



July 2009

Dear Parents and Students,

It is exciting to see the preparations taking place on campus for the 2009-2010 school year. This handbook contains the rules and regulations with which both students and parents agreed to comply at the time of registration. Please review this entire handbook together as you prepare for the new school year. Please pay particular attention to the following additions:

- Clinic Policy on page 28 notes that it is the parent's responsibility to arrange for prompt pick up of an ill child.
- Locker Policy on page 24 states that students must use the assigned locker and lock. The Code of Conduct on page 41 now includes locker violations.
- Theft Prevention on page 24 encourages students to take precautions to prevent theft of personal belongings.
- Internet Safety Guidelines on page 27 caution students to refrain from posting personal information on the Internet which could be damaging to their personal safety or character.

A helpful guide is provided on page 8 if you need assistance but are not certain where to seek help. The map on the adjacent page denotes the two drop-off and pick-up zones for parents transporting children.

If you have any questions or would like clarification on any portion of this handbook, please contact me or any administrator. Speaking for the entire faculty and staff, we look forward to working with you this school year.

Sincerely,

A handwritten signature in black ink that reads 'Todd M. Orlando'.

Todd M. Orlando  
Principal

*"Preparing young people for college and for life"*

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## **BISHOP KENNY HIGH SCHOOL**

Bishop Kenny High School, Inc. was founded in 1952 and is named after The Most Reverend William J. Kenny, D.D., the third bishop of the Diocese of St. Augustine.

The school serves approximately 1,375 students in grades 9 through 12. It is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI) and is a member of the National Catholic Education Association, the College Board, and the National Association for College Admissions Counseling.

## **MOTTO**

“Preparing young people for college and for life”

## **VISION STATEMENT**

Bishop Kenny graduates will be persons of integrity and responsible decision-makers, able to face the challenges of life by engaging the lessons learned in our faith-guided environment.

## **MISSION STATEMENT**

Bishop Kenny High School, Inc. is a Catholic college preparatory high school that serves a diverse student body from the greater Jacksonville area.

Our mission is to assist parents in the education of their children by providing a culture of faith, personal enrichment and high academic standards in which all students can achieve and excel as they prepare for college and life.

## **COMMITMENT TO OUR CATHOLIC IDENTITY**

As a Catholic high school community, we participate in the mission of the Catholic Church.

### **We strive to:**

- ◆ proclaim the Gospel message in word and deed.
- ◆ build a Catholic faith community.
- ◆ celebrate through prayer and worship.
- ◆ promote service to others, especially the poor and vulnerable.
- ◆ provide opportunities for spiritual growth.
- ◆ welcome those who seek to share in our spiritual and educational vision.
- ◆ promote the sharing of Christian values among all in the school community.

## **BELIEF STATEMENTS**

### **We believe that:**

1. the commitment to our Catholic identity fosters the development of the whole person – spiritual, physical, intellectual, moral, social, emotional, and aesthetic.
2. learning is paramount and requires commitment, personal responsibility, integrity and self-discipline.
3. challenging students to think creatively and critically produces quality work and a desire for life-long learning.
4. every student can learn when instructional practices support different learning styles.
5. respecting cultural, socioeconomic, physical and intellectual differences must be lived out in our school community.

6. a safe and structured environment is necessary for effective learning to take place.
7. education requires the competent and ethical use of technology and other resources.
8. a commitment to continuous improvement is essential to maintaining a quality school.

## **PHILOSOPHY OF CATHOLIC EDUCATION AT BISHOP KENNY HIGH SCHOOL**

Bishop Kenny High School, Inc. is a Catholic, college preparatory institution which accepts the challenge that places it at a critical turning point in our students' lives. We provide our students with multiple activities that inspire growth and development in six primary areas: spiritual, intellectual, physical, aesthetic, social and moral.

As Catholic educators, we seek through collaborative efforts to nurture the development of the whole person. The teachings of Jesus Christ provide the inspiration which leads toward the discovery and fulfillment of one's purpose in life.

Bishop Kenny's academic program provides for the mastery of the basic concepts of each discipline. Students are engaged in an active learning process that encourages independent thinking.

Our physical development program is an integral part of every student's educational experience. The program provides instruction in skills, the opportunity for competition, and training in the fundamentals of health and fitness.

Bishop Kenny's curriculum and activities are formulated and implemented with a view toward moral development. We encourage and support the home, community, and Church in a collective effort to promote Christian values. We also prepare students to take active roles as adult citizens in a democratic society.

Therefore, and corresponding to the basic needs of youth, our goals are as follows:

- ◆ To provide for the spiritual development of our students by helping them come to the realization that God is the source of all being and that they are sustained by the sacramental and prayer life of the Church
- ◆ To provide for the intellectual development of our students by formal instruction, by encouraging the use of reason in the solution of problems, by fostering an appreciation for scholastic achievement, and by creating a capacity for intellectual leadership
- ◆ To provide for the physical development of our students and to promote the value of physical activity conducive to good health and self-esteem
- ◆ To provide the opportunity for our students to examine moral implications for the economy, ecology, culture, technology, and politics of the world
- ◆ To instill democratic principles and to foster patriotism in our students
- ◆ To offer our students extracurricular activities which provide leadership and service opportunities in the school and community
- ◆ To involve the administration, faculty, staff, students, parents, and community in the implementation of the school objectives

## ADMINISTRATION

President	Rev. Michael R. Houle
Principal	Mr. Todd Orlando
Vice Principal of Operations/Director of Athletics	Mr. Robert West
Vice Principal of Academics & Student Services	Mrs. Mary DeSalvo
Academic Dean	Mrs. Deborah Coultrip
Dean of Students	Mr. David Williams
Director of Development	Mrs. Sheila Marovich
Director of Campus Ministry	Deacon Robert DeLuca
Assistant Academic Dean	Mrs. Laura Yocum
Assistant Dean of Students	Mrs. Laurie Wray
Assistant Dean of Students	Mr. Mark Thorson
Auxiliary Services Manager	Mr. Tommy Edwards

Telephone	(904) 398-7545
School Fax	(904) 398-5728
Office of the President Fax	(904) 399-8280
Director of Athletics Fax	(904) 399-8280
Office of Guidance Services Fax	(904) 398-0319
CEEB or High School Code	100740
Web site	<a href="http://www.bishopkenny.org">www.bishopkenny.org</a>
School Address	1055 Kingman Avenue Jacksonville, FL 32207

## FACULTY

Bishop Kenny High School has a professional staff of 90 men and women dedicated to the education and development of each student. Faculty members are state certified teachers with an average teaching experience of 13 years. Approximately 40% hold masters level degrees.

## HANDBOOK AMENDMENTS

The administration reserves the right to amend this handbook at any time during the school year.

## ADMISSION POLICY

Students attending Catholic, private, or public schools who qualify academically and desire to pursue the scholastic, athletic, and spiritual programs offered at Bishop Kenny High School are welcome to apply. Admission is granted regardless of race, sex, creed, or national origin on a space-available basis. Admission is contingent upon promotion from the previous grade. The applicant must also have no significant disciplinary history. The president is the admission officer.

## TUITION

### TUITION & FEES 2009-2010

One Catholic student in family at Bishop Kenny	\$6,200.00
Two Catholic students in family at Bishop Kenny	\$11,500.00
Three or more Catholic students in family at Bishop Kenny	\$15,500.00
Non-Catholic students (each student)	\$9,100.00

*\*Includes scheduling, academic, and technology fees as well as course materials (unless otherwise indicated in course catalog), catastrophic student insurance, locker/lock, guidance services, media/library services, as well as standardized and AP testing. **Does not include** PE uniforms, field trips, parking permits, student directories, yearbook, or Saturday School fee.*

## TUITION PAYMENT

**ALL** tuition and fees paid to Bishop Kenny High School are **NON-REFUNDABLE** regardless of the date of a student's withdrawal from the school. Payment of tuition and fees according to this schedule is required to maintain a student's registration at Bishop Kenny High School.

Bishop Kenny High School has contracted with the **FACTS Management Company** to electronically process monthly tuition payments. **FACTS accepts Amex, Discover, MasterCard, and ACH debit for tuition payment. Registration and tuition payments are non-refundable.**

### FACTS Program Details:

- ❖ Visit [www.bishopkenny.org](http://www.bishopkenny.org) to find a link to the FACTS website for fast easy enrollment. An annual fee of \$41 will be assessed at the time of enrollment.
- ❖ At the time of enrollment, you may choose the 5th or 20th of the month for your payment to be processed
- ❖ You may check your account online from the convenience of your home or office.
- ❖ FACTS accepts ACH debit and credit cards (AMEX, Mastercard, and Discover).

### NON-REFUNDABLE REGISTRATION COSTS\* (per student)

By March 5, 2009	\$1,100.00
March 6-March 31, 2009	\$1,150.00
April 1-April 30, 2009	\$1,175.00
After April 30, 2009	\$1,200.00

### TUITION SCHEDULE (per student)

*FACTS automatic withdrawal on the 5th or the 20th of each month*

May 2009	Tuition #1
June 2009	Tuition #2
July 2009	Tuition #3
August 2009	Tuition #4
September 2009	Tuition #5
October 2009	Tuition #6
November 2009	Tuition #7
December 2009	Tuition #8
January 2010	Tuition #9
February 2010	Tuition #10

For accounts that are not current, grade reports will be held and students will not be permitted to register for the next school year.

## RESIDENCE AND CUSTODY REQUIREMENTS

Students must live with their parent(s) or legal guardian(s). Students who live independently or with others or who are married may not remain enrolled at Bishop Kenny High School.

Foreign exchange students must reside with the family of a currently enrolled Bishop Kenny student. It is the responsibility of foreign citizens to remain abreast of all current immigration laws in order to maintain residence in the United States. Bishop Kenny High School does not give advice to students in this regard.

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.

## HOURS OF OPERATION

- ◆ School hours are from 7:55 a.m. to 2:33 p.m.
- ◆ School cafeteria open from 6:30 - 7:45 a.m. for breakfast
- ◆ Media Center open from 7:00 a.m. to 4:00 p.m.
- ◆ Classroom buildings open at 7:00 a.m. and are locked by 4:00 p.m.

## SCHOOL CLOSING

In the event of school closure, Bishop Kenny High School will follow the directive from the Duval County Public School System.

## BELL SCHEDULE

### SCHEDULE SEQUENCE

	Monday	Tuesday	Wednesday	Thursday	Friday	
7:55	X	X	X	X	X	8:45
8:51	A	F	E	C	B	9:46
9:52	B	A	F	D	C	10:47
10:53	C	B	A	E	D	12:30
12:36	D	C	B	F	E	1:31
1:37	E	D	*	A	F	2:33

Lunch: 10:53-11:22    11:27-11:56    12:01-12:30

Morning Announcements: 9:43

Afternoon Announcements: 2:30 (Wed. 1:28)

\*Early Dismissal: 1:31

## LIBRARY/MEDIA CENTER

- ◆ Hours are 7:00 a.m. to 4:00 p.m.
- ◆ Students must adhere to Internet Policy.
- ◆ Students are required to present a Student ID to check out materials and access computers.
- ◆ Students are responsible to familiarize themselves with and adhere to library policy and procedures.



## AUXILIARY SERVICES/ CRUSADER CORNER

\*Lost and Found items will be discarded at the end of each month.

- ◆ Hours of operation are 7:15 a.m. - 3:00 p.m.
- ◆ The following services are available to the Bishop Kenny community at Crusader Corner, located in the 300 Building:
 

Athletic Participation	Locks And Lockers	Tickets
BK Apparel	Parking Permits	Ties
Jackets	School Supplies	Uniform Information
*Lost And Found	Textbook Information	

## TEXTBOOKS

Book purchases, both new and used, are made online through MBS Direct, using the course list mailed to students/parents in July. Log on to the Bishop Kenny website at [www.bishopkenny.org](http://www.bishopkenny.org) and select the Virtual Bookstore tab. Students must secure required text(s) for each class prior to the first day of school.

**Note** – In order to secure the proper textbooks, parents/students should use MBS Direct for all textbook purchases. Textbook editions may vary according to availability. Bishop Kenny High School reserves the right to make changes to the book list prior to the release of course lists mailed in July. Due to contractual agreement with MBS Direct, Bishop Kenny cannot distribute textbook ISBN numbers.

## WHERE TO GO FOR ASSISTANCE

Accidents	<i>Nearest School Office</i>	Locks and Lockers	<i>Crusader Corner</i>
Admissions	<i>Development Office</i>	Lost & Found	<i>Crusader Corner</i>
Attendance Information	<i>Dean's Office</i>	Parking Permits	<i>Crusader Corner</i>
Career Information	<i>Guidance Office</i>	Permission to Leave School	<i>Dean's Office</i>
Change of Address	<i>Main Office</i>	Registration	<i>Main Office</i>
College Financial Aid	<i>Guidance Office</i>	Report Cards	<i>Guidance Office</i>
College Scholarships	<i>Guidance Office</i>	School Supplies	<i>Crusader Corner</i>
Counseling (academic)	<i>Guidance Office</i>	Spiritual Assistance	<i>Campus Ministry</i>
Counseling (personal)	<i>Campus Ministry</i>	Standardized Test Information	<i>Guidance Office</i>
	<i>Guidance Office</i>	Student IDs	<i>Crusader Corner</i>
Course Placement	<i>Academic Office</i>	Student Schedules	<i>Guidance Office</i>
Discipline	<i>Dean's Office</i>	Student Visitors	<i>Development Office</i>
Early Dismissal	<i>Dean's Office</i>	Summer School	<i>Guidance Office</i>
Event Tickets	<i>Crusader Corner</i>	Tardy to School	<i>Dean's Office</i>
Finances	<i>Business Office</i>	Textbook Information	<i>Crusader Corner</i>
Financial Aid	<i>Business Office</i>	Theft or Vandalism	<i>Dean's Office</i>
Fingerprinting	<i>Activities Office</i>	Transcripts	<i>Guidance Office</i>
Homework Requests	<i>Main Office</i>	Uniform Information	<i>Crusader Corner</i>
Illness	<i>Clinic</i>	Visitors	<i>Main Office</i>
Locate a Student	<i>Main Office</i>	Volunteer Information	<i>Activities Office</i>
Locate a Teacher	<i>Main Office</i>	Withdrawal from School	<i>Main Office</i>

Please direct questions regarding student progress to the classroom teacher.

## CAMPUS MINISTRY

The mission of the Office of Campus Ministry at Bishop Kenny High School is to enable the members of the school community to experience, claim, and celebrate the richness of the Catholic tradition and spirit. Campus Ministry plays a unique role in the goal of forming graduates of competence, conscience, and compassionate commitment to Christian service through retreat programs, service learning, and liturgical planning.

The goals of Campus Ministry are:

- ◆ to form a faith community on campus
- ◆ to assist in the formation of the Catholic conscience of our students, faculty, staff and administration
- ◆ to aid in making social justice an integral part of the school's mission
- ◆ to help form future leaders for Church and society
- ◆ to ensure the Catholic identity of the school

The Campus Ministry department works to achieve these goals utilizing the following means:

- ◆ student and faculty Opportunities for Spiritual Growth
- ◆ school liturgies: Eucharistic and Word
- ◆ celebration of the Sacrament of Reconciliation (Advent, Lent and First Friday)
- ◆ sacramental preparation
- ◆ collections for charity
- ◆ Community Service Program
- ◆ pastoral counseling and spiritual direction
- ◆ student-centered support groups
- ◆ peer ministry (transfer student orientation)
- ◆ school-parish relationship

Additionally, the Campus Ministry department works collaboratively with the Religion department. Together they play an important role in helping students experience living and learning, fully integrated in the light of faith. Employing a variety of learning methods, the program's goals are:

- ◆ to empower adolescents to become disciples of Jesus who witness to their beliefs by living lives of faith, hope and charity
- ◆ to foster the total personal and spiritual growth of each young person entrusted to our care
- ◆ to draw young people to responsible participation in the life, mission and work of the faith community

Perhaps, the most important task of the Office of Campus Ministry is ongoing pastoral care and counseling through which students receive help in dealing with issues of personal and interpersonal challenge and growth, and in coping with times of stress or crisis. Campus ministry facilitates a group called Spectrum in an effort to reach out and support families in crisis and adolescents who live in single-parent or blended families (<http://www.rainbows.org>). Campus ministers are available to community members throughout the school day, before and after school, and by appointment.

We are richly blessed to have a chapel on campus where the Blessed Sacrament is reserved and Mass is celebrated on Monday, Wednesday, Thursday, and Friday at 7:15 a.m. On Tuesdays, a Liturgy of the Word service is conducted at 7:15 a.m. Students, faculty, parents and staff are welcome. The Bishop Paul F. Tanner chapel is located in front of the main office building.

Students are encouraged to become involved in the activities of the Campus Ministry program.

## CHRISTIAN SERVICE PROGRAM

### Personal and Social Responsibility

Committed to the religious education of the whole person, we believe that it is our unique mission to guide young people in developing a Christian social conscience and a commitment to a life of justice and peace. Participation in the combination of our education and service/action programs will enable students to accomplish this goal.

Religious education does not stop at the threshold of the classroom door. Rather, the Gospel calls us to the values of compassion and service to those in need. This both requires and involves interaction with the community in which he/she lives. Community Service is central to what we stand for as a Catholic community. Therefore all students must complete a minimum of twenty hours of community service each year they attend Bishop Kenny High School. Many students perform in excess of 100 hours of community service annually.

- ◆ The time frame for performing community service is June 1 through May 1.
- ◆ It is strongly suggested that students pace themselves by setting personal goals of five hours per quarter.
- ◆ Service hours may be adjusted on a sliding scale to accommodate transfer students. Excess hours may not be rolled over from one year to the next.
- ◆ Students are responsible for completing and submitting a Community Service Form to their religion teachers as documentation of each completed service. Downloadable forms are available online at [www.bishopkenny.org](http://www.bishopkenny.org) or in the Office of Campus Ministry. Completed forms should be submitted by the end of the quarter during which the service was performed.
- ◆ Service completed after June 1 and during the summer months, must be submitted to the religion teacher before Labor Day in order to receive credit for hours earned. A Community Service Form must be submitted.
- ◆ Seniors must complete community service hours/projects in order to participate in graduation exercises.
- ◆ Completion of community service hours is a requirement for individual student exemption from senior final exams.
- ◆ Students in grades 9, 10, and 11 must complete the minimum number of service hours in order to be promoted at Bishop Kenny High School. Class schedules and book lists are not released to individuals who have not fulfilled their service requirement for the previous year.
- ◆ Participation in the Christian Service Program aids students attempting to qualify for the Florida Bright Futures Scholarship.

Service opportunities are plentiful in the greater Jacksonville area and are regularly broadcast via daily public address announcements, posted throughout the school on bulletin boards, in Campus Ministry, in religion classrooms, and advertised by fliers. Ordinarily, service should be completed through non-profit/charitable organizations such as homeless shelters, soup kitchens, convalescent homes, home-building projects, tutoring children (especially from low-income household), and volunteering at parish festivals, community service agencies, local hospitals and parish religious education programs.

A Campus Minister serves as the Christian Service Coordinator and acts as

*continued on next page*

## **CHRISTIAN SERVICE PROGRAM** cont.

the liaison between BKHS and service organizations. The minister assists our service clubs in identifying service projects, visits the religion classrooms to encourage service and suggest opportunities for appropriate service. Each year a Service Opportunities Fair is coordinated and sponsored by Campus Ministry. Service agencies and organizations are invited to campus to exhibit and distribute information about their organization and service opportunities available to students.

When in doubt about the appropriateness of a service opportunity and in order to prevent unnecessary misunderstandings, students are encouraged to discuss their plans with their religion teacher. While students are not limited to the above mentioned service opportunities, all service hours must be volunteer (non-paid) and completed before or after school hours. Chores/service performed in the home or in a family operated business as a responsible family member are indeed commendable but are not considered community service.

Credit for participation in parish liturgical celebrations (e.g. altar serving, usher, lector, choir) may be applied to service only after the minimum requirement of twenty hours has been completed.

All questions or concerns about community service requirements should be addressed first with the religion teacher. In the case of any dispute, resolution may be sought by contacting the Community Service Coordinator on the Campus Ministry Staff.

## **SAFE ENVIRONMENT PROGRAM**

*The Charter for the Protection of Children and Young People*, adopted by the U.S. Conference of Catholic Bishops (USCCB) in 2002, is designed to insure that a “safe environment” exists for every young person within our parish and church communities.

The three components to the Charter’s safe environment program, which when implemented, enable us to create an atmosphere of trust, respect and charity are:

1. Education of Adults – The education of adults about maintaining a safe environment for children and young people.
2. Education of Children – The education of children so that they can be alert to their surroundings and better cooperate in our efforts to keep them safe; and
3. Making the Safe Environment Happen – The establishment and maintenance of a safe environment by means of background checks, monitoring, record keeping, and the provision of standards of ethical conduct.

The Office of the Principal, in collaboration with the Activities Office and the Office of Campus Ministry work to ensure compliance with “The Charter” as it pertains to faculty and staff; non-faculty coaches and volunteers; and the youth entrusted to our care.

The Diocese of St. Augustine “Safe Environment Program: Handbook for Pastors, School Principals, Diocesan Staff and Parish Leaders” may be printed out or read online at [www.dosafl.com](http://www.dosafl.com) (click on Safe Environment Program).

## GRADUATION REQUIREMENTS

Bishop Kenny High School has a college preparatory curriculum. Twenty-eight (28) credits in the following subject areas are required for graduation:

- 4 credits Religion
- 4 credits English
- 4 credits\* Mathematics
- 3 credits Social Studies
- 3 credits Science (two labs)
- 2 credits Foreign Language (same language)
- 1 credit Practical/Performing Arts
- 1 credit Life Management Skills /Personal Fitness
- 7 credits Electives
- 20 hours Community service per year
- 2.0 Cumulative GPA

\* Three years of math will be required for the class of 2010.

### To participate in the graduation ceremony:

- The student must pass all seven courses taken during the senior year and earn a 2.0 cumulative grade point average.

*NOTE: If a student fails a course during the senior year, the student will not participate in the graduation ceremony, but may be eligible to receive a Bishop Kenny High School diploma upon successful completion of course credit. (See Credit Shortage Policy.)*

- All financial and other obligations must be met.
- A student who is suspended during the senior year will not be allowed to participate in the graduation ceremony.
- 12th grade community service hours must be completed and submitted by May 1.

## GRADUATION WITH HONORS

(FOUR-YEAR AVERAGE)	Summa cum laude	4.00 and above
	Magna cum laude	3.60 - 3.99
	Cum laude	3.30 - 3.59

## VALEDICTORIAN AND SALUTATORIAN

A student must be in attendance at Bishop Kenny his/her entire eleventh and twelfth grade years in order to qualify for the distinction of class valedictorian or salutatorian.

In the event of a tie (identical grade point average) for valedictorian or salutatorian, the grades from the eleventh and twelfth grade years will be computed by averaging the final numeric grades in all courses.

## ACADEMIC REGULATIONS

- ◆ Students must pass all courses attempted each year of high school. Failure of a course(s) will necessitate summer school attendance or grade level retention. (*See Credit Shortage Policy*)
- ◆ Eighth grade courses that are high school level may appear on transcripts for college admission and scholarship purposes but do not earn academic credit toward a Bishop Kenny High School diploma.
- ◆ A religion and an English credit are required for each year of enrollment at Bishop Kenny High School.
- ◆ A student may fail to be promoted only once while at Bishop Kenny High School.
- ◆ A student may attempt a course a maximum of two times.
- ◆ Only students from a Catholic high school outside the Diocese of St. Augustine will be allowed to transfer or re-enroll in the 12th grade.
- ◆ Transfer students must have attempted a minimum of six credits per academic year.
- ◆ Credits earned by a student transferring from a non-accredited school will be validated through performance during the first quarter.
- ◆ A student transferring after the school year has begun is responsible for meeting with each of his/her teachers to determine previously covered material. This student is required to take Bishop Kenny mid-term and final exams.

## CREDIT SHORTAGE

### Non-Graduate

1 credit short	2010 Summer School
2 credits short	2010 Summer School
3 credits short	Student is not eligible to receive a BKHS diploma.

### Rising Senior

1 credit short	2010 Summer School
2 credits short	Student may make up 1 credit in 2010 Summer School. Remaining credit will be taken following successful completion of the senior year. Student will be ineligible to participate in the graduation ceremony.
3 credits short/3 failures	Student must repeat 11th grade

### Rising Junior or Sophomore

1 credit short	2010 Summer School
2 credits short	2010 and 2011 Summer School
3 credits short/3 failures	Student must repeat the grade

## SUMMER SCHOOL

Credits earned in summer school are for enrichment, to replace failures, to make up a credit shortage, or to improve grade point average.

All summer school courses must be taken at Bishop Kenny High School. Specific requirements will be published prior to summer school registration.

## **GRADE POINT AVERAGE REQUIREMENT**

A cumulative grade point average of 2.0 must be earned in all courses attempted in grades 9-12 in order to qualify for a Bishop Kenny diploma.

A student who earns less than a 2.0 cumulative grade point average at the end of a school year will be required to attend summer school.

A student who earns less than a 2.0 cumulative grade point average at the end of the sophomore and/or junior year will be placed on academic probation. The student, parent, and guidance counselor will meet to review the terms of the probation. At the end of the following school year, progress will be reviewed to determine if the conditions of the probation have been met.

## **GRADING SCALE/GPA CALCULATION**

<b>Computation</b>	<b>Points</b>	<b>Honors</b>	<b>AP</b>
A+ 98 - 100	4.0	4.5	5.0
A 94 - 97	4.0	4.5	5.0
A- 90 - 93	4.0	4.5	5.0
B+ 87 - 89	3.0	3.5	4.0
B 83 - 86	3.0	3.5	4.0
B- 80 - 82	3.0	3.5	4.0
C+ 77 - 79	2.0	2.5	3.0
C 73 - 76	2.0	2.5	3.0
C- 70 - 72	2.0	2.5	3.0
D+ 67 - 69	1.0	1.0	1.0
D 63 - 66	1.0	1.0	1.0
D- 60 - 62	1.0	1.0	1.0
F59 and below	0	0	0

## **COMPUTING FINAL GRADES**

Bishop Kenny High School computes grades annually. The final average is computed in the following manner: each quarter grade equals two-tenths, the mid-term exam equals one-tenth, and the final exam equals one-tenth.

## **REQUIREMENTS FOR MEMBERSHIP IN NATIONAL HONOR SOCIETY**

The National Honor Society is chartered by the National Association of Secondary School Principals for the purpose of recognizing and encouraging students who show a combination of outstanding scholarship, integrity of character, leadership, and service. At the end of the first semester, any Sophomore or Junior with a 3.8 cumulative GPA is invited to apply to National Honor Society, Bishop Kenny Chapter, providing the student has not previously been dismissed from the organization.

Academic qualifications are merely prerequisites for admission consideration. Detailed criteria for membership is provided to all invitees. A faculty council appointed by the principal reviews the candidates and determines selection. A 3.8 cumulative GPA must be maintained through graduation. If the member's GPA falls below a 3.8, he/she will be placed on probation for the following quarter and must earn a minimum 3.8 GPA during the probationary quarter. If a 3.8 GPA is not achieved at the end of the probationary quarter, the membership is revoked and the student is dismissed from the organization. Members who fall below the selection standards of integrity of character, leadership, and service may also be dismissed.

## **GRADE REPORTS/PROGRESS REPORTS**

Progress reports are issued halfway through each nine-week grading period and are mailed home. Please refer to the calendar on the inside back cover for issue dates. The calendar may also be found on the website at [www.bishopkenny.org](http://www.bishopkenny.org).

Report cards are issued and mailed home one week after the close of each quarter (exception: second quarter mailed in January).

Failure letters will be mailed to parents after all report cards are issued. Guidance counselors will meet with students who are failing subjects after each grade reporting period.

### **Incomplete Grades**

An incomplete grade ("I") will be given only when necessary due to illness or unusual circumstances. Upon receiving an incomplete grade the student is required to meet with the teacher and receive a schedule for completion of all missing work. All work must be completed and a grade turned in to the office within fifteen (15) school days after the end of the grading period. If the student fails to meet the required time schedule, missing work will be entered as zeros. An incomplete ("I") will be calculated as an "F" for athletic eligibility. Questions regarding incomplete grades should be directed to the guidance counselor.

## **STUDENT TUTORING**

Teachers are available before school at 7:40 a.m. and after school until 3:00 p.m. on an appointment basis for student tutoring. It is the responsibility of the student to schedule an appointment with the teacher.

The National Honor Society, Spanish Honor Society, French Honor Society, and Math Club offer free tutoring services to students after school. Tutoring schedules are posted in classrooms, on bulletin boards, on the monthly calendar, and on the school web site.

## **HONOR ROLL**

Honor roll is determined by finding the average for all courses with no grade in an individual course lower than an 85 and no grade lower than an 80 in an Honors or Advanced Placement course.

President's Honor Roll	94.00 – 100.00
Principal's Honor Roll	85.00 – 93.99

### **Academic Letter**

A student who remains on the honor roll each quarter of the school year will receive a Bishop Kenny Academic Letter at the annual awards program. Students who remain on the honor roll continuously all four years at Bishop Kenny High School receive special recognition at the Senior Awards Program.



## ACADEMIC ATTENDANCE POLICIES

(See *Attendance Policies*, page 30.)

Student attendance and punctuality records are important. Academic achievement is the result of many factors, not the least of which is school attendance and punctuality. Much more is learned in the classroom than is contained in a textbook. Students benefit most completely from their education when they play an active role in the learning process. College admissions offices and future employers use attendance records as a means to determine dependability and good citizenship.

### Missed Work

Students who miss class because of illness or school activity will be given the same number of days they have missed to make up school work. **Students must adhere to individual teacher course guidelines concerning make up of quizzes, tests, papers, and projects.**

It is the responsibility of the student to schedule time for make-up work at the teacher's convenience.

Students receiving an unexcused absence will receive a grade of zero for all school work missed.

When a student knows that he/she will be absent from class for a school activity, the student should schedule a time and date with the teacher to make up quizzes or tests.

This should be done prior to the absence.

### Make-Up Exams

All courses require midterm and final exams. Midterm and final exams must be taken when scheduled and may not be taken early. Only in a case of extreme medical emergency will the principal excuse a student from taking an exam on the scheduled date. A grade of zero will be issued until the exam is completed. A student who is excused from an exam(s) by the principal must make up the exam the next day after the regularly scheduled exam.

If an exam is missed due to an unexcused absence, a grade of zero is issued.

### Homework Requests

Students and parents are encouraged to contact classmates for homework information.

On the second consecutive day of absence, a parent may request homework by emailing the teacher. Parents should expect an email response within 48 hours.

## SCHOOL DAY ACTIVITIES/FIELD TRIPS

In order to be excused from class for an activity (whether on or off campus), students must achieve at least a 2.0 average in the quarter previous to the activity. If they do not have a minimum 2.0 average from the previous quarter, they will not be allowed to miss class in order to participate.

## EXEMPTION FROM SENIOR FINAL EXAMS

1. Seniors will be exempt from final exams in each subject in which they have a 90-100 yearly average provided they have no more than four (4) excused or unexcused absences per class per semester or no out-of-school suspensions during the senior year.
2. Three (3) excused or unexcused tardies to class during the semester equals one (1) absence under the exemption policy.

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## EXEMPTION FROM SENIOR FINAL EXAMS cont.

3. All qualifying students will be given the option of taking the final examinations to improve their semester averages. If taken, the exams will be included in the semester average.
4. Approved school-related functions, including field trips, will not be considered as absences and will not count against the student's exemption.
5. College visits will not be considered absences and will not count against the student's exemption.
6. Student hospitalization and funerals will not be considered absences and will not count against the student's exemption.
7. The final exam grade is determined by doubling and then adding the 1st, 2nd, 3rd, and 4th quarter grades and mid-term exam grade and dividing by 9.
8. Senior students who receive out-of-school suspensions during their senior year will not be allowed exemption from final exams.
9. Students must have all community service hours completed by May 1.

## SCHEDULE CHANGE POLICY

Students and parents are responsible for completing course selection sheets with care. Schedule changes will only be made in cases of academic misplacement and must be initiated by the teacher or an administrator.

## HONORS/AP COURSE CRITERIA

### REQUIREMENTS

Movement from **REGULAR** → **HONORS/AP**

- 95+ overall average in previous course at end of 3<sup>rd</sup> quarter
- GPA 3.5 (cumulative) for Honors
- GPA 3.5 (cumulative) for Advanced Placement

Movement from **HONORS** → **HONORS/AP**

- 85+ overall average in previous course at end of 3<sup>rd</sup> quarter
- GPA 3.0 (cumulative) for Honors
- GPA 3.5 (cumulative) for Advanced Placement

Movement from **AP** → **HONORS/AP**

- 85+ overall average in previous course at end of 3<sup>rd</sup> quarter
- GPA 3.0 (cumulative) for Honors/Advanced Placement

### WAIVERS

Students who have not completed the prerequisite **courses** are ineligible for a waiver.

**Procedure for students enrolling in HONORS/AP who have NOT met the above requirement criteria:**

- ◆ Academic dean meets with student at end of 3<sup>rd</sup> quarter to determine best placement
- ◆ If a waiver is granted, student signs waiver and parent signs waiver that states the following:
  1. BKHS does not recommend Honors/AP level.
  2. There will be no teacher change.
  3. There will be no schedule change.
  4. Waiver stands regardless of 4<sup>th</sup> quarter or final exam grade in current course.

## FOREIGN LANGUAGE CRITERIA

Regular → Honors } 85+ final average in foreign language course  
Honors → Honors/AP } No GPA requirement

If criteria are not met, a **WAIVER** conference will be held.

The Office of Guidance Services assists students individually with academic, college/career planning, and personal needs. In addition, counselors conduct classroom presentations to provide students with information necessary for college preparation.

## Guidance Appointments

Every student in grades 9-12 is scheduled for at least one guidance appointment per year. The student receives an appointment slip from the X-mod teacher. If the appointment is to take place during a mod other than X-mod, the student shows the pass to the teacher of the affected mod at the beginning of the class period. If the time is inconvenient due to a test, class project, or other conflict, it is the responsibility of the student to go to the Office of Guidance Services and reschedule the appointment. After the third unsuccessful attempt to meet with a student, it becomes the responsibility of the student to schedule the guidance appointment.

A student may schedule a guidance appointment prior to or after the annual appointment scheduled by the counselor. If a student finds it necessary to meet with a counselor on short notice or for an emergency, the student requests a hall pass from a teacher and reports to the Office of Guidance Services.

## COLLEGE EXPLORATION, SCHOLARSHIPS

A student is encouraged to begin the college exploration process early in the high school career. College applications are filed at the beginning of the senior year. There are numerous ways to explore college options as outlined below:

### College Counseling Programs

Evening programs which provide great insight into succeeding in high school and college are held each year for students and parents. These presentations focus on different important aspects for each grade level, and we encourage our families to attend each year. Points of emphasis include:

- Freshmen** Successfully transitioning to high school, refining study skills
- Sophomores** Researching college majors and careers, beginning the college search
- Juniors** Focusing on the college search, preparing to apply
- Seniors** The application process, finding the right fit for college

### College Search Program

Each student in grades 11-12 at Bishop Kenny is trained to use a computer program for college-bound students. This College Board product, *My Road*, is a web-based program and is available to students who access the Internet at school or home. A student is easily able to obtain information on colleges, careers, and majors. The web address is [www.myroad.collegeboard.com](http://www.myroad.collegeboard.com). Students gain access to **MyRoad** with a password provided by the College Board after taking the PSAT in October of the junior year.

### College Representatives

Throughout the school year, college representatives schedule visits to our campus and make 20-30 minute presentations to groups of students. Juniors

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## **COLLEGE EXPLORATION cont.**

and seniors are invited to attend these presentations on a pre-arranged basis. The X-mod teacher will issue a pass to the student on the morning of the presentation if the student has followed the procedures listed:

- ◆ Student must sign up at least 2 days prior to the presentation
- ◆ Student may attend only one presentation per day
- ◆ Student may attend no more than 2 presentations per week
- ◆ Student may not be admitted to the presentation without a pass from Guidance Services
- ◆ The teacher reserves the right to retain the student in class if it is in the best academic interest of the student
- ◆ Guidance Services reserves the right to deny a student permission to attend these presentations due to abuse of this system or improper behavior at a presentation

### **College Fairs**

College fairs are an excellent means of gaining information about many colleges at one time. The public and private schools in Duval County host the NACAC Fair (National Association for College Admissions Counseling) in October. Bishop Kenny students and parents are encouraged to attend.

### **College Visits**

A visit to a college campus can be most helpful to a student in making college choices. Students and parents are encouraged to schedule these visits on a Bishop Kenny student holiday (teacher planning days, diocesan planning days, Easter holidays) while the college is in session. Students should prearrange these visits with the admissions office of the college. If the visit cannot take place on a student holiday, the student **MUST** prearrange the absence with the Office of the Dean of Students. (*See specific guidelines in Attendance*) Official documentation from the college is required.

### **Web Sites**

Most colleges maintain a web site on the Internet. Students may obtain site information in the Office of Guidance Services. Using the internet is an excellent means to gain specific college information, policies, photos, etc.

### **Other Resources**

Numerous hardcopy resources are available to students in the lobby of the Office of Guidance Services and in the library: college catalogs, videos, CDs, college profile books, comparison books, rating books, scholarship catalogs, etc. Students are encouraged to use this valuable information.

## **COLLEGE APPLICATIONS**

1. Student completes application(s) (hard copy or online).
2. Student secures a transcript request form (one form per college) from Office of Guidance Services.
3. Student gives teacher recommendation requests (when applicable) to teachers.
4. Student returns application form(s) and transcript request form to Office of Guidance Services with \$5.00 for each transcript.
5. Records secretary prepares transcript.
6. Counselor reviews application, completes counselor recommendation portion (when applicable), and reviews and signs transcript.

7. Records secretary mails all paperwork (application form, transcript, counselor recommendation, and teacher recommendations) to college.
8. The same procedure is followed when completing online applications. Student prints out a residency or signature verification form and brings to the Office of Guidance Services with transcript request form, fees, and counselor recommendation (when applicable).

### Guideline Dates

The Office of Guidance Services processes all college applications in a timely manner. These applications are a top priority. Please allow four weeks processing time for applications requiring counselor/teacher recommendations. Applications that do not require a recommendation are processed in 3–5 working days. Applications with an early January due date must be submitted by November 15. Scholarship applications must be submitted at least five days prior to the deadline. The office is closed during school holidays. Please plan accordingly.

**State Universities** – most encourage students to have applications to the university by December 1 in order to be considered for institutional scholarships. Therefore, students should submit applications to the Office of Guidance Services by November 1.

**Seniors should aim to complete all applications (including community college) prior to Christmas vacation.**

## TESTING PROGRAM

Standardized Tests

PLAN

PSAT

Standardized tests administered at Bishop Kenny High School are:

**PLAN** (a pre-ACT test) – October of sophomore year

**PSAT** (a pre-SAT test) – October of junior year

Results are reviewed with students and mailed home. The student's exam booklet is also returned providing an excellent study tool for college admissions tests (SAT and ACT).

Advanced Placement

[www.collegeboard.com](http://www.collegeboard.com)

### Advanced Placement

College Entrance Exams

ACT – [www.act.org](http://www.act.org)

SAT – [www.collegeboard.com](http://www.collegeboard.com)

**AP** (Advanced Placement) exams are administered each year in May. Students taking advanced placement classes are **REQUIRED** to take the AP exam. To fully prepare for these exams, students may be required by their teachers to attend special sessions before and/or after school or on weekends.

BKHS Code Number: 100740

Exam dates and other AP information can be found at [www.collegeboard.com](http://www.collegeboard.com).

Only students enrolled in an AP course offered at Bishop Kenny High School are eligible to take the AP exam in that course. A student requesting permission to take an AP exam in a course not offered at Bishop Kenny High School must have a minimum cumulative GPA of 3.5 and show evidence of independent preparation for the exam. Requests are made to the director of guidance services during the month of February.

### College Entrance Exams

Bishop Kenny is a test center for both college entrance exams:

**ACT**      September      February

**SAT**      October      December      June

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## TESTING PROGRAM cont.

Registration materials for these exams are available in the Office of Guidance Services. Students may register for these exams online and may re-register (after taking one time) online or by phone.

### **BISHOP KENNY HIGH SCHOOL CODE NUMBER: 100740**

**Note:** If a student does not indicate the high school code at the time of registration, Bishop Kenny will not receive a copy of the results.

## BRIGHT FUTURES

[www.floridastudentfinancialaid.org/ssfad/bf](http://www.floridastudentfinancialaid.org/ssfad/bf)

Toll-free hotline:

1-888-827-2004

Guidance Services personnel submit the necessary information to the Florida Department of Education for any student who may be eligible for the Bright Futures Scholarships. Students are periodically given information regarding this award and are encouraged to maintain a minimum 3.0 GPA in their academic subjects.

### FLORIDA BRIGHT FUTURES SCHOLARSHIP PROGRAM

*Updated June 2009 for BKHS Students*

	ACADEMIC CRITERIA	CURRICULUM	TEST SCORES	COMMUNITY SERVICE
ACADEMIC SCHOLARS NON-CURRICULUM EVALUATION	National Merit Finalist or Achievement Program Finalist	N/A	N/A	75 hours
ACADEMIC SCHOLARS CURRICULUM EVALUATION	3.5 weighted* GPA	15 college prep Credits**	1270 SAT 28 ACT	75 hours
MEDALLION SCHOLARS	3.0 weighted* GPA	15 college prep Credits**	970 SAT 20 ACT	N/A
<i>Please refer to the website: <a href="http://www.floridastudentfinancialaid.org/ssfad/bf">www.floridastudentfinancialaid.org/ssfad/bf</a> for award amounts.</i>				

Specific requirements for this program are:

- \* one-half point per Honors/AP course (as recognized by the State of Florida) in English, mathematics, science, social studies (not foreign language)
- \*\* 4 English (with substantial writing requirements)
- 3 Mathematics (Algebra I and higher)
- 3 Natural Science (2 units of which include substantial laboratory requirements)
- 3 Social Science (any)
- 2 Foreign Language (same language)
- ✓ GPA calculated on highest semester grades in required 15 courses
- ✓ May include up to three additional academic units and/or AP Art to raise GPA
- ✓ May include 8th grade Algebra I or foreign language to improve GPA
- ✓ Scholarship may be used at a Florida public or private college/university  
Amount calculated at public rate

A 7<sup>th</sup> semester evaluation will be completed in January, 2010. Students who meet all eligibility requirements, at this time, including seventy-five hours of documented service will receive early notification of this scholarship. Students ineligible at end of 7th semester will automatically be reevaluated after high school graduation. Students who qualify for an award at 7th semester evaluation, but meet additional requirements for a higher award by the end of senior year, will be reevaluated and awarded the higher amount.

## TRANSCRIPT REQUESTS

\$5.00/Transcript

In order to receive a transcript, the student must make a written request, signed by the parent. Transcript request forms are available in the Office of Guidance Services and also available on the BK website as a downloadable form. There is a \$5.00 charge for all official transcripts. Allow three working days for processing.

## TRANSCRIPT EVALUATIONS BY OTHER AGENCIES

State University System

Florida Bright Futures

NCAA

State Universities, Florida Bright Futures, and NCAA will recalculate a student's GPA according to their own requirements. As of June 2009, these agencies use the following:

### **State University System Course Distribution Requirements**

State Universities add one-half additional point per Honor course and one additional point per AP course.

English	4 units (3 with substantial writing)
Mathematics	4 units (Algebra I and above)
Natural Science	3 units (2 with substantial lab)
Social Science	3 units
Foreign Language	2 units (in the same language)
Academic Electives	3 units

*Up to two units of Fine Arts and up to two units of ROTC may be included in the 18 units but will not be calculated in the core GPA.*

### **Florida Bright Futures Scholarship Program**

Bright Futures adds one-half additional point per Honors/AP course except foreign language.

English	4 units (with substantial writing requirements)
Mathematics	3 units (Algebra I and above)
Natural Science	3 units (2 with substantial lab)
Social Science	3 units
Foreign Language	2 units (same language)

*\*May use up to 3 additional credits from courses in the academic areas listed above and/or AP Fine Arts courses to raise the GPA.*

### **National Collegiate Athletic Association**

English	4 units
Mathematics	3 units (Algebra I, Geometry or higher)
Natural Science	2 units (1 with lab)
Social Science	2 units
Additional English, Math or Natural Science	1 unit
Additional Academic Courses	4 units (from same categories or foreign language)

## **VISITORS**

All visitors, including parents, must obtain a visitor's pass from the main office. Students may not receive visitors during the school day.

## **FINGERPRINTING, VOLUNTEER APPLICATION & REFERENCES**

Bishop Kenny policy requires that ALL volunteers working with students be fingerprinted, complete a Volunteer Application, submit three reference forms, submit driver license information, and proof of insurance if transporting students, and complete safe environment training/*Protecting God's Children*. Contact the director of activities for procedures and forms.

## **COMMUNICATION WITH PARENTS**

As the primary educators of their children, parents are encouraged to attend the evening programs designed to provide vital information for student success in high school and in preparation for college. These programs include but are not limited to: parent/teacher conferences (fall and winter) and programs presented by the Offices of Guidance Services, Deans of Students, and Campus Ministry.

Parents may communicate with teachers by phone, in person or via email. Teachers will respond to voice mail or email within 48 hours.

## **EMAIL COMMUNICATION**

1. External email will be used as a tool for communication between teachers and parents and does not replace the necessary communication by phone or in person.
2. Email communication between teachers and students is not permitted.
3. Parents should expect an email response within 48 hours.
4. Teachers are not expected to respond to parent email outside of normal duty hours.
5. Teachers are not expected to discuss extracurricular activities or athletics via email.
6. Grade reporting is completed by use of report cards, progress reports and supplementary progress reports.
7. Assignments will not be accepted via email.
8. Email requests do not replace students' responsibility to know assignments and upcoming due dates.
9. Email of unknown origin will not receive a response.

## **STUDENT IDENTIFICATION CARDS**

Students are required to have their Student ID with them when they are on campus. Cards will be issued annually or at the beginning of the academic year. STUDENTS MUST KEEP IDENTIFICATION CARDS FROM YEAR TO YEAR UNTIL UPDATED CARDS ARE ISSUED. ID cards will be used for admittance and dismissal to/from school, as a library card, for identification, and as a cafeteria debit card. Failure to carry the Student ID card, or exchanging or tampering with an ID card, will result in one (1) Central Detention for each offense. A \$15.00 fee will be charged to the tuition account to replace a lost or damaged card.



## **TELEPHONE CALLS/MESSAGES GIFT DELIVERIES**

Telephone messages for students will be accepted from parents/guardians ONLY. Please limit messages to those of an urgent nature. Students will be notified of messages at the end of the school day.

Students may use the office telephone before and after school and during their lunch periods only for urgent matters.

Gift deliveries (flowers, balloons, cookie bouquets, etc.) for students will not be accepted.

## **CELLULAR PHONES**

Cellular phones are inherently disruptive to the academic environment. Phones with photographic capabilities or text messaging present a danger of privacy violations as well as a serious threat to Honor Code expectations. However, because of transportation concerns, the school will allow students to carry cell phones on a limited basis.

- Cell phones must be left in the school locker.
- Cell phones must be turned off between 7:50 a.m. and 2:33 p.m. or once the student enters and leaves the building. Cell phones cannot be put in alternative ringing modes or accept messages during the day.
- Cell phones must be used outside of the buildings before or after school only.

A first violation of this policy will result in a central detention and the phone will be confiscated until the end of the next school day. A subsequent violation will result in a central detention and the parent(s) will be required to pick up the phone in person.

## **LOCKERS, DESKS, CARS, PERSONAL BELONGINGS**

Students are required to use the combination locks issued by the school. Students are assigned specific lockers and are not permitted to exchange or switch lockers, locks, and/or combinations. Sharing of lockers is not permitted. Students are responsible for their lockers, security and contents of their own lockers. The school is not responsible for theft. Locker decoration is not permitted. The replacement cost for a lost or damaged lock is \$5.00.

The administration reserves the right to inspect lockers, desks, cars, and personal belongings at any time. ***STUDENT OR PARENT FAILURE TO COMPLY OR COOPERATE WITH THIS POLICY WILL RESULT IN AN INDEFINITE SUSPENSION OF THE STUDENT AND A DISCIPLINARY HEARING TO DETERMINE WHETHER THE STUDENT MAY REMAIN ENROLLED AT BISHOP KENNY HIGH SCHOOL.***

## **THEFT PREVENTION/LOST AND FOUND**

The school will not be responsible for lost or stolen items. Students must take the following necessary precautions to help prevent theft and loss:

1. Large sums of money and/or valuable items, especially expensive electronics should not be brought to school.
2. Mark all clothing, books, and belongings clearly and permanently.
3. Keep all clothing, books, and belongings in their locker and keep it LOCKED at all times.
4. Keep lock combinations absolutely private. Exchanging or sharing of lockers, locks and/or combinations is not permitted.

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## **THEFT PREVENTION/LOST AND FOUND** cont.

5. Never leave anything in a classroom, locker room, or in an unsupervised area.
6. If you are on campus before or after school hours for athletics, a club meeting or activity, follow the same theft-prevention habits as you would during the school day.

Lost or stolen articles must be reported immediately to the dean's office. Prompt reporting of missing articles improves the chances for recovery. Articles that are found should be turned in immediately to Crusader Corner.

## **SALES/COLLECTIONS**

On campus sales and collections (of cash or goods) may be conducted ONLY by a Bishop Kenny entity or student organization and must be authorized by the administration.

Fundraisers, sales or collections of any kind to benefit any student's personal affiliations are prohibited on campus. A student participating in an unauthorized sale or collection is subject to disciplinary action.

## **CONTRABAND ITEMS**

Beepers, CD players, radios, laser pens, cameras, iPods, BlackBerrys, headsets or any other electronic communication devices are not permitted during the school day and will be confiscated.

## **DISTRIBUTION OF LITERATURE/INFORMATION**

Students must have permission from the Activities Office BEFORE literature/information may be posted or distributed on campus. Endorsement of political candidates by student organizations or classes is prohibited. Campaign literature may not be distributed on campus.

## **GUM/WATER BOTTLES**

Gum chewing is not permitted during the school day.

Water bottles:

Students may have a capped water bottle in the school.

Water bottles are not allowed in classrooms.

Water bottles must be kept in students' lockers.

Students may drink from water bottles at their lockers.

Contents of the bottle is subject to inspection.

## **CAFETERIA**

Food and drink must be consumed in the cafeteria or in the courtyard/patio areas immediately outside the cafeteria. Trays must be used on the tables. All students are responsible to clean their eating areas. Consumption of food or drink is not allowed in classroom buildings.

Food purchases may be made in cash or by use of the Student ID/cafeteria debit card. Parents may load the debit card by logging onto the Bishop Kenny website at [www.bishopkenny.org](http://www.bishopkenny.org) and selecting the Nutrikids tab.

## **HALLWAY LUNCH RESTRICTION**

In order to maintain a quiet learning environment, students may not use the 100 and 200 hallway (upstairs or downstairs) while classes are in session during the lunch mod. There is no access to lockers during the periods between 1st & 2nd lunch and between 2nd and 3rd lunch.

## **SCHOOL DANCES**

School administrators, faculty representatives, and student government work together to plan school dances. The planning committees will establish appropriate attire guidelines for the specific dance. As a Catholic college-preparatory school, students and their guests are expected to follow the specific guidelines the school has established for appropriate dancing. Bishop Kenny students who bring a guest to the dance will be required to complete a guest approval form. The form may be picked up at Crusader Corner.

## **SCHOOL REPRESENTATION**

A student who represents Bishop Kenny High School off campus or at a community function must have the written approval of the administration.

## **MEDIA RELEASE STATEMENT**

Bishop Kenny High School retains the right to use any photographs or video taken of enrolled students for the purposes of marketing the school. This includes printed publications, ads, and web site usage. Please note that in an effort to protect our students, Bishop Kenny High School does not identify any child by name in advertising or on the web site without prior written parental consent.

## **INTERNET POLICY**

By virtue of the values professed in all Catholic schools of the Diocese of St. Augustine, appropriate use of the internet available to students and teachers on our school site is assumed. The internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

The most important prerequisite for someone to receive an internet access privilege is that he or she takes full responsibility for his or her own actions and observes the moral teachings of the Catholic Church.

The following items are specific areas of responsibility:

1. All internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
2. The use of the internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
3. Personal contact information about yourself or other people may not be posted unless approved by the administration. Personal contact information includes your complete name, home address, telephone number, school address, and credit card number.
4. Receiving or sending e-mail is prohibited unless it is under the supervision of the computer teacher. In the computer lab environment, incoming e-mail will be received through a classroom account and will be reviewed by the computer teacher and the director of technology.
5. Be polite and use appropriate language. Messages to others may not be abusive, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful. Promptly report to your teacher any message you receive that is inappropriate or makes you feel uncomfortable.
6. Chat rooms are prohibited.
7. Soliciting for products or services is prohibited.

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## **INTERNET POLICY** cont.

8. Students may not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons. Messages relating to or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell your teacher. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.
9. Students may not download any software without the prior consent of the teacher. Students may not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
10. Students must not post on any internet system, or allow to be posted on any internet system under their control (including newsgroups, chat rooms, building sites, etc.), material which would bring discredit to Bishop Kenny High School, its students, staff, faculty, or administrators. This includes material which is illegal, defamatory, abusive, threatening, harassing, derogatory or demeaning (text and/or images).

The school specifically denies any responsibility for the accuracy or quality of information obtained through internet services. A student may not use information in reports, etc. without properly citing the source. Use of another's work without a citation is plagiarism.

## **INTERNET SAFETY GUIDELINES**

1. Never give your last name to anyone on the Internet
2. Never give your phone number or mailing address to anyone over the Internet.
3. Never reveal information about other people over the Internet
4. Never agree to a face-to-face meeting with someone you have "met" online without your parents' consent.
5. If you receive any email or other communication with someone over the Internet that makes you feel uncomfortable, tell your parents or a teacher immediately.
6. Students should avoid posting photographs or making remarks pertaining to drugs, alcohol, racism or references to sex on social networking websites as these postings may be permanent.

## **ELECTRONIC COMMUNICATIONS**

Students may not communicate electronically with teachers.

## **TURNITIN.COM**

The school subscribes to Turnitin.com, an online plagiarism prevention tool. Students will be required to submit some written compositions to the site to compare papers against both current and archived internet content and Turnitin's database of previously submitted student papers. In order to enroll, students and parents of students under 18 must agree to the User Agreement before submitting work.

## **IMMUNIZATION RECORDS**

The State of Florida requires that each student submit a Florida Certificate of Immunization Form #DH 680 which is maintained in the student's official records. The original form is returned to the student upon graduation. The school does not maintain any immunization record after the student graduates.

## **CLINIC POLICY**

The school provides limited medical assistance and/or emergency first-aid to students who become ill or suffer injuries at school. No student may remain at school if he/she shows evidence of an acute illness, a temperature of > 100 F, vomiting, diarrhea, dizziness, or injury, etc. The parent/guardian will be called to pick up the student, and the student must go home if he/she is too sick to remain at school. It is the parent/guardian's responsibility to pick up the student or make arrangements for pick up within a reasonable amount of time.

Current home, business, mobile, and emergency telephone numbers should be on file at the school so that parent/guardian may be contacted if necessary. If contacts or numbers change during the school year, please contact the school office.

## **MEDICATION POLICY**

### **Prescription Medication**

With the exception of medications which alleviate life-threatening situations (ex. inhalers, Epinephrine injections, & Glucagon injections), students are not permitted by the State of Florida to carry prescription medications on school premises during the regular school day. Students requiring prescription medications, while at school, must adhere to the following policies:

1. A *Parent Permission for the Administration of Medication* form must be completed and signed by the parent/guardian. This form is available at [www.bishopkenny.org](http://www.bishopkenny.org).
2. All medications must be brought to the clinic in the original container. The prescription label must indicate student's name, name of medication, physician's name, dosage and times for dosage. (Ask your pharmacist for a duplicate prescription container).
3. The student is responsible for coming to the clinic at the appropriate time for the medication.
4. School personnel should be informed of any side effects or complications which may result from the medication.

Upon receipt, the medication will be counted and documented on the "Student Medication Record". The medication will be stored under lock and key when not in use. Each dose of medication administered will be recorded on the "Student Medication Record". All medication will be destroyed if not picked up within one-week after the close of the school year.

### **Non-Prescription Medication**

Faculty and staff (including the school nurse) are not permitted to dispense "over-the-counter" medication to students. Therefore, students are allowed to

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## **MEDICATION POLICY** cont.

carry their own “over-the-counter” medication provided the following guidelines are followed:

1. All medications are kept in the original packaging; different medications are NOT allowed to be mixed in the same bottle
2. No sharing of medications between students will be allowed
3. No liquid medications will be allowed

It is the student’s responsibility to monitor the dosage and intervals that the medication is taken, and to use sound and prudent judgment in the self-administration of such drugs. This privilege will be revoked if guidelines are not followed. Students who are found to be abusing such privileges will be disciplined. The school reserves the right to search lockers, desks, cars, and other personal property if drug abuse is suspected.

## **SEVERE ALLERGIES**

All students with severe allergies must have on file an Authorization for Treatment Form and a Release and Waiver of Liability Form. Forms should be received no later than July 1.

Students with previous treatment forms and release forms on file should make corrections and return no later than July 1.

## **CONJUNCTIVITIS POLICY**

A student with suspected conjunctivitis (pink eye) will be sent to the nurse for confirmation of suspicion. If affirmed, the nurse will call the parent(s) to pick the student up from school, or get permission to drive home.

To be re-admitted to school, the student must bring a note from the doctor stating that he/she is cleared to attend school and that medication has been prescribed. At least two doses of the medication need to be administered before returning to school.

## **HEAD LICE POLICY**

Any student with head lice and/or nits will be sent home immediately.

The student will not be allowed to return to school until they have used a pediculicide and are free of lice or nits.

The student must report to the discipline secretary/school nurse on the first return day and for the next five (5) school days to have his/her hair checked.

## **PREGNANCY**

A student, whether boy or girl, involved in an out-of-wedlock pregnancy may remain in school provided the parents give written permission and that they have not married. Additionally, a female student must have time-specified written permission from her physician authorizing her to remain in school.

## **BAKER ACT**

Any student who is taken into custody, on or off campus, under the provisions of Florida Statutes (Baker Act), may not return to Bishop Kenny High School until or unless the school receives a written statement from a licensed mental health professional stating that the student does not pose a threat to him/herself or to others and until an appropriate school official has the opportunity to consult with the professional who makes such statement.

## **POLICIES AND PROCEDURES**

Compulsory education laws mandated by the State of Florida require regular attendance. Each parent of a child of compulsory attendance age is responsible for the child's attendance as required by law. For more information, access [www.leg.state.fl.us](http://www.leg.state.fl.us).

## **PERIOD ATTENDANCE**

Period attendance is documented. Please note that the student will fail any subject in a given quarter if he/she is absent six or more excused or unexcused absences per class. If a student is absent more than 20 minutes of a class, he/she will be considered absent from that class.

## **ABSENCES**

A student's absence from school will be recorded as either an excused absence or an unexcused absence. An excused absence requires:

- 1) a phone call from a parent/guardian to the school between 7:00 a.m. and 8:30 a.m. **and**
- 2) a note from a parent/guardian stating the date(s) of the absence(s) and the specific reason for the absence. This note must be turned into the main office before school the day the student returns to school.

Students with an excused absence must make up schoolwork according to the policy on page 16. Students receiving an unexcused absence will receive a grade of zero for all schoolwork missed.

## **EXCESSIVE ABSENCES**

Parents will receive written notification after a student's third absence from each class. Students will receive an "F" for the quarter on their sixth absence from each class. Parents may appeal excessive absences to the dean of students when "extreme conditions" exist.

The Florida Legislature enacted requirements that schools report to the Department of Highway Safety and Motor Vehicles the names, dates of birth, sex, and social security numbers of minors who accumulate 15 unexcused absences in a period of 90 calendar days. The legislation further provides that those minors who fail to satisfy attendance requirements will be ineligible for driving privilege.

## **PLANNED ABSENCES**

A student who needs to be excused for family functions or college visits (maximum of three college visits per year) must report to the dean of students at least one week before the planned departure. The student will be held responsible for all schoolwork. The days missed will be recorded as excused absences. However, students are not eligible for a passing grade if they have six or more absences in the quarter. When a student knows that he/she will be absent from class for a school activity, the student should schedule a time and date with the teacher to make up quizzes or tests. This should be done prior to the absence.

## **PLANNED ABSENCES - APPOINTMENTS**

Parents should make every effort to schedule vacations and appointments during school vacations and after school hours. A student who wishes to be excused for medical, dental, and legal appointments should report to the main office by 7:50 a.m. the day of the appointment. The student's name will appear on the Daily Bulletin. Students will NOT be called out of class except in extreme emergencies.

Students are required to present a note containing the reason for the early dismissal, a verification phone number, and the time they expect to return to school. Students who are dismissed early for appointments must sign out at the Office of the Dean of Students upon departure, sign in when they return, and present documentation. An excused absence for each period absent will be recorded. The school reserves the right to deny early dismissal if proper documentation is not provided.

## **TARDINESS**

Tardy students cause disruption in the classroom and impede the learning process. All tardies are unexcused with the exception of those documented as court dates, doctors' appointments, or other circumstances excused by the dean of students.

Students must report to their X-mod class by 7:55 a.m. Students reporting to school after 7:55 a.m. must report to the main office for an admit slip. Students will receive a central detention after they accumulate three unexcused tardies. A student who receives three central detentions will be assigned a Saturday School for any subsequent offense. Parents will also receive a letter when their student is assigned Saturday School. Students receiving three Saturday Schools in a quarter will be suspended for one day. A \$40.00 supervision fee will be billed to the account of those students who are assigned Saturday School.

## **LEAVING SCHOOL GROUNDS**

Students are NOT permitted to leave school grounds for any reason after they arrive on campus without permission from a school administrator. Leaving school grounds without permission is considered truancy and will result in suspension.

## **HALL PASSES**

Teachers will provide students with an official hall pass if it is necessary for a student to be out of the classroom during class time. It is the student's responsibility to obtain a pass when needed.



## UNIFORM POLICIES

The uniform code at Bishop Kenny High School is designed to encourage neatness, good order, and discipline among students. In this regard, all students are expected to observe the school uniform code from the time they arrive in the morning until they leave campus at the conclusion of the school day. Administrators, teachers and staff monitor the uniform code throughout the day. Any student who reports to school with a major uniform infraction may not be admitted to class and is to be sent to the Office of the Dean of Students. Uniform violations are reported to the Office of the Dean of Students. Non-conformity to the uniform code is a Level I offense.

The uniforms for girls and boys attending Bishop Kenny High School are purchased through Sunshine School Uniforms, 9781 NW 91 Ct., Medley, FL 33178. The local store is at 8595 Beach Blvd., (904) 620-8076. Uniform jackets may be ordered from Baker Sporting Goods, (904) 388-8126. Order forms and information are available at Crusader Corner.

Physical education uniforms must be purchased through the Physical Education Department during the first weeks of school. Athletic shoes must be worn with the P.E. uniform.

**The following is the Bishop Kenny uniform; anything that does not conform to these standards is not acceptable. If any item is not listed, it may not be worn.** Exceptions to the uniform shoe will be granted for orthopaedic reasons **with a physician's note (physician must designate the effective dates which orthopaedic wear is required)** which must be co-signed by the dean of students and carried by the student at all times.

## BOYS' UNIFORMS

- Pants** Navy blue with Sunshine Logo, belted, dress pants (pants must be purchased from Sunshine School Uniforms). Pants must fit properly and not be faded, torn, or frayed.  
**Wearing pants too low will result in an automatic Saturday School.**
- Belt** Must be worn; solid dark brown, black or navy. Wallet chains are not allowed.
- Belt Buckle** A fashion belt buckle must be appropriate for a Catholic high school setting and may not be greater than 3 inches by 3 inches in size. Buckles that are considered obscene, offensive or contradictory may not be worn.
- Shirt** White oxford shirt with BK logo, button-down collar, short or long sleeves (purchased from Sunshine School Uniforms). Collar and cuffs must be buttoned at all times. The shirt must be tucked so the belt and waistband of the pants are visible.
- T-shirt** A solid white (no design) short-sleeve T-shirt may be worn under the oxford shirt. Long-sleeve undershirts may not be worn under short sleeve shirts.
- Shoes** Must be solid dark brown or black leather **ONLY** and cut below the ankle. Loafers, topsiders, or oxford style shoes are the only types permitted. No boots or athletic type shoes are permitted. Moccasins, slippers, flip flops, sandals, or soft fabric styles are not permitted. Shoes must have backs and be worn as designed. Students who are exempt by a doctor's note from wearing a uniform shoe must wear uniform shoe on non-injured foot. They will not be permitted to participate in athletic practices or competitions.

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## BOYS' UNIFORMS cont.

**Socks** Solid white crew or dark-colored crew socks must be worn. Designs or logos on the socks are not permitted. Socks must cover the ankle.

**Tie** Solid navy blue or maroon tie with BK logo is allowed for all grades (must be purchased from Sunshine School Uniforms). Seniors have the option of wearing a striped maroon, black, and white tie with BK logo. Tie must be worn within three inches of the belt buckle. Sunshine School Uniforms is the exclusive provider of uniform ties which will be sold at Crusader Corner.

**Sweater** School-issued sweaters and sweater vests with the BK logo are the **ONLY** sweaters that may be worn. Sweaters and vests must be purchased from Sunshine School Uniforms.

**Jacket** Uniform jackets must be purchased from Baker's Sporting Goods and have the official BK logo. These are the **ONLY** jackets that may be worn with the exception of school-issued award jackets.

**Illegal outerwear** – will be confiscated and held until the end of the quarter.

**Hair** Hair must not touch eyebrows, ears, or collar. Hair must be tapered, neat, clean, and well groomed. Partially shaven, braids, or dread-lock style haircuts AND multi-colored and unnaturally colored hair are not permitted. Sideburns may extend to the bottom of the ear (no mut-tonchops). Boys must be clean-shaven. Mustaches and facial hair are not permitted. If a student is not in compliance with the hair policy, he will be given 48 hours to get a haircut and will be issued a central detention. If a haircut is not obtained within 48 hours, he will be sent home. A third and subsequent haircut referral will be a level II offense.

### Medical Exemption

Any student with a documented medical exemption will be allowed to make modifications to the uniform as approved by the dean of students.

**NOTE:** **Sunglasses, earrings, body piercing (including tongue and nose jewelry), tattoos, coats, hats, caps, bandanas, scarves, gloves, and mittens are not permitted. No flip flops or sandals. No sweatshirts or turtlenecks of any type may be worn. Necklaces must be worn inside shirt.**

## GIRLS' UNIFORMS

**Skirt** Four pleated plaid skirt, must be purchased from Sunshine School Uniforms. The length of the uniform plaid skirt must be four inches from the floor when the student is kneeling. Standard of measurement: side of knee/thigh while kneeling. Skirts must be hemmed and worn at the waist, not at the hips. Waistbands may not be lowered. Skirts must not be torn or frayed.

**Wearing a short skirt will result in a central detention and a warning letter. A second offense will result in a Saturday School.**

**Blouse** White Oxford with BK logo, short or long sleeves, must be purchased from Sunshine School Uniforms. All buttons must be buttoned except the collar button and shirt hems tucked in skirts at all times. Garments worn under the blouse must be solid white. During the winter months, a white turtleneck may be worn under a long sleeved blouse.

**Slacks** Must have Sunshine logo and purchased from Sunshine School Uniforms; flat or pleated front; navy blue; straight legs – no cargo, carpenter, capri or low-rise pants. **OPTIONAL FOR THE MONTHS OF NOVEMBER-FEBRUARY ONLY.**

**Wearing illegal pants will result in an automatic Saturday School.**

**Belt** Must be worn with slacks, solid dark brown, black or navy.

**Belt Buckle** A fashion belt buckle must be appropriate for a Catholic high school setting and may not be greater than 3 inches by 3 inches in size. Buckles that are considered obscene, offensive or contradictory may not be worn.

**T-shirts** A solid white (no design) short-sleeve t-shirt may be worn under the oxford shirt. Long-sleeve undershirts may not be worn under short sleeve shirts.

**Shoes** Must be solid dark brown or black leather **ONLY**, and cut below the ankle. Loafers, topsiders, or oxford style shoes are the only types permitted. Heels may not exceed 1 inch. Athletic type, moccasins, slippers, sandals, flip flops or soft fabric types are not permitted. Shoes must have backs and be worn as designed. Students who are exempt by a doctor's note from wearing a uniform shoe must wear uniform shoe on non-injured foot. They will not be permitted to participate in athletic practices or competitions.

**Socks, Hose, Tights** Must be worn. Socks must be solid white with no designs or logos and must cover the ankles. Solid white, black, maroon, gray, or natural (no design or texture) hose or tights may be worn.

**Sweater** BK logo uniform sweaters and sweater vests are the **ONLY** sweaters that may be worn. Sweaters must be purchased from Sunshine School Uniforms. Sweaters are not to be worn around the waist.

**Jacket** Uniform jackets must be purchased from Baker's Sporting Goods (904) 388-8126 and have the official BK logo. These are the **ONLY** jackets that may be worn with the exception of school-issued award jackets.

**Illegal outerwear** – will be confiscated and held until the end of the quarter.

**Jewelry** Jewelry should be kept to a minimum. No extreme jewelry or excessive make up is permitted. Tongue and nose jewelry are not permitted. Wires, safety pins, paper clips, spacers, etc. are not permitted.

**Hair styles** Should reflect the professional appearance of the uniform. Completely or partially shaven or dread-lock style haircuts **AND** multi-colored and unnaturally colored hair are not permitted.

### **Medical Exemption**

Any student with a documented medical exemption will be allowed modifications to the uniform as approved by the dean of students.

**NOTE:** **Sunglasses, tattoos, body piercing (including the use of tongue and nose jewelry), coats, hats, caps, bandanas, scarves, gloves, and mittens are not permitted. No flip flops or sandals. No sweatshirts of any type may be worn. Necklaces must be worn inside shirt.**

## **PARKING PERMITS, DRIVING, PEDESTRIAN TRAVEL**

Parking Permit  
Required

### **\*PEDESTRIANS HAVE THE RIGHT OF WAY\***

Students who use the parking facilities at Bishop Kenny High School are required to obtain a parking permit to be displayed on the rear-view mirror of the vehicle. The permit is transferable to any vehicle registered with the school from any one family. The price is \$100.00 per year and is non-refundable. **Permits may not be sold to or exchanged with any other person.** Permits are the sole responsibility of the students to whom they are issued. Permits may be obtained at Crusader Corner. Failure to display permit will result in a \$15.00 fine. A \$20.00 fee will be charged for a replacement permit.

Parking is a limited commodity, junior and senior students will have the first opportunity to obtain a parking permit. Students will be assigned parking spaces and are required to park in their assigned spaces. Students are not allowed to exchange spaces or tags. Students are NOT permitted to park on Assumption Church property. Parking permits ensure that all vehicles at BK are properly insured and all drivers are properly licensed. Students who drive vehicles not displaying the current parking permit, who illegally park, or who drive carelessly will be assigned a Saturday School.

The school reserves the right to rescind the parking permit.

Upon arriving at school, a student may not remain in a car or loiter in the parking lot. A student may not leave campus once they arrive at school. Excessively loud or offensive music is not to be played on school grounds. Students may not go to cars during the school day without permission from an administrator.

When driving on school property, a student must observe the 10 M.P.H. speed limit. All speed and driving laws are to be observed on campus and in the neighborhoods adjoining the campus.

The administration reserves the right to search any car at any time on Bishop Kenny property.

All students are expected to use the pedestrian overpass whenever walking across Atlantic Boulevard and are to exercise reasonable caution when walking in all areas where vehicular traffic may be encountered.

## **DROP-OFF/PICK-UP OF STUDENTS**

Campus Map  
Inside Front Cover

Students may be dropped off and/or picked up in the traffic circle on the east side of Kingman Avenue in front of the 200 building **OR** in the faculty parking lot on the west side of Kingman Avenue on the south side of the 100 building. These areas are for pause and go traffic only and parent/student parking is not permitted. For the safety and consideration of all pedestrians and motorists, these are the only areas permitted for drop-off and pick-up. (*See Campus Map, inside front cover*)

Parents are asked to make arrangements to pick up students no later than 4:00 p.m. daily. Classroom buildings are locked between 3:15 p.m. and 4:00 p.m. Only those students studying in the media center (which closes at 4:00 p.m.) or participating in athletics or scheduled club activities are supervised after regular school hours.

## **BUS TRANSPORTATION PROGRAM**

Bishop Kenny High School provides bus transportation from the Beaches, Mandarin/St. Johns, Southside, Northside and Fernandina Beach. Participation in this program is by contract only and non-contracted students may not ride at any time.

All contracted families will receive a separate Bus Transportation Handbook which includes the policies and procedures of this program. All school policies remain in effect while riding the bus. For more information, contact Michael Broach, Bus Program Coordinator, at 398-7545 or [mbroach@bishopkenny.org](mailto:mbroach@bishopkenny.org).

## CODE OF CONDUCT

The Bishop Kenny Code of Conduct is based on the belief that instruction should occur in an environment that is conducive to learning. Effective instruction requires good order and discipline and may be described as the absence of distraction, friction, and disturbance that interfere with the effective functioning of the student, class, and school.

The philosophical basis for the Code of Conduct is that the student assumes the responsibility for his/her actions. However, in order for effective instruction to occur, there must be a cooperative relationship between student, parent, and school. We notify parents of concerns about student life or behavior, even when off campus.

The Code of Conduct is divided into four levels: minor, intermediate, major, and flagrant offenses. Each level includes disciplinary procedures which are implemented by the deans of students. The Code of Conduct is enforceable at school-related functions whether the event is on campus or off campus.

The deans of students administers a progressive discipline plan. Cafeteria duty, central detention, and Saturday School are consequences of infractions of the Code of Conduct and in accordance with the progressive discipline plan.

Effective education requires that the administration, faculty, parents, and students work together in a spirit of mutual cooperation so that the important task of learning may be accomplished. The expectations in this handbook seek to provide reasonable guidelines for student conduct.

The general expectation of students is that at all times each student will conduct himself/herself in an appropriate fashion and will be truthful, honest, and respectful of others - fellow students, staff, and faculty members. It is expected that Christian values will be the guiding principle of each student's behavior.

## STUDENT EXPECTATIONS

Bishop Kenny students are expected to:

- ◆ represent Bishop Kenny High School with pride and dignity on and off campus at all times
- ◆ create an atmosphere of acceptance so that all persons are encouraged to participate in all facets of the school community
- ◆ show pride in the school by keeping the campus clean
- ◆ be actively involved in their education and responsible for learning by demonstrating:
  - \* punctuality
  - \* preparedness
  - \* good attendance
- ◆ dress for the learning process; follow school uniform policy at all times

## HONOR CODE

Bishop Kenny students will not lie.

Bishop Kenny students will not steal.

Bishop Kenny students will not cheat.

Bishop Kenny students will not plagiarize.

Honesty, integrity, and a sense of honor are Christian values expected of students at all times. Students are not expected to lie, steal, cheat, or plagiarize. It is a privilege to live and work in an environment of trust and respect. Students have an obligation to follow the Honor Code and are expected to protect the privilege and not tolerate any violations.

## **RESPECT FOR OTHERS**

All students are required to conduct themselves in a manner that acknowledges and demonstrates respect for others (administration, faculty, staff and peers). Any actions that harass, demean, or subject others to any form of physical threat, psychological stress, or humiliation are unacceptable. Basic honesty is expected at all times, both within academic pursuits and in all other interactions that take place elsewhere on campus, and in the community. While exercising respect for all individuals, all students also carry a direct responsibility to assert their own rights and to communicate feelings and concerns to others through responsible means. Failure to respect an individual includes, but is not limited to:

- Using violence or threat of violence against others. This generally includes, but is not limited to, harassment, physical assault, physical or mental intimidation, and sexual offenses.
- Hazing
- Exhibiting inappropriate or disruptive behavior on campus or at a school sponsored or school endorsed event off campus.
- Hindering freedom of expression or of movement of any member of the school community or guest of the school.
- Making anonymous, prank, or harassing communications to other members of the community by telephone, in writing, by electronic means, or by any other method.
- Trespassing or making unauthorized entry into school buildings.
- Failing to respect the privacy of others.
- Interfering with the rights of others to enter, use, or leave any school facility, service, or activity to which they have been accorded access.
- Making excessive noise.
- Tampering with other's personal property.

Infractions will result in disciplinary action.

## **HONOR CODE VIOLATIONS**

All Honor Code violations are Level II offenses of the Code of Conduct and will be subject to disciplinary action by the Office of the Dean of Students. For the first offense, students who give or receive unauthorized aid on an assignment or test will receive a zero for the test or assignment, parents will be notified, and Saturday School assigned. A second offense during the school year will result in a one day suspension. Third offense will result in the principal assembling the Administrative Review Team to determine the enrollment status (possible exclusion or expulsion of the student).

## **THREATS**

All written and verbal threats will be taken literally and will result in serious disciplinary consequences.

## **HARASSMENT/BULLYING**

Allegations of harassment should be reported to the principal within two days. A disciplinary board appointed by the principal will investigate them. A substantiated charge of harassment against a student will subject that student to disciplinary action that may include but not be limited to suspension or expulsion, and referral to law enforcement authorities.

Any student who knowingly and intentionally files a false complaint of harassment against an employee, volunteer, or student will be subject to immediate and severe disciplinary action.

For further information, access [www.leg.state.fl.us](http://www.leg.state.fl.us).

Harassment/Bullying are commonly defined as intentional, repeated hurtful acts, words or other behavior. Bullying may be physical, verbal, emotional or sexual in nature; these acts are not intentionally provoked by the victim.

Cyber bullying is the use of electronic information and communication devices such as email, instant messaging, text messages, mobile phones and defamatory websites to bully or otherwise harass an individual or group through personal attacks.

With a mandate from a state law, Jeffrey Johnston Stand Up for all Students Act, we are required to investigate reports of cyber bullying/harassment and stalking. The school's responsibility is to determine if the offense is school related, which includes the use of school computers, and whether or not the offense occurred on campus or at a school sponsored function. Punishments for bullying may include notifying parents of student(s) involved to disciplinary consequences issued by the school if the offense violates the Student Code of Conduct.

## **FIRE ALARMS**

It is a federal offense to tamper with the fire alarm system. Tampering with the fire alarm system is a Level III offense and the incident will be reported to the police.

## **CARRYOVER POLICY**

Any disciplinary consequence that is not completed at the end of a school year will carry over to the beginning of the next school year.



## **VOLUNTARY REFERRAL**

The school encourages any student with a substance abuse problem to seek assistance for this problem with a counselor in either the Guidance Services or Campus Ministry offices. The school will work cooperatively with the student and the parents to provide counseling and/or appropriate referrals. Students seeking such assistance are not subject to disciplinary action; however, voluntarily seeking assistance does not exempt a student from the stated policies and penalties for drug possession, use, or distribution at school or school-related functions.

## **SUBSTANCE ABUSE POLICY**

Intoxicants or other controlled substances in any form, including but not limited to alcohol, tobacco, illegal drugs, or unauthorized prescription medications may not be brought onto, consumed or utilized on campus or at any school sponsored activity by a student.

Students who are found to possess, sell, purchase, use, transfer or be under the influence of illegal drugs or unauthorized prescription medications will be expelled from Bishop Kenny High School without the option for withdrawal.

The school takes a proactive role in preventing substance abuse by increasing student and parent awareness of the dangers of alcohol and tobacco addiction and drug abuse. The faculty and administration will continually seek to identify students whose actions indicate that they may be using drugs or alcohol. Periodically, drug dogs from the Jacksonville Sheriff's Office are brought to campus. The school will also periodically check student lockers, cars, and backpacks for related items.

By acceptance of enrollment, students and their parents/guardians consent to and authorize all reasonable action on the part of school authorities to enforce this policy including, but not limited to, questioning, searches, breathalyzer checks, drug tests and other investigative tools.

The school reserves the right to test students for drugs on campus and/or at a site designated by the administration. Parents are responsible for fees and must sign a release to send the results to the school. The student may be suspended from school until results are received, and may be required to forfeit any elected or appointed position of leadership.

## LEVEL I - MINOR

### Offenses

Computer violation	Possession of contraband item
Defiance of employees' authority	Slander
Disruption in classroom	Tardiness
Failure to carry student identification card	Use of excessively loud or offensive music
Gambling	Use of obscene language
Inappropriate behavior	Violation of Athletic Conduct Policy
Inappropriate public display of affection	Violation of classroom rules
Littering	Violation of Internet/Electronic Communication Policy
Locker Violations	Violation of hair policy
Nonconformity to uniform code	Violation of Personal Property Policy
Parking lot violation	Violation of Spectator Behavior Policy
Participation in unauthorized sale/collection	

### Disciplinary Action

Verbal reprimand	Saturday School*
Student sent home	Disciplinary probation
Mandatory parent conference	Exclusion
Central detention	

**\*The school will assess a \$40.00 fine for a Saturday School. Payment is due to the Business Office.**

## LEVEL II - INTERMEDIATE

### Offenses

<b>Continuation of Level I Offenses</b>	Providing false information to school employee
Bringing discredit to BKHS	Reckless driving
Computer violation	Reckless endangerment
Defiance of employees' authority	Skipping class while on campus
Fighting	Truancy
Leaving school grounds without permission	Use of racist or discriminatory language
Minor threats	Vandalism
Misuse of student identification card	Verbal, written, or electronic threat or harassment
Participation in unauthorized sale/collection	Violation of Athletic Conduct Policy
Petty theft	Violation of Internet/Electronic Communication Policy
Physical or verbal altercation	Violation of Honor Code
Possession or transfer of obscene material	Violation of Spectator Behavior Policy
Possession, use, transfer of tobacco products	

### Disciplinary Action

Extended Central Detention	Suspension from school (1-3 days)
Saturday School	Exclusion
Extended Saturday School*	Referral to law enforcement authorities
Disciplinary probation	Financial responsibility

**\*The school will assess a \$40.00 fine for a Saturday School. Payment is due to the Business Office.**

## LEVEL III - MAJOR

### Offenses

#### Continuation of Level II Offenses

Assault  
Bringing discredit to BKHS  
Conviction of a crime  
Criminal mischief  
Defiance of employees' authority  
Directing obscene language to school employee  
Fire alarm activation  
Grand theft  
Inciting or participating in a major student disorder  
Major threats  
Possession, use, or transfer of:  
*Illegal weapon*  
*Knife or similar instrument,*  
*fireworks, munitions, explosive or incendiary devices or any facsimile*

Possession, use, transfer, or under the influence of alcoholic beverages  
Potential to cause bodily harm or property damage  
Sexual misconduct  
Tampering/damage of software or hardware (computer violation)  
Verbal or written false accusations  
Verbal, written or electronic threat or harassment  
Violation of Athletic Conduct Policy  
Violation of Internet/Electronic Communication  
Violation of Internet policy  
Violation of Spectator Behavior Policy

### Disciplinary Action

Disciplinary probation	Expulsion
Suspension from school (2-6 days)	Referral to law enforcement authorities
Exclusion	Financial responsibility

Campus work hours are not options for Level III offenses.

## LEVEL IV - FLAGRANT

### Offenses

Bomb threat  
Criminal and/or sexual battery  
Possession of firearms on campus

Possession, sale, purchase, use, transfer or under the influence of illegal drugs, drug paraphernalia or unauthorized prescription medications

### Disciplinary Action

Expulsion  
(No option for withdrawal)  
Referral to law enforcement authorities  
Financial Responsibility

## DISCIPLINARY CONSEQUENCES

- 3 Unexcused Tardies = one Central Detention
- First 3 Uniform Violations = one Central Detention
- All subsequent uniform violations = one Central Detention
- 3 Central Detentions per quarter = Saturday School
- 3 Saturday Schools per quarter = one day suspension

## **CENTRAL DETENTION**

The Student Code of Conduct provides consequences for inappropriate behavior. One of these consequences is Central Detention. Central Detention is a one hour, quiet study hall period held before or after school as assigned by the dean of students. Students will be assigned a day of detention during the week prior to serving the Central Detention. Students will be allowed to reschedule one Central Detention per quarter. If the student does not attend the scheduled Central Detention, he/she will be issued a Saturday School. Students who are tardy to Central Detention will not be admitted.

## **SATURDAY SCHOOL (Work Detail)**

Another consequence of the Student Code of Conduct is Saturday School (work detail). The school will assess a \$40.00 fine for the assigned campus work. Failure to report to the assigned campus work will result in a one-day suspension. Tardiness to the assigned campus work will result in a second Saturday School with a second \$40.00 fine. Payment for the fine is due to the Business Office. Disciplinary infractions warranting a third Saturday School within each academic quarter will result in a one-day out-of-school suspension. If a student is late or does not report to an assigned Saturday School, the student may be suspended for one day.

## **ACADEMIC/ DISCIPLINARY INTERVENTION**

An academic/disciplinary intervention (meeting) will be held for the purpose of reviewing concerns related to a student's grades, discipline and/or attendance records. Meeting participants will include the student, parent(s)/guardian(s), dean of students, and guidance counselor. A plan of assistance for the student will be devised and terms must be met in order to continue enrollment at Bishop Kenny. Violation of these terms may result in the principal assembling the Administrative Review Team to determine the enrollment status (possible exclusion or expulsion of the student).

## **DISCIPLINARY PROBATION**

A student with significant discipline and or attendance concerns will be placed on disciplinary probation. The student, parent and dean will meet to review the terms of the probation and sign a contract for improvement of behavior.

Any student who is placed on disciplinary probation may be suspended by the dean of students from any participation/attendance of extracurricular activities including (but not limited to): social events, athletic events, and club activities. Violation of contract terms may result in the principal assembling the Administrative Review Team to determine the enrollment status (possible exclusion or expulsion) of the student.

Once a student is placed on disciplinary probation, the student will remain on probation for the duration of his/her time at Bishop Kenny High School.

## **ADMINISTRATIVE REVIEW TEAM (ART)**

An Administrative Review Team (ART) may be appointed by the principal for the purpose of reviewing Level III and IV violations, violations of disciplinary probation and/or failure to meet the terms of an Academic/Disciplinary Intervention. The team will be composed of three members: vice principal of operations, vice principal of academics and student services, and a member of the faculty chosen by the student's family.

Following the review by the ART, a decision will be delivered to the principal. The principal will render the final decision of the school to the student's parents.

The disciplinary decision is not subject to appeal to the Diocesan Dispute Resolution Board. Failure of the school to follow its discipline procedure as outlined in the Parent and Student Handbook is appealable. However, if the school has followed its procedure as outlined in the handbook, there is no appeal.

## WITHDRAWAL OPTION

Parents have the option to withdraw a student who is facing an Administrative Review Team hearing. In such a case, school records will indicate “withdrawal from Bishop Kenny.” Once a hearing commences, the option of withdrawal no longer exists. The results and recommendations of the Administrative Review Team will be recorded on the student’s withdrawal form. If the result is expulsion, it will be noted as such on the student’s withdrawal form. *This option is not applicable to Level IV violations.*

## EXCLUSION

A student may be separated from the school community for a period of time to be recommended by the Administrative Review Team. The student may apply for readmission at the end of this time. Certain conditions may have to be met before the student can reapply. The decision to readmit the student rests with the recommendation of the ART. Students who are asked to leave BKHS temporarily (exclusion) may not attend any BKHS activities or events.

## OUT-OF-SCHOOL SUSPENSION

**Level II infractions will result in 1-2 days suspension. Level III infractions will result in 2-6 days suspension.**

A student who receives an out-of-school suspension is not allowed on campus.

A student who is suspended from school for disciplinary action will be suspended one week for each day of suspension as a participant or spectator in school activities and/or athletics. For example, a student suspended from extracurricular activities will begin the day the student is suspended from school. These include but are not limited to athletic contests, dances, the prom, grad nite, homecoming activities, and other school events.

The quarter grade in each subject will be reduced by three points for each day of suspension.

## SENIOR SUSPENSION

Students who receive out-of-school suspension during their senior year **will not be allowed exemption from final exams. Students who are suspended during their senior year will not be allowed to participate in graduation exercises.**

## EXPULSION

A student who has been expelled from BKHS or any other school is not eligible for readmission/admission to the school.

A student who is expelled or who withdraws to avoid a disciplinary hearing will be issued a no trespassing warrant.

A student who is expelled or who withdraws to avoid a disciplinary hearing may not attend any Bishop Kenny activity/event (on or off campus).

The disciplinary decision is not subject to appeal to the Diocesan Dispute Resolution Board. Failure of the school to follow its discipline procedure as outlined in the Parent and Student Handbook is appealable. However, if the school has followed its procedure as outlined in the handbook, there will be no appeal.

We at Bishop Kenny are very proud of the number of students that participate in athletics and extracurricular activities, we are also very proud of their records and their achievements. Participation in athletics and extracurricular activities is a privilege that provides students with many rewards. When students choose to participate in athletics and extracurricular activities they represent themselves, their families, their student organization, their school, and their community. Students who choose to make this commitment must also assume certain responsibilities.

## **STUDENT RESPONSIBILITIES**

- ◆ Be a credit to parents, school, and community.
- ◆ Exhibit good sportsmanship and proper respect in the arena of competition.
- ◆ Abide by training rules and regulations established by coaches and sponsors.
- ◆ Abide by the Code of Conduct in the Parent and Student Handbook.
- ◆ Strive to achieve to the best of your abilities.
- ◆ Abide by the Athletic Participation Agreement.

## **SUSPENSION POLICY**

Students who have chosen to represent the school in athletics and extracurricular activities will be suspended one week from their activity or sport for each day they are suspended from school for disciplinary action. For example, a student suspended two days will be suspended from activities for two weeks. The suspension from athletics and extracurricular activities will begin the day the student is suspended from school. Students are not allowed to participate with their team or attend any extracurricular activities during the suspension. These include but are not limited to athletic contests, dances, the prom, grad nite, homecoming activities and other school events.

## **ATTENDANCE POLICY**

Students must be in school at least three periods to participate in athletics and extracurricular activities (including team practices).

## **ATHLETIC CONDUCT POLICY**

Students who participate in interscholastic athletics represent Bishop Kenny High School and are expected to conduct themselves in accordance with the Code of Conduct, as well as the rules and policies set forth by the Florida High School Athletic Association. Participation in interscholastic athletics is a privilege and should be regarded as such. Therefore student-athletes are expected to exhibit the qualities of integrity, respect and sportsmanship at all times.

The Code of Conduct applies to the student-athlete as a representative of Bishop Kenny and includes: practice, travel, games, and pre-game and post-game conduct. Students who violate any part of the Code of Conduct or FHSAA policies while representing Bishop Kenny will be subject to disciplinary action through the Office of the Dean of Students, as well as penalties handed down by the FHSAA. Any misconduct by a student-athlete resulting in a fine by the FHSAA will be paid by the offending student or billed to his/her account. Any grievous offense could result in suspension from athletic participation by the dean of students.

## EXPECTATIONS OF STUDENT CONDUCT AT EXTRACURRICULAR ACTIVITIES

Students attending extracurricular activities are expected to abide by the same standards of acceptable behavior and sportsmanship as the participants of the activity. Students must show respect at all times, using only positive cheers and praise without antagonizing or demeaning participants. Disrespectful or derogatory behavior will result in the student's removal from the activity and review for disciplinary action with a dean and the game-day manager or sponsor of the activity.

## FHSAA ELIGIBILITY POLICY

FHSAA -  
Florida High School  
Athletic Association

Bishop Kenny High School is a member of the Florida High School Athletic Association (FHSAA) and follows established rules. To be eligible to represent Bishop Kenny High School in interscholastic athletics, you:

1. Must be regularly enrolled and in regular attendance at Bishop Kenny High School
2. Must enroll in school within 10 days of the beginning of **each semester** to be eligible during **that semester**. If not, must make up all work missed and be in attendance a minimum of one day for each day missed due to late enrollment before being declared eligible.
3. Must maintain a cumulative 2.0 grade point average on a 4.0 unweighted scale through the end of the previous semester as required by Florida Statutes. This GPA must include all courses taken since entering high school.
4. Must not have graduated from any high school or its equivalent.
5. Must participate at the school in which you first enroll, or at which you first take part in an athletic practice, at the beginning of the school year.
6. Must transfer from your previous school prior to the first day of practice. If a student transfers on or after the first day of practice in a sport, the student cannot participate in that sport. If a student transfers from a school at which he/she was ineligible because of disciplinary action or unsatisfactory conduct, the student will be ineligible at Bishop Kenny High School for one full semester. If a student participates on a non-school team (i.e., AAU, American Legion, club setting, etc.) which is affiliated with or coached by a coach from a school other than the one the student attends or has attended, and then transfer to that school, it will be assumed that the student has been recruited to attend that school or transferred to that school for athletic reasons and the student will be ineligible there for one year. If a student transfers to a school that the coach has relocated to within the past year, it will be assumed that student transferred to that school for athletic reasons and will be ineligible there for one year.
7. Must not have **enrolled in the ninth grade for the first time** more than four school years ago.
8. Must be less than 19 years 9 months old to participate in high school. On the day a student reaches this age, regardless of when that day is, the student becomes ineligible to participate.
9. Must get signed permission to participate from parents or guardian on a form provided by the school.

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## **FHSAA ELIGIBILITY POLICY** cont.

10. Must undergo a pre-participation physical evaluation and be certified as being physically fit for participation in interscholastic athletics. **The physical evaluation must be dated after May 30, 2009 and is valid until May 29, 2010** after which time a student must successfully undergo another physical evaluation to continue participation.
11. Must be an amateur. This means a student must not accept money, gift or donation for participating in a sport, or use a name other than his/her own when participating.
12. Must not participate in an all-star contest in a sport prior to completing high school eligibility in that sport.
13. Must display good sportsmanship and follow the rules of competition before, during and after every contest in which a student participates. If not, a student may be suspended from participation for a period of time.
14. Must not provide false information to the school or to the FHSAA to gain eligibility.
15. Must not be guilty of gross unsportsmanlike conduct or exhibit behavior that is unacceptable to the principal or the FHSAA, both of which carry a six-week suspension from participation; **IF EJECTED FROM A CONTEST FOR A FLAGRANT FOUL OR UNSPORTSMANLIKE CONDUCT, THE ATHLETE CANNOT PARTICIPATE FOR 7 DAYS.**
16. May not dress for a contest, sit on the team bench, stand in the team box, or be on the field or play if deemed not eligible to participate.

As long as a student maintains a 2.0 cumulative grade point average, the student will be academically eligible for participation. Additionally, FHSAA regulations state that if a student in the 9th or 10th grades falls below the 2.0 cumulative grade point average requirement, the student will be allowed to participate on a semester-by-semester basis if the student a) earns a 2.0 GPA on courses taken in the previous semester alone; b) signs an academic performance contract with the school, and c) attends summer school. Once however, the student enters the 11th grade, he/she must have, and maintain from that point forward, the 2.0 cumulative GPA to be eligible for participation.

## **COLLEGE-BOUND ATHLETES**

Athletes planning to compete in college sports must schedule an appointment with their guidance counselor before October 1 to receive NCAA Clearinghouse information.



NAME	MEETING SCHEDULE	QUALIFICATIONS	ENROLLMENT DEADLINE
Anchor Club	Monthly	Girls, GPA 2.5, application, interview	May of previous year
Art Club	As needed	All interested students	Open
Arts Appreciation Club	Monthly	Interested students in grades 10-12	Mid-September; limited enrollment
Band	Daily	Band I – interest Band II-IV – experience	At course selection
Brain Brawl Teams	Twice weekly	Recommendation/invitation and tryout	Varsity-Early September JV-November
Cheerleaders	3 times weekly	GPA 2.0, successful tryout	Spring
Chorus	Daily	Chorus I – interest Chorus II-IV - Consent of instructor	At course selection
Computer Club	Monthly	Interested students	Limited enrollment
Drama Club	Monthly	All interested students	September
Family, Career & Community Leaders of America	Monthly	Interested students, (limited enrollment)	October 1
Forensics	Daily	All interested students	September
French Club	Monthly	All interested students	November club meeting
Future Business Leaders of America	Monthly	Business Management/Law students	Open
German Club	Monthly	All interested students	Open
Interact Club	Monthly	All interested students	Third week of school
International Thespian Society	Monthly	Qualified Drama Students	September
JETS Team	As needed	Upperclassmen	Open
Kenny Angels	Monthly	Girls in grades 10-12	April of previous year
Key Club	Twice monthly	GPA 2.0, grades 9-12	Mid-September
Latin Club	Monthly	GPA 2.0, grades 9-12	Open
Lettermen's Club	Monthly	Letter in varsity sport, coach recommendation	October 10
Math Club	Monthly	All interested students	Open
Multimedia Arts Club	Twice monthly	All interested students	Open
National Art Honor Society	As needed	GPA 3.0 in art, 1 yr. in art, teacher recommendation	September 30
National French Honor Society	Monthly	GPA 3.0, "A" avg. in French, 3 semesters of HS French	Spring
National Honor Society	Twice per semester	GPA 3.8, grades 10-12, teacher recommendation	End of first semester of 10th or 11th grade
National Spanish Honor Society	Monthly	GPA 3.0, "A" avg. in 3 semesters of HS Spanish, invitation	Spring
Newspaper	Daily	Newspaper I - Interest Newspaper II - Consent of instructor	At course selection

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NAME	MEETING SCHEDULE	QUALIFICATIONS	ENROLLMENT DEADLINE
NJROTC Academic Team	Weekly	All cadets with GPA of 2.0	Open
NJROTC Athletic Team	Twice weekly	All cadets with GPA of 2.0	Open
NJROTC Color Guard	Weekly	All cadets with GPA of 2.0	Open
NJROTC Drill Team	Twice weekly	All cadets with GPA of 2.0	Open
NJROTC Rifle Team	Weekly	All cadets with GPA of 2.0	Open
Quill & Scroll Society	As needed	Invitation, grades 11-12, superior work in journalism	Fourth Quarter
Red & White Girls	3 times a year	Girls, grades 9-12, GPA 2.0	End of November
Robotics Team	Varies	Interested Students	Limited Enrollment
St. Vincent de Paul Society Chapter	Twice monthly	All interested students	Mid-September
Science Club	Monthly	GPA 2.5, grades 9-12	October 1
Spanish Club	Monthly	Current Spanish Student	September 30
Student Council	At least monthly	See full description	Previous spring
Student Government Association	Twice monthly	See full description	Previous spring
Tri-M Honor Society	Monthly	Qualified music students	Spring
Yearbook	Daily	Yearbook I- Interest Yearbook II- Consent of instructor	At course selection
ZIP Club	Monthly	All interested students	Open

## Student Organizations

### ANCHOR CLUB

**Description:** The Anchor Club is a nationwide service organization for high school girls. Members are selected based on their commitment to community service, responsibility, ability to work with others, overall attitude, and character. Members are required to participate in community service projects throughout the school year. Other requirements include attendance at meetings, participating in fundraisers, and paying club dues.

**Meetings:** Monthly, or more frequently if necessary

**Qualifications:** Girls must submit a written application and present themselves well in an interview. All deadlines must be met to be considered for club membership. Once accepted, members must be active participants and follow all rules of the club. Each year, members who wish to return to the Anchor Club must reapply. Readmission is based on involvement in the club during the previous year.

**Enrollment Deadline:** The application process begins in the spring for current freshmen, sophomores, and juniors. The club year begins and ends in May.

**Leadership Opportunities:** Officers are elected in the spring.

## **ART CLUB**

**Description:** The Art Club is a service organization dedicated to enhancing the visual environment at BK by maintaining the school gallery of student artwork. Members design and produce art in various forms for fundraisers that provide assistance to the art department.

**Meetings:** As needed

**Qualifications:** Open to students in grades 9-12 who have an interest in the visual arts. There is no art class requirement.

**Enrollment Deadline:** Open

**Leadership Opportunities:** Officers are appointed by sponsor from volunteers.

### **ART HONOR SOCIETY (see NATIONAL ART HONOR SOCIETY)**

## **ARTS APPRECIATION CLUB**

**Description:** The Arts Appreciation Club presents BK students the opportunity to personally experience and discuss cultural events in the greater Jacksonville area throughout the year. Students may attend various musical, dance, dramatic, or operatic performances or artistic exhibits. Members also promote the arts within the BK community.

**Meetings:** Monthly, or more frequently if necessary

**Qualifications:** Open to students in grades 10-12 who have an interest in the arts, attending arts related activities and performing service activities which promote the arts.

**Enrollment Deadline:** Mid-September; limited enrollment

**Leadership Opportunities:** President, Vice-President, Secretary, Treasurer, and Historian

## **BAND**

**Description:** The Bishop Kenny Band provides music for several BK activities, provides half-time entertainment at football games; participates in local and out-of-state parades and festivals, and performs in several concerts throughout the year.

**Meetings:** During class and two days a week after school in the fall and winter

**Qualifications:** Band I – willingness to learn an instrument

Band II-IV – consent of instructor and experience playing a woodwind, brass, or percussion instrument

**Enrollment Deadline:** At the time of course selection in the spring

**Leadership Opportunities:** Drum Major, Band Captain, and Lieutenants

## **BRAIN BRAWL TEAMS**

**Description:** The varsity and junior varsity teams represent BK in competitions against other high school teams in the Duval County Superintendent's Academic Challenge. Questions cover a broad area of general knowledge in the fields of mathematics, science, social studies, language arts, literature, humanities and current events. The varsity matches usually begin in October and can last through February. The junior varsity team participates in round robin competitions, usually in the winter.

**Meetings:** At least twice weekly

**Qualifications:** Teachers may recommend students for the teams. Teams are formed by the coaches/sponsors based on practice rounds and tryouts. Students may be in grades 9-12 and must be bright, quick, and aggressive.

**Enrollment Deadline:** Early September for the varsity level. November for junior varsity level

**Leadership Opportunities:** Captains for the varsity team and the junior varsity team

## CHEERLEADERS

**Description:** The Cheerleading squads consist of spirit oriented students at both the varsity and junior varsity levels. Cheerleaders support the school's sport teams, lead pep rallies, participate in competitions, and provide service to the school. Varsity squad participants will compete at a local and state level. Attendance at practice is mandatory for both squads to fully participate in related activities.

**Meeting Schedule:** Three times a week

**Qualifications:** GPA of 2.0, successful tryout

**Enrollment Deadline:** Open to rising freshmen, sophomores, juniors, and seniors enrolled at BK by tryout time. Tryouts are held in the spring.

## CHORUS

**Description:** The chorus provides music for student Masses at Bishop Kenny, performs at various festivals, and performs in several concerts during the year. Choral students also serve the community through music whenever possible.

**Meeting Schedule:** During class; after school when scheduled

**Qualifications:** Chorus I – interested students

Chorus II-IV - consent of instructor

**Enrollment Deadline:** At the time of course selection in the spring

**Leadership Opportunities:** President, Vice-President, Secretary, and Chaplain of Concert Chorale

## COMPUTER CLUB

**Description:** A club dedicated to helping students learn more about computer technology (hardware and software). Students learn about surfing the internet more effectively, the development of games and gaming skills, and about building computers.

**Meetings:** Monthly

**Qualifications:** Students in grades 9-12 who are interested in computers

**Enrollment Deadline:** Limited enrollment, approximately 30

**Leadership Opportunities:** President, Vice-President, and Secretary

## DRAMA CLUB

**Description:** The purpose of the Drama Club is to experience the dramatic arts by learning basic theatre games and improvisation techniques at monthly meetings. Students are also encouraged to participate in school performances and club events.

**Meetings:** Monthly

**Enrollment Deadline:** September

**Qualifications:** Open to all students interested in drama

## FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA

### (FCCLA)

**Description:** The purpose of FCCLA is to help students assume leadership roles in society through education in areas of personal growth, family life, career preparation, school and community involvement. Members participate in club meetings, school and community service projects, and fundraising projects.

**Meetings:** Monthly

**Qualifications:** Interested students. Students may not accrue more than 3 unexcused absences. Dues are \$15.00.

**Enrollment Deadline:** October 1- Enrollment is limited to approximately 30 students

**Leadership Opportunities:** Chapter Officers

## FORENSICS TEAM

**Description:** The Forensics Team is a state-wide and national competitive organization. Members compete in public speaking, parliamentary debate, and dramatic performance.

**Meetings Schedule:** Daily rehearsals (students can schedule their rehearsal time to fit their schedules).

**Qualifications:** Interested students in all grade levels

**Enrollment Deadline:** September, however, some late competitors are accepted.

**Leadership Opportunities:** Captains are appointed.

## FRENCH CLUB

**Description:** The French Club is for all Bishop Kenny students who are interested in learning about France and Francophone cultures. Monthly events introduce students to the people, language, food, holidays, and other details of different countries where French is spoken as a primary language. The president must be enrolled in French in the year he or she holds office or must have completed all available levels of French at BK and must be an active member of the National French Honor Society.

**Meetings:** Monthly.

**Qualifications:** Any interested student

**Enrollment Deadline:** November meeting

**Leadership Opportunities:** Officers are elected at the September meeting. French Club officers are: President, Vice-President, Secretary, and Treasurer.

**FRENCH HONOR SOCIETY (see NATIONAL FRENCH HONOR SOCIETY)**

## FUTURE BUSINESS LEADERS OF AMERICA

### (FBLA)

**Description:** FBLA is a special interest club devoted to developing competent business leadership skills, increasing appreciation for the American free enterprise system, and helping students establish personal career goals. Students sell t-shirts in order to sponsor career breakfasts for the entire Business/Technology Department during which community leaders visit to share their experiences.

**Meetings:** Monthly

**Qualifications:** Students must be currently enrolled in Business Management and Law.

**Enrollment Deadline:** Automatic with class registration

**Leadership Opportunities:** Officers are elected in each class.

## GERMAN CLUB

**Description:** The purpose of this club is to promote the understanding of German culture and contribute to BK by supporting the acquisition of German cultural materials.

**Meetings:** Monthly

**Qualifications:** Enrollment in a German class is preferred but not required.

**Enrollment Deadline:** Open

**Leadership Opportunities:** President, Vice-President, Secretary, Treasurer, Chaplain, and Sergeant-at-Arms

## INTERACT CLUB

**Description:** The Interact Club is a service organization that has various projects to serve the BK and greater Jacksonville communities.

**Meetings:** Monthly, and monthly officer meetings

**Qualifications:** Any interested students

**Enrollment Deadline:** Third week of each new school year

**Leadership Opportunities:** President and President-elect, Treasurer, Secretary, Chaplain and Board of Advisors

## **INTERNATIONAL THESPIAN SOCIETY**

**Description:** The purpose of the Bishop Kenny Chapter of the International Thespian Society is to develop and further theatrical training through experience and competition in the field of the dramatic arts.

**Meetings:** Monthly, plus rehearsals before competitions.

**Qualifications:** All Drama Club members have the option to join this society. All members must meet the requirements set by the International Thespian Society. See the advisor for details.

**Enrollment Deadline:** September

**Leadership Opportunities:** President, Vice-President, Secretary, Treasurer, Clerk

## **JUNIOR ENGINEERING TECHNICAL SOCIETY TEAM**

### **(JETS)**

**Description:** The purpose of this team is to expand student knowledge of engineering and related fields. A competition with other schools is held in February.

**Meetings:** As needed

**Qualifications:** Students must be upperclassmen who are taking or have previously taken physics and/or chemistry.

**Enrollment Deadline:** Open

**Leadership Opportunities:** Students may be captain of the competition team. They may lead other students in preparation for the competition.

## **KENNY ANGELS**

**Description:** Kenny Angels is a service organization of girls who run the concession stands for the Athletic Department. Participation fulfills service hour requirements.

**Meetings:** Monthly - August-February

**Qualifications:** : Girls must be in grades 10-12 and must apply by April 30.

**Enrollment Deadline:** April 30

**Leadership Opportunities:** Seniors are elected as officers.

## **KEY CLUB**

**Description:** The Key Club is a unique service organization that blends outstanding leadership training with service to the school and community. The monthly service projects promote spiritual values and provide a practical means to form enduring friendships while working together to build a better community. Students are encouraged to lead/create their own service projects.

**Meetings:** The second and fourth Thursday of each month; 1-3 service projects per month

**Qualifications:** Open to interested students in grades 9-12 with a minimum GPA of 2.0. Members must complete a minimum number of service hours per semester with Key Club and attend every meeting.

**Enrollment Deadline:** Mid-September

**Leadership Opportunities:** President, Vice-President, Secretary, Treasurer, Editor

## **LATIN CLUB**

**Description:** The purpose is to promote the Latin language and stimulate a desire to render service.

**Meetings:** Monthly

**Qualifications:** Minimum GPA of 2.0. Students do not have to take Latin to be a member.

**Enrollment Deadline:** Open

**Leadership Opportunities:** President, Vice-President, Secretary, Treasurer, and Parliamentarian

## LETTERMEN'S CLUB

**Description:** This club is a service organization that provides a means of unity and fellowship among the athletes of BK.

**Meetings:** Monthly

**Qualifications:** Each member must have received a letter in a varsity sport. Each proposed member must be recommended by the coach of his respective sport and must attend the induction ceremony.

**Enrollment Deadline:** October 10

**Leadership Opportunities:** President, Vice-President, Secretary, Treasurer, Sergeant-at-Arms

## MATH CLUB

**Description:** The purpose of this club is to extend math studies in after-school activities that include problem-solving techniques, topics in history of mathematics, and tutoring services.

**Meetings:** Monthly

**Qualifications:** Interest in mathematics.

**Enrollment Deadline:** Open

**Leadership Opportunities:** Officers elected in September

## MULTIMEDIA ARTS CLUB

**Description:** The Multimedia Arts Club provides video and photography experience for BK students through participation in various social, cultural and athletic events both on campus and in the community. At meetings, members explore the use of multimedia editing and authoring tools for video, photography and sound. Members provide their video, photographic and multimedia services to the school community and help support the publication and broadcast journalism programs.

**Meetings:** Twice monthly

**Qualifications:** Any interested student

**Enrollment Deadline:** Open

**Leadership Opportunities:** President, Vice-President, Secretary, Treasurer and Chaplain

## NATIONAL ART HONOR SOCIETY

**Description:** The purpose of this club is to recognize those students who have shown outstanding ability and excellence in art, to further creative abilities and talents of the Society's members, to bring art to the attention of the school and community, and to provide affiliation with the National Art Education Association—High School Division.

**Meetings:** As needed

**Qualifications:** Open to students in grades 10-12 with a minimum GPA of 3.0 in art, one year of art, and teacher recommendation. Selection is made based on art scholarship, service, and character.

**Enrollment Deadline:** September 30

**Leadership Opportunities:** President, Vice-President, Vice-President-Gallery, Treasurer, Secretary, Lab Assistant, Historian

## **NATIONAL FRENCH HONOR SOCIETY**

### **(SHF)**

**Description:** This club is for outstanding students of French currently enrolled in a French course at BK. Members participate in French Club activities, tutor students who need help in French, and must also complete one significant service project per semester.

**Meetings:** Monthly (often in conjunction with the French Club)

**Qualifications:** Students may be invited to join the SHF if they have a minimum GPA of 3.0 with an “A” average in all French classes taken. Students are eligible for induction into the SHF once they have taken three semesters of high school French.

**Enrollment Deadline:** Spring

**Leadership Opportunities:** Officers are appointed at the Induction Ceremony. SHF officers are: President, Vice-President, Secretary, and Treasurer

## **NATIONAL HONOR SOCIETY**

**Description:** NHS is a service club affiliated with and sponsored by the National Association of Secondary School Principals. BK’s society has been chartered since 1952. Service projects include the annual book drop in May, locker preparation in July, and tutoring.

**Meetings:** Twice per semester

**Qualifications:** Sophomores and juniors with an overall GPA of 3.8 or higher at the end of the first semester are invited to apply. A letter inviting eligible NHS candidates to apply for membership is mailed to the student’s home shortly after the first semester. Applications are evaluated based on the applicant’s qualifications in the areas of service, leadership, and character. Dues are \$30.00.

**Enrollment Deadline:** The end of the first semester. Invitations are issued during 3rd quarter.

**Leadership Opportunities:** President, Vice-President, Secretary, Treasurer, and Chaplain

## **NATIONAL SPANISH HONOR SOCIETY**

**Description:** “Simon Bolivar” is the name of the BK chapter of this national educational society sponsored by the American Association of Teachers of Spanish and Portuguese. The purpose of the chapter is to recognize high achievement in Spanish, to promote interest in the Hispanic studies, and to tutor students who are having difficulty in Spanish.

**Meetings:** Monthly. Members tutor students weekly requesting help in Spanish.

**Qualifications:** Students must have completed a minimum of 3 semesters of high school Spanish with an “A” average and have an overall GPA of 3.0 to be eligible to join.

**Enrollment Deadline:** Membership is by invitation only. New members are initiated each spring.

**Leadership Opportunities:** President and Vice-President (must be taking Spanish), Secretary, and Treasurer are elected.



## **NEWSPAPER (*THE SHIELD*)**

**Description:** *The Shield* is Bishop Kenny's student-produced newspaper. Under faculty supervision, students write articles, columns and editorials, take photographs, arrange the layout and distribute the paper seven times during the school year.

**Meetings:** During class and outside of class as scheduled. The student is expected to work outside of designated class time to conduct interviews, complete the layout, attend workshops or participate in other newspaper related activities.

**Qualifications:** Journalism I Newspaper – Interested students  
Journalism II Newspaper – Consent of the instructor

**Enrollment Deadline:** At the time of course selection in the spring

**Leadership Opportunities:** Journalism II Newspaper gives students an opportunity to act in a position of authority. From this group, the editor-in-chief, managing editor, section editors, and business manager are selected.

## **NJROTC ACADEMIC TEAM**

**Description:** The NJROTC Academic Team represents BK in regional and national competition. Academic competitions are conducted via written tests both on campus and during field meets held at various NJROTC units and universities throughout Area Twelve (North Florida, Georgia, and Tennessee). Additionally, Postal Matches (via US Mail) are conducted on a nationwide basis. The competition covers a broad area of general knowledge related to the Naval Science curriculum, as well as SAT/ACT material.

**Meetings:** Weekly before school

**Qualifications:** Open to academically qualified NJROTC cadets from grades 9-12. Teams are made up of five members each. Cadets are expected to make a commitment of time and effort for the practice sessions and self-paced study throughout the year.

**Enrollment Deadline:** Open

**Leadership Opportunities:** Commander and Assistant Commander

## **NJROTC ATHLETIC TEAM**

**Description:** The NJROTC Athletic Team consists of cadets who want to be part of a group exercise program. They exercise together to help each other stay physically fit. Cadets travel on field trips with other NJROTC teams in order to compete against other high schools for individual and team awards. Competitions are conducted at high schools and colleges that have ROTC programs throughout the Southeast United States.

**Meetings:** Twice a week

**Qualifications:** Academically qualified (2.0 GPA) NJROTC cadets in grades 9-12.

**Enrollment Deadline:** Open

**Leadership Opportunities:** Athletic Team Commander--Responsible for conducting practice and preparing for competitions. Athletic Team MPO--Assists the CDR and is in charge during his/her absence.

## **NJROTC COLOR GUARD**

**Description:** The NJROTC Color Guard members represent BK both on and off campus. They travel on field trips to compete against other high school color guards for awards. The NJROTC Color Guard represents our high school at various military and civic activities in the Jacksonville area. They also perform at BKHS athletic events.

**Meetings:** Weekly

**Qualifications:** Academically qualified (2.0 GPA) NJROTC cadets from grades 9-12. Teams are made up of four members each.

**Enrollment Deadline:** Open

**Leadership Opportunities:** Color Guard Commander--Responsible for teaching and conducting practices for the Color Guard. Assistant Color Guard Commander--assists the Color Guard Commander

## **NJROTC DRILL TEAMS**

### **(Armed and Unarmed)**

**Description:** The NJROTC Drill Teams represent BK both on and off campus. They travel on field trips to compete against other high school drill teams for awards. Competitions are held at various high schools and colleges that have ROTC programs throughout the Southeastern United States. Competitions require students to demonstrate knowledge of and properly execute both basic and exhibition drill routines. The Armed team practices and competes with drill rifles. The Unarmed team does not use drill rifles.

**Meetings:** Twice a week

**Qualifications:** Academically qualified (2.0 GPA) NJROTC cadets from grades 9-12. Teams are made up of approximately fourteen members.

**Enrollment Deadline:** Open

**Leadership Opportunities:** Drill Team Commander--Responsible for teaching and conducting practices for the drill team. Assistant Drill Team Commander--Assistant to the Commander; in charge in his/her absence.

## **NJROTC AIR RIFLE TEAM**

**Description:** The NJROTC Air Rifle Team represents BK in competition nationally as well as throughout NJROTC Area Twelve (North Florida, Georgia, and Tennessee). The competitions cover a broad area of general marksmanship skills. The Air Rifle Team stresses mental discipline, concentration, the ability to relax under pressure, and stamina.

**Meetings:** Weekly October through March off campus at local shooting range.

**Qualifications:** Academically qualified NJROTC cadets from grades 9-12. Teams are made up of four members each.

**Enrollment Deadline:** Open

**Leadership Opportunities:** Commander and Assistant Commander

## **QUILL AND SCROLL SOCIETY**

**Description:** Quill and Scroll is an international honor society for high school journalists. Individual members and school media groups are encouraged to participate in international contests sponsored by the society.

**Meetings:** As needed.

**Qualifications:** High school students, in their junior or senior year. All students must be in the upper third of their class scholastically for the cumulative total of all of their high school work; they must have done superior work in some phase of journalism or school publications - writing, editing, broadcasting, video, etc.; they must be recommended by the publication adviser or the publication governing committee. In addition, every new candidate must pay a one-time initiation fee. The fee entitles the new member to a pin or charm, a membership card, and a one-year subscription to *Quill and Scroll* magazine.

**Enrollment:** Potential new members will be identified during the fourth quarter and invited to join.

## **RED AND WHITE GIRLS**

**Description:** The Red and White Girls is a support group for BK baseball teams. Duties include selling season tickets, working in the concession stand and ticket booth, raising money, keeping statistics and the score book, working the scoreboard and announcing the games.

**Meetings:** Three times a year

**Qualifications:** Any interested female in grades 9-12 with a minimum GPA of 2.0.

**Enrollment Deadline:** End of November

## **ROBOTICS TEAM**

**Description:** The purpose of this team is to increase analytical and programming skills through the use of artificial intelligence utilizing club-fabricated robots. Team members are expected to contribute a significant amount of their after-school time towards their project for the six weeks following February 1. Students participate in regional competitions and can qualify for competition on the national level.

**Meetings:** Schedule varies according to need

**Qualifications:** Open to interested students. Analytical skills and computer programming experience are highly desirable.

**Enrollment Deadline:** Limited enrollment (6-10 students.)

**Leadership Opportunities:** Team Leader

## **ST. VINCENT de PAUL SOCIETY**

**Description:** St. Vincent de Paul Chapter is a service organization deeply rooted in the Catholic tradition. The chapter is devoted to providing direct aid to the poor and less fortunate through participation in various activities to benefit the Jacksonville community. Club members will participate in various activities such as the annual Thanksgiving food drive. The St. Vincent de Paul Chapter provides students with an opportunity to meet and form new friendships, to provide Christian service and to grow spiritually.

**Meetings:** One general meeting each month. In addition, the members attend Mass as a group once a month.

**Qualifications:** Open to students of all faiths in grades 9 – 12

**Enrollment Deadline:** Mid-September

**Leadership Opportunities:** Officers are elected by the membership. Advisors and team captains are appointed for key events.

## **SCIENCE CLUB**

**Description:** The purpose of this club is to generate excitement for a variety of science disciplines, including chemistry, biology, and ecology. There is an emphasis on hands-on experiences. The club provides guest speakers and field trip opportunities. Members serve as demonstrators for the Explorathon at the Museum of Science and History.

**Meetings:** Monthly

**Qualifications:** Students in grades 9-12, with a minimum GPA of 2.5

**Enrollment Deadline:** October 1

**Leadership Opportunities:** President, Vice-President, Secretary, Treasurer, and Chaplain

## **SPANISH CLUB**

**Description:** The purpose of this club is to promote interest in Spanish language and cultures.

**Meetings:** Monthly

**Qualifications:** The president must be enrolled in Spanish in the year he or she holds office or must have completed all available levels of Spanish at BK and must be an active member of the National Spanish Honor Society. All other Spanish Club members must be currently enrolled in a Spanish class or be of Hispanic background.

**Enrollment Deadline:** September 30

**Leadership Opportunities:** Four officers are elected.

**SPANISH HONOR SOCIETY (see NATIONAL SPANISH HONOR SOCIETY)**

## **STUDENT GOVERNMENT ASSOCIATION/ STUDENT COUNCIL**

**Description:** The Student Government Association is comprised of seven officers elected by the entire student body. SGA organizes and runs the meetings of the Student Council. Student Council is an organization of elected officers from each class who provide leadership in student affairs. SGA and the Council act as the liaison with school administration on matters of policy, school spirit and community service. Homecoming activities, The Miss BK Pageant, Springfest, and the Catholic Charities Gift Drive are some of the projects coordinated by these organizations. The Student Council strives to promote harmonious relations throughout the school and provides a forum for student expression through the assistance of student representatives. Two of the SGA officers also serve on the School Improvement Team.

**Meetings:** SGA meets at least twice monthly. The Council meets at least once per month; more often for planning events.

**Qualifications:** Minimum GPA of 2.5, satisfactory recommendation of all teachers, an interview, and election by the student body; SGA officers must be in their junior or senior year.

**Enrollment Deadline:** Elections for SGA offices and for officers of the sophomore, junior, and senior classes are held in the spring of the previous year. Current freshman class elections take place in the fall.

**Leadership Opportunities:** Each grade elects a President, Vice-President, Secretary, Treasurer and two Senators. The SGA is made up of a President, Vice-President, Secretary, Treasurer, two Senior Senators, and one Junior Senator. Formal leadership training is provided.

## **TRI-M MUSIC HONOR SOCIETY**

**Description:** Tri-M is the international honor society recognizing secondary music students for their musical ability, academic excellence, school improvement and community service.

**Meetings:** Monthly

**Qualifications:** Candidates are selected from school music students that exhibit exceptional scholarship, leadership, service and character.

**Enrollment Deadline:** Fall

**Leadership Opportunities:** President, Vice President, Secretary, Chaplain, and Historian

## **YEARBOOK (*CRUSADER*)**

**Description:** The *Crusader*, one of the largest high school yearbooks in the country, is entirely produced by the students under faculty direction.

**Meetings:** During class, before and after school and on weekends as scheduled

**Qualifications:** Journalism I Yearbook – Interested students

Journalism II Yearbook – Consent of the instructor

**Enrollment Deadline:** At the time of course selection in the spring

**Leadership Opportunities:** In their positions as staff members, all yearbook students have a certain leadership role due to the great responsibility entailed in producing such a large publication. Yearbook II students are given editorial positions with the opportunity to be editor-in-chief or managing editor.

## **ZIP (ZERO IN ON PREVENTION)**

**Description:** ZIP is a drug and alcohol prevention club. This student-led organization sponsors various activities such as Prom Promise, Red Ribbon Week, and monthly character traits to promote drug abuse awareness and drug resistance. Zip members may also participate in Night Vision, a program sponsored by the Florida National Guard in which 20 Bishop Kenny students are trained in September of each school year to make presentations about gateway drugs to Catholic grade school students.

**Meetings:** Monthly

**Qualifications:** Open to any self-motivated student in grades 9-12. Annual dues \$5.00

**Enrollment Deadline:** End of September

**Leadership Opportunities:** President, Vice President, Secretary, and Chaplain

## **Peer Ministry**

### **EXTRAORDINARY MINISTERS OF HOLY COMMUNION**

**Description:** During the second semester of the junior year, all practicing Catholic students are invited, through their religion classes, to consider becoming an Extraordinary Minister who will serve during their senior year. These ministers perform two distinct and important functions at Bishop Kenny: **Liturgical Ministry** and **Hospitality Ministry**.

**LITURGICAL MINISTRY:** Students are required to serve as lectors and altar servers, and Eucharistic Ministers on a rotation basis at the daily 7:15 a.m. Mass in our chapel. Students are prepared for this ministry by:

**Spiritual Training:** Attend a day long retreat at Marywood Retreat Center, usually in April of the junior year.

**Liturgical Training:** Students are taught the rubrics of serving at the Mass during Wednesday training sessions, which take place in the spring of the junior year.

**Imminent Training:** In August of the senior year, students' skills are refreshed so they are ready to begin serving at the Masses as the school year begins.

**HOSPITALITY MINISTRY:** All Extraordinary Ministers assist with four of our large events at Bishop Kenny High School:

**Transfer Student Orientation (August):**

Students "buddy," one on one, with our transfer students to help welcome them to the BK community.

**Annual Fund (October):**

Students help make calls to raise funds.

**Parent Information Day (January):**

The ministers are tour guides for parents and prospective students.

**Auction (Spring):** The Extraordinary Ministers work at this annual event.

## Parent Organization

### BK BOOSTERS

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#### MISSION STATEMENT:

The mission of the Bishop Kenny Booster Club is to provide a mechanism for Bishop Kenny parents and friends to partner with the administration, staff and faculty of Bishop Kenny High School in providing the best possible high school experience for the young men and women who attend Jacksonville's oldest Catholic high school, particularly through the enhancement of the school's extra-curricular activities. The club intends to provide that assistance primarily through four means:

- ◆ By raising and allocating funds to supplement the operating budgets of all of the school's extra-curricular activities, including its athletic teams, performing and visual arts groups, student media, and other school-sponsored interest groups, clubs and organizations.
- ◆ By serving as a vehicle for active and organized parent involvement in the academic, extra-curricular and social activities of the school.
- ◆ By assisting the school's Development Office in fund-raising and other school support activities.
- ◆ By pledging and raising financial resources for the construction of major capital improvements on campus, where possible.

## NOTES

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