the administration before speaking with an individual teacher about an issue concerning a class or an incident in the classroom. *However, parents are encouraged to speak with the individual faculty member first and the appropriate Department Chairperson.*

Administrators are available to meet with parents. Please call or email the appropriate administrator to set up an appointment.

### **Exam Policies and Procedures**

Students who need testing accommodations must have current documentation and must follow the procedures for obtaining the accommodations as outlined by the learning consultant.

Exam day:

1. Students must be at school for their first exam of the day and stay until their last exam. Students may not leave campus between exams.
2. When a student is finished with exams for the day they may leave.
3. Students should be in their classroom for the entire length of the exam time. No students may be dismissed early.
4. The cafeteria service will be closed on exam days.
5. Students who are absent on exam days must contact their counselor to make arrangements to make up exams.

### **Field Trip Policy**

The following includes the policy statement regarding field trips from the administrative Manual of the Secondary Schools of the Archdiocese of St. Louis.

The written consent of parents must be obtained for every student participating in a field trip. Permission slips must inform parents of the following:

- 1) Name, location, and date(s) of the event

- 2) Cost to the student
- 3) Mode of transportation
- 4) Name of supervisor overseeing the activity
- 5) Parents' legal responsibility

No student may participate unless a signed parent permission slip for the specific event is on file with the Principal.

Whenever possible, bus transportation by an insured carrier should be provided. If there is not a sufficient number of students attending an off-campus school sanctioned event to warrant a bus, a private passenger vehicle may be used. If a private passenger vehicle must be used, the following criteria are recommended:

- 1) Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely.
- 2) The vehicle should have a valid registration and meet state safety requirements.
- 3) The vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 for occurrence.
- 4) Drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting.

In the cases of athletic events and extracurricular activities, where the use of automobiles is likely, a general parent permission slip should be signed by parents at the beginning of the school year. In the event a private passenger vehicle will be used for an educational field trip, the regular field trip parent permission form should be used. Each driver and/or chaperon should be given a copy of the approved itinerary including the route(s) to be followed and a summary of his/her responsibility.

### **Financial Concerns**

For returned checks, there is a \$25 fee.

All financial and other obligations must be met for any student to:

- \* Receive report cards

- \* Receive a semester class schedule
- \* Attend prom
- \* Participate in graduation
- \* Release transcripts

### **First Aid**

Kennedy follows the Archdiocesan policy on dispensing all medication (over the counter & prescription) to students during school hours by faculty/staff personnel.

- 1) Medication **MUST** be brought to school in its original container with the student's name clearly visible on the outside.
- 2) The Archdiocese's form on dispensing medication must be completed by parent/guardian before faculty/staff will dispense medication to a student.
- 3) A copy of the signed doctor's prescription and a signature of parent/guardian with the time(s) of each dosage must be given and kept on file for each student.
- 4) Medication will be locked and kept in the office.

**Students wishing to go home should not call the parent/guardian from a personal cell phone. They need to go to the main office.**

### **Food and Drink**

Commons: Students are allowed to have food and drink in the Commons only.

The privilege of eating and drinking in the Commons other than during lunch is dependent upon the students' willingness to keep the Commons trash free. The Commons privilege could be revoked, vending machines turned off, and the food service closed except during lunches.

**Food and drink may not be consumed anywhere else including hallways, classrooms, and locker rooms.** Students are encouraged to arrive early and eat in the Commons. The only

exception is that sometimes teachers can occasionally bring treats. Consequences for students who refuse to follow policy could range from a demerit to suspension. **Students may only have clear bottles of water in the school building.** Students are not allowed to carry around any other drinks.

### **Food Service**

Food Service Consultants provides healthy food options at Kennedy to students and staff on all full school days. Hours of operation are from 7:30-12:30 pm M,T, Th, F and closing from 10:40 to 11:20 and 8:00 to 12:50 on Wednesday closing between 11:10 to 11:45.

Meal cards are the responsibility of the students and should be treated as cash or personal credit card.

- Meals cards must be presented at the time of purchase.
- Payments to reload meal cards should be dropped off at the cafeteria before 10:00 am.
- Lost or stolen cards should be reported to the cafeteria immediately so that the card may be blocked. A new card will be issued at a charge of \$5.
- No students may use another student's card unless the card owner is present at the time of the purchase.
- Students who do not present their card for payment for 2 consecutive days will be issued a new card at a charge of \$5.
- The cafeteria will not extend credit.
- If a student forgets to bring lunch or cash the cafeteria will provide a peanut butter and jelly sandwich, fruit, and milk which must be repaid within 2 days.
- Cashiers will inform students when their meal card balance drops below \$10 to provide sufficient time to reload their card. Cafeteria balances may be requested at any time.
- Students and parents may request a daily transaction sheet from the cafeteria manager at any time.

## **Library**

The Kennedy library houses approximately 10,000 volumes for research and recreational use. Most library materials may be checked out for three weeks. Reference materials are available for overnight use only

The library is open for student use before and after school, during study hall, advisory, and lunch. The librarian is always available for individual research assistance.

***NO FOOD OR DRINK ALLOWED IN THE LIBRARY AT ANYTIME***

## **Lockers**

Hallway and P.E. lockers are to have a school padlock. The locks must be purchased from the athletic director and/or the tech department. Other padlocks will be removed. Problems with lockers should be reported to the office. Lockers remain the property of Kennedy. The school reserves the right to enter lockers when it is deemed necessary. ***Any student in possession of a laptop is required to have a lock on the locker.*** Lockers should be kept in good condition, free of trash.

## **Lost and Found**

Lost and found items will be placed in a designated area. After school, janitors will clear any items left in the hallways and take the items to the lost and found. Students may have to pay a fee to retrieve their items.

## **Lunch**

Lunch may be purchased from the food service or may be brought from home. A federally funded milk program offers milk at a greatly reduced cost. Students are expected to keep the commons clean. Nothing should be thrown—not even to a trash can. During lunch periods, students should be in the commons. Students may not be in the hallways during lunch. **Students will be expected to help clean up during and after lunch.**

Students must form a single line on either side of and stay in line until they pay for their food. There should be no eating in line. There is only one way traffic entering the food lines, do not enter through the door near the small gym.

Under normal circumstances, students **MAY NOT** have food delivered without permission of the administration.

### **Marriage and Engagement**

The vocation of a young person attending a secondary school is that of student. If students choose to change that vocation to marriage, they forfeit the right to attend a Catholic school. No public or formal announcements of engagements to marry shall be made while the student is enrolled in high school.

### **Messages**

At times it may be necessary for a parent to leave an important message for a student. Students will be paged for such messages during the announcements or at the end of the day. Students will be called from a class only in case of an emergency.

### **Non-Classroom Areas**

#### ***Halls***

Food and drink may not be taken into halls, classroom, locker rooms, gyms, theater, etc. This includes breakfast items and drinks from outside.

**Students may have water in clear water bottles.**

Once a class period starts, students should not be in **any** corridors without a signed agenda book.

Students are to go to lockers only during the 4 minutes passing time after a bell has rung to end their class.

While other classes are in session, students should go to lunch and class quietly when their lunch or class period begins.

### ***Lavatories***

Students may be in the lavatories only during class change times and lunch periods or with an agenda book signed by a teacher or supervisor.

Unless otherwise instructed by court order, a non-custodial parent who has not been denied visitation rights has the right to receive information regarding his/her child.

### ***Outdoors***

Students may not loiter on the parking lot or in cars before or after school. The outdoors, including the parking lot, is off-limits during school hours, except that students may–

- \* go to their cars only if accompanied by a teacher or administrator.
- \* leave if entitled to Senior lunch privileges
- \* eat lunch in the picnic area, Canepari Park, near the concession stand on days when an adult supervisor is present.

The areas of the campus adjoining the subdivisions and private property adjoining the campus are off limits at all times.

### **Non-Traditional Families**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

### **Parking**

Each student must display a tag when parked on the lot. These will be purchased in the office for \$50.00 at this time a specific parking place will be assigned. Students sharing a tag must register both license plate numbers.

Cars must enter the parking lot through the top entrance and leave the lot through the bottom exit. Cars picking up and dropping off passengers should do so in front of the library.

The spaces in front of the library are reserved for staff parking.

The parking lot for students is the main parking lot. Students may not park in fire lanes or aisles. They **MUST** park in a designated parking space. There is a \$10.00 fine for the first parking lot violation and a \$20.00 fine for the second. Repeated violations will result in other sanctions, which may include losing the privilege to park at Kennedy. Parking lot violations include, but are not limited to, using the wrong exit/entrance, driving dangerously, or parking illegally before and/or after school.

### ***Back Parking Lot Procedures***

Before and during the school day, only senior athletes who are currently participating in a sport may park in the back of school to the ***left of the first speed bump ONLY***. First come, first served.

After school, no students may park in the office reserved spots. Athletes currently in season may park in the other parking spaces **ONLY**. There will be **no parking along the curb or around the circle**.

### **Pets**

Kennedy has a “no pets on campus” policy.

### **School Searches**

In the process of teaching and training students, school administrators have a responsibility to protect the health and safety of students and maintain order on the school premises and during school activities. In discharging this duty, it may be necessary for administrators to conduct searches.

### **Senior Section**

Seniors are permitted to stay in the senior section during their unstructured times. *This privilege is given in the spirit of trust and can be taken away because of a lack of cooperation.*

### **School Dance Rules**

- \* Dress code will be specified by dance sponsor.
- \* No one will be allowed into the dance after an hour past the designated beginning time.
- \* No one is allowed to leave until time designated by sponsor.
- \* Students must be off school premises 15 minutes after dance is over. A charge of \$25 will take effect after 15 minutes.
- \* No one will be allowed into the dance under the influence of any drug/ alcohol.
- \* The administration may search any vehicles transporting students to a dance.
- \* A permission slip is required for any participant not attending Kennedy.  
There will be a breathalyzer at all dances and students and guests will be randomly tested

### **School Sponsored Trips**

John F. Kennedy Catholic High School does not sponsor nor endorse in any way such an activity as a senior trip to any part of the country. If you hear that such a trip is being organized, presume that it has no connection with the school or members of the staff.

### **Sportsmanship**

All students and fans that attend athletic contests that involve Kennedy need to express proper Christian witness as demonstrated by a respect for others and displayed through the proper ideals of sportsmanship, ethical conduct, and fair play.

### **Snow Schedule**

When weather conditions cause traveling to become difficult, information will be posted on television stations 2, 4, 5 and 30 and radio stations 550 and 1120 and a Phone Blast will be sent. If the snow schedule is announced, school will begin at 9:00. If no announcement is made, school will begin at the regular time. There will be a message on the school recorder and on the

Kennedy Edline indicating any schedule change due to inclement weather.

### **Spirit Shop**

School supplies, Kennedy shirts, sweatshirts, and spirit items, etc. are available from the spirit shop. The spirit shop is open Monday through Friday from 2:30-3:30 pm and by appointment by contacting Msullivan@kennedycatholic.net

### **Study Hall/ Unstructured Time**

Study Hall is designed to provide time in a student's schedule for study. This is considered academic time and is to be used for that purpose. Early dismissal and senior lunch privileges **do not** apply to Study Hall. Study Hall is offered to juniors and seniors only.

Unstructured is a privileged time offered to juniors and seniors with a quarter grade point average of 2.5, conduct grades that are satisfactory (unsatisfactory conduct is defined as two N's or one U in conduct), and adherence to attendance and discipline policies. Students who fail to meet this standard for grades, conduct and/or attendance will be assigned to a Study Hall. Students with 10 absences in a semester, or five tardies in a quarter or 2 excessive tardies in a quarter will be assigned to a study hall.

When an unstructured period falls during the first class of the day students that have parental permission may arrive on campus during that first class and/or before the second class of the day begins. Students are to report to the commons if they arrive before the second period begins.

When unstructured times fall at the end of the day, students who have parental permission are able to leave the campus. These students are expected to get in their cars and not loiter in the lot or in the building. If they have car pools, they may come back onto campus at 3:00 (also applicable for the junior class).

The administration will announce when the student privilege of leaving early or coming late may begin. *This is a privilege that is given in the spirit of trust and can be taken away because of a lack of cooperation.*

### **Technology Privileges**

Technology at Kennedy Catholic is for use by students and faculty in order to promote educational excellence and to have the latest technology available to our students. The use of technology is a privilege, not a right. Inappropriate use can result in cancellation of those privileges. Misuse of technology can also result in disciplinary actions. If a student needs to turn in their laptop for an audit they may or may not be issued a loaner depending on the reason for the audit. There is a possibility that not having a computer because of the need to do an audit may impact their class work. These decisions are made by the administration. All computer use policies can be found in the *Kennedy Technology Handbook*.

### **Use of Building**

Members of teams, theatre groups, and students involved in club activities and school functions may remain in the building after 3:30 when supervised by their coaches or moderators. If the coach or moderator does not arrive until after 3:30, the students must remain in “After School Supervision.”

Please note the office closes at 3:30. Students who remain in the building after 3:30, not involved in sports, clubs, or other activities must remain in “After School Supervision,” located in a designated area with the faculty supervisor. All students not supervised by a coach or moderator must be picked up by 5:15 when the building is locked. Students who remain in the building after 5:15 may be subject to disciplinary consequences.

### **Visitors**

All visitors must report to the office and procure a visitor tag.

## **Withdrawal from School**

When it becomes necessary for a student to withdraw from Kennedy Catholic High School, his/her parents should notify the school office. Forms need to be completed and returned in order for transcripts to be sent to the new school. A transcript of the student's records will be sent after all school obligations have been fulfilled, including disciplinary consequences.

## **Extracurricular Activities**

In addition to the academic program, a variety of extracurricular activities is offered, and the students are encouraged to become involved in them.

### **Organizations and Clubs**

Ambassadors	Drama club
Art club	Student Council
Profiles (Yearbook)	Torch (Newspaper)
Link Program	Green Team
Pro-Life club	National Honor Society
Campus Ministry	Book Club
Casey's Angels	Other Clubs may be added
Chess Club	

### **Athletics**

See Student-Athlete Handbook. All athletes will receive the Student-Athlete Handbook prior to participating in a sport.

### **Eligibility**

For a student to be eligible to participate in extracurricular activities, he/she must meet certain criteria. Academics and conduct are important priorities and students must perform at an acceptable level to participate in extracurricular activities. National Honor Society and Student Council have additional requirements which are listed below.

## **Academic Standards**

- A) A student with excessive failures will be ineligible for participation in extracurricular activities until the next grading period. Two quarter failures will result in loss of eligibility/participation for one quarter. For students taking the normal course load of 7 classes, two semester failures will result in the loss of eligibility for one semester. The exception is if a student is only taking 6 classes and has a study hall /unstructured, that student must pass all 6 classes.
- B) Students must have earned during the preceding semester of attendance a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which any student can be enrolled, whichever is greater. Credits earned or completed after the close of the semester will not fulfill this requirement.
- C) Currently, students must be enrolled in and regularly attending courses that offer 3.0 units of credit or 80% of the maximum allowable credits whichever is greater.

## **Attendance**

A student may not try out for, practice or play in any extracurricular activity if he/she has acquired 10 absences (excused or unexcused) in one semester. Once a student acquires 10 absences (excused or unexcused), he/she may not participate for the rest of the semester. The only exception to this is doctor documentation and administrative approval.

## **Christian Service Requirements**

Christian Service Requirements of Kennedy must be met in order to be eligible to tryout and participate in extra-curricular activities. All juniors and seniors must complete their service requirements before they may participate in any extra-curricular activities.

## **Citizenship Standards**

A student must be a creditable citizen. Creditable citizens are those students whose conduct-both in school and out of school-will not reflect discredit upon themselves or their school. The

MSSHA citizenship guidelines can be found in the athletic handbook.

### **Conduct Grades**

Conduct grades of unsatisfactory (U) in two classes for one quarter grading period will result in loss of eligibility/participation until the next quarter grading period. Disciplinary probation will also result in loss of eligibility/participation until the probation has been lifted.

### **Suspension**

No student will be allowed to attend, practice, or play in any extracurricular activity when he/she has an out-of-school suspension (OOS).

### **National Honor Society**

In order to be eligible for nomination into the National Honor Society, a sophomore or junior must have a cumulative grade point average of 3.5 or greater. A nominated student must complete an application and demonstrate strong qualities in the areas of service, leadership and character. The application is then reviewed by a panel of teachers. Once invited to join the National Honor Society, a student must maintain a cumulative grade point average of 3.5 or greater and perform some level of service as defined by the moderator.

### **Student Council Members**

After being approved and elected to Student Council, a member must maintain a high academic and citizenship standard. As set forth by the Kennedy Catholic Student Council Constitution, all members must maintain a 2.5 cumulative GPA with no conduct grades of "N" or "U." They cannot have any suspensions (ISS or OSS), cannot be placed on disciplinary or academic probation and must participate in all school-wide fundraisers.

### **Transportation from Activities**

The school does not have the personnel to supervise students on school property after ball games, dances, concerts, practices, and

other activities. Parents should not presume that their children may wait to be picked up any longer than a few minutes after an activity is scheduled to end. Ordinarily, games in the evening are over around 9:30 p.m.

### **Amending This Handbook**

*The administration retains the right to amend this handbook at any time, provided prompt notification is given to both parents and students.*

## School Schedules

### *Regular Schedule*

<i>Class Times</i>	1-5	2-6	3-7	4-5	1-6	2-7	3-5	4-6	1-7	2-5	3-6	4-7
8:00-8:48	1	2	3	4	1	2	3	4	1	2	3	4
8:52-9:40	2	3	4	1	2	3	4	1	2	3	4	1
9:44-10:32	3	4	1	2	3	4	1	2	3	4	1	2
10:36-11:24	4	1	2	3	4	1	2	3	4	1	2	3
11:28-11:56-12:24	Advisory / Lunch											
12:28-1:16	5	6	7	5	6	7	5	6	7	5	6	7
1:20-2:08	6	7	5	6	7	5	6	7	5	6	7	5
2:12-3:00	7	5	6	7	5	6	7	5	6	7	5	6

### *Late Start Schedule*

<i>Class Times</i>	1-5	2-6	3-7	4-5	1-6	2-7	3-5	4-6	1-7	2-5	3-6	4-7
9:00-9:40	1	2	3	4	1	2	3	4	1	2	3	4
9:44-10:23	2	3	4	1	2	3	4	1	2	3	4	1
10:27-11:06	3	4	1	2	3	4	1	2	3	4	1	2
11:10-11:49	4	1	2	3	4	1	2	3	4	1	2	3
11:53-12:21-12:49	Advisory / Lunch											
12:53-1:33	5	6	7	5	6	7	5	6	7	5	6	7
1:37-2:16	6	7	5	6	7	5	6	7	5	6	7	5
2:20-3:00	7	5	6	7	5	6	7	5	6	7	5	6

### *Late Start ~ Mass Schedule*

<i>Class Times</i>	<b>1-5</b>	<b>2-6</b>	<b>3-7</b>	<b>4-5</b>	<b>1-6</b>	<b>2-7</b>	<b>3-5</b>	<b>4-6</b>	<b>1-7</b>	<b>2-5</b>	<b>3-6</b>	<b>4-7</b>
9:00-9:28	1	2	3	4	1	2	3	4	1	2	3	4
9:32-10:00	2	3	4	1	2	3	4	1	2	3	4	1
10:04-11:20	<i>Mass</i>											
11:24-11:52	3	4	1	2	3	4	1	2	3	4	1	2
11:56-12:24-12:52	<i>Advisory / Lunch</i>											
12:56-1:24	4	1	2	3	4	1	2	3	4	1	2	3
1:28-1:56	5	6	7	5	6	7	5	6	7	5	6	7
2:00-2:28	6	7	5	6	7	5	6	7	5	6	7	5
2:32-3:00	7	5	6	7	5	6	7	5	6	7	5	6

### *Assembly Schedule*

<i>Class Times</i>	<b>1-5</b>	<b>2-6</b>	<b>3-7</b>	<b>4-5</b>	<b>1-6</b>	<b>2-7</b>	<b>3-5</b>	<b>4-6</b>	<b>1-7</b>	<b>2-5</b>	<b>3-6</b>	<b>4-7</b>
8:00-8:37	1	2	3	4	1	2	3	4	1	2	3	4
8:41-9:18	2	3	4	1	2	3	4	1	2	3	4	1
9:22-9:59	3	4	1	2	3	4	1	2	3	4	1	2
10:03-11:16	<i>Assembly</i>											
11:20-11:57	4	1	2	3	4	1	2	3	4	1	2	3
12:01-12:29-12:57	<i>Advisory / Lunch</i>											
1:01-1:38	5	6	7	5	6	7	5	6	7	5	6	7
1:42-2:19	6	7	5	6	7	5	6	7	5	6	7	5
2:23-3:00	7	5	6	7	5	6	7	5	6	7	5	6

## *Early Dismissal Schedule*

<i>Class Times</i>	<b>1-5</b>	<b>2-6</b>	<b>3-7</b>	<b>4-5</b>	<b>1-6</b>	<b>2-7</b>	<b>3-5</b>	<b>4-6</b>	<b>1-7</b>	<b>2-5</b>	<b>3-6</b>	<b>4-7</b>
8:00-8:43	1	2	3	4	1	2	3	4	1	2	3	4
8:47-9:29	2	3	4	1	2	3	4	1	2	3	4	1
9:33-10:15	3	4	1	2	3	4	1	2	3	4	1	2
10:19-11:01	4	1	2	3	4	1	2	3	4	1	2	3
11:05-11:33-12:01	<i>Advisory / Lunch</i>											
12:05-12:48	5	6	7	5	6	7	5	6	7	5	6	7
12:52-1:34	6	7	5	6	7	5	6	7	5	6	7	5
1:38-2:20	7	5	6	7	5	6	7	5	6	7	5	6

# August 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Link Training	5 Link Training	6
7	8 Fall Sports Begin Freshman Laptop Training	9	10 Professional Development	11 Professional Development	12 Professional Development	13
14 New Student Potluck Picnic 1:00-4:00 PM	15 Orientations for 10, 11 and 12 Freshman LINK Orientation	16 Freshman Orientation & New Parents' Orientation	17 Classes Begin 8:00 Start Noon Dismissal  1-5	18  Mandatory Fall Sports Team/Parent Meeting 5:45 pm 2-6	19 Green & Gold Day Pep Rally Team Pictures 3pm  Green & Gold Games Football Jamboree 3-7	20
21	22  4-5	23  1-6	24 Late Start 9:00  All School Mass  2-7	25  3-5	26  4-6	27  Kennedy Golf Tournament
28	29  1-7	30  2-5	31 Late Start 9:00  Back to School Night 7:00 PM 3-5			

# September 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				4-7	1-5	
4	5 Labor Day No School	6	7 Late Start 9:00	8	9	10
		2-6	3-7	4-5	1-6	
11 Family Mass	12	13	14 Late Start 9:00	15	16	17
	2-7	3-5	4-6	1-7	2-5	
18	19	20	21 Late Start 9:00	22	23	24
	3-6	4-7	1-5	2-6	3-7	
25 Spirit Week	26	27	28 Late Start 9:00  All School Mass	29	30	
	4-5	1-6	2-7	3-5	Homecoming Games 4-6	

# October 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1  Homecoming Dance
2	3  1-7	4  Kennedy High School Night 7:00 PM  2-5	5  Late Start 9:00  3-6	6  Picture Retakes  4-7	7  1-5	8
9	10  Student Appreciation Day No Classes	11  2-5	12  Late Start 9:00  Junior Ring Mass  3-7	13  4-5	14  End 1st Quarter  1-5	15  PSAT at Kennedy
16  ZAPS ACT Prep Class  12:30-6:00	17  2-7	18  Testing Day Noon dismissal  2-5	19  Late Start 9:00  3-5	20  4-6	21  1-7	22  ACT at Kennedy
23	24  2-5	25	26  Late Start 9:00  3-5	27  4-6	28  1-7	29
30	31  3-7	Parent-Teacher Conferences 4:00-6:00  3-5	All School Mass  4-7	1-5	2-5	

# November 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 All Saints Day No Classes	2 Late Start 9:00	3	4	5
			4-5	1-6	2-7	
6 Open House Noon - 4:00 pm	7 Professional Development No Classes  Winter Sports Begin	8	9 Late Start 9:00  Senior KAIROS	10  Senior KAIROS	11  Senior KAIROS	12  Kennedy Auction
		3-5	4-5	1-7	2-5	
13	14	15  Fall Sports Banquet 6:30pm	16 Late Start 9:00	17  Fall Play 2-6	18 Winter Sports Pep Rally Green & Gold Day Team Pictures 3 pm	19  Fall Play
	3-5	4-7	1-5			
20	21 Green & Gold Games  Mandatory Winter Sports Teams/Parent Meeting 5:45 pm 4-5	22  Thanksgiving Mass  1-6	23  8:00 Start 11:30 Dismissal  2-7	24  Thanksgiving No School	25  No School	26
27	28  3-5	29  4-6	30 Late Start 9:00  1-7			

# December 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 Holiday Boutique
4	5 Christmas Concert 4-7	6 1-5	7 Late Start 9:00 Advent Penance Service 2-6	8 2-5 No Classes Feast of the Immaculate Conception	9 3-6 3-7	10
11	12 4-5	13 1-6	14 Late Start 9:00 2-7	15 3-5	16 End 2nd Quarter 4-6	17
18	19 Exams	20 Exams	21 Exams	22 Christmas Break	23 Christmas Break	24
25 Christmas Day	26 Christmas Break	27 Christmas Break	28 Christmas Break	29 Christmas Break	30 Christmas Break	31

# January 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Christmas Break	3 Professional Development No Classes	4 Late Start 9:00  Classes Resume 1-5	5  Epiphany Mass 2-6	6 3-7	7
8	9 4-5	10 1-6	11 Late Start 9:00 2-7	12 3-5	13 4-6	14
15	16 Dr. Martin Luther King Day No Classes	17 1-7	18 Late Start 9:00 2-5	19 3-6	20 4-7	21
22	23 1-5	24 2-6	25 Late Start 9:00 3-7	26 4-5	27 1-6	28 Father/Daughter Dinner Dance
29 Catholic Schools Week	30 Class Masses Grades 9 & 11 2-7	31 3-5				

# February 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Late Start 9:00  Class Masses Grades 10 & 12  4-6	2   1-7	3   2-5	4   Winter Dance
5	6  3-6	7  4-7	8 Late Start 9:00  1-5	9  Archdiocesan Choral Festival  2-6	10   3-7	11   Incoming Freshman Placement Testing
12	13  4-5	14  1-6	15 Late Start 9:00  2-7	16   3-5	17  Professional Development No Classes	18
19	20  President's Day No School	21  Incoming Freshman Registration 4-6	22 Late Start 9:00  Ash Wednesday Mass 1-7	23   2-5	24  Pack the Gym Night 3-6	25
26	27  Spring Practices Begin 4-7	28  1-5	29  2-6			

# March 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1  End of 3rd Quarter  3-7	2  Special Olympics	3
4	5  Professional Development No Classes	6  4-5	7  Late Start 9:00  1-6	8  Winter Sports Banquet 6:30 pm 2-7	9  Green & Gold Day Spring Pep Rally Team Pictures 3 pm  3-5	10
11	12  4-6	13  1-7	14  Late Start 9:00  Mandatory Winter Sports Team/Parent Meeting 5:45 pm 2-5	15  Musical  3-6	16  St. Patrick's Day Observed No Classes  Musical	17  Musical
18  Musical	19  4-7	20  1-5	21  Late Start 9:00  Junior KAIROS 2-6	22  Junior KAIROS 3-7	23  Junior KAIROS 4-5	24
25  ZAPS ACT Prep Class  12:30-6:00	26  1-6	27  2-7	28  Late Start 9:00  Lenten Penance Service  3-5	29  NHS Induction Ceremony 7:00 PM  4-6	30  1-7	31  Mother & Son Dinner Dance

# April 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Late Start 9:00  Holy Week Service	5  Holy Thursday No Classes	6  Good Friday No Classes	7
8  Easter Sunday	9  Spring Break	10  Spring Break	11  Spring Break	12  Spring Break	13  Spring Break	14  ACT at Kennedy
15	16  Classes Resume	17	18 Late Start 9:00  Easter Mass	19	20	21
22	23  1-5	24  2-6	25 Late Start 9:00  3-7	26  4-5	27  1-6  Prom	28
29	30  Fine Arts Night  3-6					

# May 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Late Start 9:00  Fine Arts Banquet	3	4	5
		4-7	1-5	2-6	3-7	
6  Baccalaureate Mass & Dinner	7	8  Senior Recognition Assembly	9  8:00-12:05 Junior/Senior Exams  Professional development after exams	10  8:00-12:05 Junior/Senior Exams  Professional development after exams	11  Mass & Junior Awards Ceremony  Jr. Service Projects Begin	12
	4-5	1-6	2-7	3-5	4-6	
13	14	15  Fr/Soph Awards Ceremony	16 Late Start 9:00  Graduation Practice 10:00 am	17  Graduation 7:00 pm	18	19
	1-7	2-5	3-6	4-7	1-5	
20	21  Spring Sports Banquet 6:30pm 2-6	22  End 4th Quarter 3-7	23  Fresh/Soph Exams	24  Fresh/Soph Exams	25  Fresh/Soph Exams	26
27	28  Memorial Day	29	30	31		

# June 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					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

# June 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					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

# John F. Kennedy Catholic High School Technology

## Introduction

The purposes of this section are to describe the technology services available at John F. Kennedy Catholic High School, explain how to access and use the various services correctly, and to describe the support that is available through Kennedy's PC Hospital and Technology Department.

All students are **required** to use a Kennedy laptop computer. The student laptops are the property of John F Kennedy Catholic High School are provided via a use agreement. Families will have an option to purchase the laptops when their student graduates.

The school has a wide variety of technology resources including projectors, scanners, digital cameras, and printers. **These resources are for academic use only.** If a student is unable to find a needed technology resource, he/she should see Mrs. Wilson, Technology Coordinator.

## Kennedy Acceptable Use Policy

Access to computer systems, networks, and laptops owned or operated by John F Kennedy Catholic High School is a privilege, not a right, and entails adherence to School policies, as well as federal, state, and local laws.

Acceptable use requires responsibility and ethical behavior with respect for intellectual property, ownership of data, system security, and individuals' rights to privacy. Intimidation, harassment, and unwarranted annoyance of others over the network are not permitted.

- Use computer resources and the Internet only for academic purposes during school hours. Students may use their

computer for non-academic purposes when logged into their home profile during non-school hours, but may not use Kennedy's Internet for non-academic purposes at any time.

- Internet access is for academic purposes only. Students should not use Kennedy's Internet access to download music or videos, play games on-line, or access personal email accounts at any time, including before and after school hours.
- While at school, do not leave your laptop unattended. Students are required to have their laptops with them or in a locked locker at all times. Students will be assessed a fine of \$10 to retrieve unattended laptops.
- Do not share your user ID and password with others. You are responsible for all activities that occur from your user ID. Students requiring assistance with the user ID and/or password should seek help from Mrs. Wilson or the PC Hospital.
- Do not use another person's login ID or access another person's folders, work or files.
- Do not attempt to circumvent or otherwise subvert the Kennedy system and network security measures.
- Do not monopolize, overload, debilitate, or disable computers, systems or networks through misuse or overuse of electronic distribution or storage space.
- Do not engage in activity that may in any way be harmful to computer systems, hardware, or software. This includes propagating viruses, disrupting services, and damaging files as well as monopolizing, overloading, debilitating, or disabling computers, systems or networks through misuse or overuse of electronic distribution or storage space.
- Protect yourself and others in the Kennedy community by not sharing personal information using electronic resources.
- Use only legal versions of copyrighted software in compliance with vendor license requirements. Do not make copies of copyrighted software for personal use. Do

not store or transmit illegal software using Kennedy's computer systems.

- USB devices may be used for academic purposes only with permission from Mrs. Wilson or the PC Hospital. Do not bring music or game files to Kennedy for personal use on a USB device.
- Do not load files onto another student's laptop.
- The Kennedy systems and networks may not be used for commercial or political purposes including but not limited to using electronic mail to circulate advertising for products or for political candidates or for money-making activities for personal gain.
- Use school email appropriately and only for school related communication. It is monitored by the Technology Department.
- Do not access, upload, download, transmit, display or distribute obscene or sexually explicit material or language.
- Do not deface any computer resources including laptops. Since laptops are not owned by the students and may be replaced at any time, use of decorative stickers, paint, fingernail polish, etc. is strictly prohibited and may result in a fine up to \$100.
- No electronic device should be used at Kennedy without permission of the Principal or the Technology Department. No device should be attached to the Kennedy network without permission from the Technology Department.

Violations of the Acceptable Use Policy will be subject to demerits, detention, suspension, and/or expulsion, depending on frequency and severity of violation. The discipline coordinators, technology coordinator, and administration will become involved as needed.

### **Electronic Mail**

Electronic mail is available to all students. **Email is a privilege.** The school email account is to be used for academic purposes only, such as communicating with teachers, communicating with

fellow students regarding school related items, and sending work to and from school. Personal email accounts should NOT be accessed using the Kennedy network for security and network support reasons.

New students will receive their new account information at the laptop training session. Returning students needing assistance with their email account should contact Mrs. Wilson, Technology Coordinator.

### **Network ID and Password**

Upon admittance, each student will be assigned a Kennedy network ID and password used to access Kennedy's network. Students should not share this information with anyone else. Students requiring assistance with either their ID or password should contact Mrs. Wilson or Mr. Hoffmann.

### **File Storage**

Students are provided a user directory on a Kennedy server to store files for academic use. These files are backed up regularly by Kennedy, but students may wish to make an additional backup to My Documents (which is stored locally on the laptop) or to a flash drive.

The Homework folder on the desktop allows students to transfer files from the School side to the Home side of the laptop. This folder's contents are only stored on the local computer and are not backed up to a server. Students should regularly back these files up to the user directories on the Kennedy server or to a flash drive.

### **Edline**

Edline is an online service for parents and students that is provided by Kennedy. Through Edline, students will have access to assignments and other important school information. Parents will be able to view their children's class schedules as well as the school calendar and read notes from teachers. Please note: students and parents will be given separate accounts. It is

important to check your own account in order to receive important messages and access homework resources.

Edline can be accessed through the Kennedy website or directly at [www.edline.net/pages/John\\_F\\_Kennedy\\_High\\_School](http://www.edline.net/pages/John_F_Kennedy_High_School). New students and parents will be given an Edline activation code at the beginning of the school year, along with directions on how to active the account. Directions will also be provided for parents with active accounts who need to add a new student.

### **PowerSchool Portal**

All students and parents are given an access code and password to the PowerSchool Portal to access grades and attendance information. The Portal can be accessed from Edline or the Kennedy website. Contact Mrs. Wilson with access questions.

### **Rights and Privileges**

The student has rights (within the limits of these guidelines, responsibilities and prohibitions) to the Kennedy instructional network, including personal storage space. Storage space should be cleaned periodically. It is important that students keep their passwords secure and private. However, users should not expect files to be private. Kennedy reserves the right to review files on the network or anywhere on a student laptop for security reasons.

### **Printing**

Students are asked to follow Kennedy's "green" mission to protect the environment. Students should limit printing to required printing for academic purposes only. The Technology Department monitors printing and may impose limitations on printing if necessary.

### **Sanctions**

Violation of this agreement will result in disciplinary action. Each offense will be reported to the Associate Principal who will determine the consequences in conjunction with the Discipline Coordinator.

## **Student Laptops**

The laptops are leased by Kennedy. The students and families do NOT own the laptops. Kennedy reserves the right to monitor and remove inappropriate or illegally obtained materials and/or software from both the school and home sides. Students should not load anything on their school or home side that they would not like others to see.

As a service to the families, the laptops are configured with both a home and a school side. The school side is configured for school use and should NOT be altered in any way by the students. The home side is configured so students may use it at home, including the legally loading of software needed for accessing a printer or accessing the Internet. Students should not violate copyright laws by illegally downloading music or software anywhere on their machine. Students who abuse the use of the home side may lose the privilege of having a home side on their laptop.

**Students should not deface the laptops by using stickers, paint, nail polish, etc. Charges to Kennedy from the lease company for this damage will be assessed to the students through a fine of up to \$100.**

## **Contents of Kennedy Laptop Package**

- IBM Thinkpad T410 or x220 with manuals
- Laptop case
- Battery
- Power cord
- Lock

Students are responsible for replacement costs if any of these items are lost or damaged.

**The current replacement costs are listed below (subject to change):**

- **AC Adapter/Power Cord: \$ 50.00**
- **Standard Battery: check with PC Hospital for current price – approximately \$120**

- **Laptop case: \$ 50.00**
- **Manuals: \$ 10.00**

## **PC Hospital**

The purpose of the PC Hospital is to provide students with hardware/software support and troubleshooting services for their laptops. In case of software or hardware problems, students are to contact the PC Hospital. Do not seek outside support without first contacting the PC Hospital.

**PC Hospital Hours:** Monday – Friday  
7:30 am – 3:30 pm

## **PC Jail**

For security reasons, students must have their laptop on their person or in their LOCKED locker. Laptops that are not secure will be confiscated and placed in PC Jail. In order to retrieve a laptop, the student must either pay the bail or fill out an IOU. The bail fine is \$10. Report cards and transcripts will be held until all fines are paid. The goal is to help the students understand the importance of keeping their laptop secure and respect school property. If a student's laptop is a frequent visitor to PC Jail, the Technology Department will contact home.

## **Warranty, Insurance, Repairs, and Upgrades**

Periodically, students will be required to turn in their laptops for upgrades to the system or software. The PC Hospital may need to keep the machine for up to a week while the upgrades or re-imaging occurs. The upgrades and re-imaging should not affect the home files. Whenever possible, students, parents, and teachers will be notified of these updates in advance so that preparations can be made.

ThinkPad Insurance does not cover intentional damage. A damaged screen, keyboard, and defaced/cracked casing may be deemed intentional. **If the damage is determined to be intentional, students will be required to pay for the repairs before the laptop will be released to the student.** Costs for individual repairs vary from \$140 for damaged keyboard, \$50-

\$200 for casing, to \$850 for a cracked screen and/or charges of \$25 per hour for reconfiguration or forensics investigation. Costs are subject to change.

The following common problems may be encountered:

**Software Problems:**

- On the school profile, software issues will be fixed or the laptop will be re-imaged.
- On the home profile, Kennedy will provide a limited amount of support to assist in set up. If necessary, Kennedy will re-image the home profile to fix set up or malware/virus issues.

**Hardware Problems covered under Warranty-Kennedy will repair onsite:**

- Defective parts
- Reseating loose connectors
- Non-customer level adjustments

**Problems covered under ThinkPad Protection—sent to IBM for repair:**

- Warranty upgrade that covers any non-warranty issues not related to abuse
  - If IBM determines the cause to be abuse, then the repair is not covered under ThinkPad Protection. (See below for options.)
  - If available, a loaner will be provided to the student. If there is a history of abuse, then no loaner will be available. Student and parents will be warned if this is an issue.

**Non-Warranty/Non-ThinkPad Protection:**

- Some repairs can be done through PC Hospital for a fee.
- IBM will repair for a fee.

## Loss/Theft:

- If your laptop is stolen, the student must provide a police report and/or an insurance claim to receive a loaner. The student will still be required to complete payment for the lost laptop.
- Lost laptops might be covered under your Homeowners Insurance Policy—please check with your provider.
- You may also consider purchasing insurance specifically for the laptop. National Student Services Inc. has a “Personal Property Plan” for students. For more information, please visit: [www.nssinc.com](http://www.nssinc.com)

## Laptop Maintenance

- Students should use extreme care to protect the laptop from damage. Even when the laptop is in the case, **never drop the laptop or throw it down on a table or floor. Students will receive a \$5 for dropping or throwing the laptop.**
- Do not remove the school labels or the labels that display the serial number and the Windows sticker on the bottom of the laptop.
- Be careful with your laptop in extreme temperatures.
  - High heat can cause battery, screen, and component issues.
  - Extreme cold may cause the screen to break. If the laptop has been left in the cold, let the laptop warm up to room temperature before opening.
- The bag has a compartment for the power cord and accessories.
- Keep the laptop secure in the case when not in use—zip the case!
- Never slam the laptop closed!!!!
- Never hold the computer by the hinges or the screen—always carry the laptop by the base.
- Always be careful with the screen & clean with a clean soft cloth.
- **DO NOT USE HOUSEHOLD CLEANERS ON THE LAPTOP.**

- Do not put stickers on the case or deface the laptop with writing, nail polish, gel pens, or any other decoration. Kennedy must pay for these “damages”, and that cost will be transferred to the student.
- Always keep the label on the bag—it should show the student name, student #, and the laptop serial number.
- Do not leave the laptop in sleep mode for more than one hour.

## **Battery Maintenance**

The best way to keep your battery life at 100% is to drain your battery to at least 3% before recharging it. If you only partially discharge your battery and start recharging, you will lose some of your battery life each time. **Batteries have a one year Warranty.** Each student may receive one additional battery during the time the laptop is issued to him/her. Additional batteries following this are the responsibility of the student.

- While at school, please ensure that you have at least 10% power before each class when you will need the laptop.
- You can unplug when your battery is fully charged ... Keep your Standard Battery and Power cord with you.
- Please LOCK THE BATTERY LATCHES on the Bottom of the Laptop.
- Be extremely careful to prevent damage to the battery through rough handling of the laptop. Students will be charged a \$50 fee for damaged batteries.

Students are responsible for making sure that their batteries are charged and ready for class.

- Many teachers have extra outlets in the classroom that they may let you use. Ask permission and make sure that it will not interfere with the classroom activity.
- Students may recharge their laptops in the Library, but they must remain with the laptop.
- Students will be provided one extra battery if needed during the lease period at no charge. Additional batteries may be purchased through IBM or Mr. Hoffmann, PC

Hospital, will order one for them at cost. Damaged batteries will be assessed to the student.

## **Your Home Account**

Students may use the “home side” of the laptop for personal as well as academic use. Students should only log into the home side off-campus. Personal software, music, and peripherals may be installed on the home side of the computer. The PC Hospital will provide limited support for the home side and will re-image it when necessary to eliminate viruses and malware issues. Students should be careful to back up any files on the home side regularly.

## **PC Protection**

The anti-virus software, Nod32, is provided on both the school and the home side of the laptop. Malware is the cause of many computer problems, and without protection, your data is susceptible to being destroyed. **It is essential that the student and his/her family keep the antivirus running and updated on both the school and the home side so that your machine is protected from even the newest viruses. Students should plan to run a complete scan at least once a week by leaving the laptop logged in and plugged in overnight—scans will run after midnight.**

Installing and running a firewall for your home side is important. This is especially important for users of high-speed Internet, but is not necessary for users with dial-up Internet access. The firewall will block hackers from prying into your computer.

## **Connecting to the Internet**

In order to connect to the Internet at home, it is necessary to subscribe to the services of an Internet Service Provider (ISP), such as AOL, Charter PipeLine, AT&T DSL, etc. Each Internet Service Provider has installation procedures and software that are provided by the specific company. Please contact the ISP of your choice to discuss services and installation procedures.