



PARENT/STUDENT HANDBOOK

2026-2027

We educate and develop the whole student in the Catholic tradition - Spirit, Mind, & Body



BISHOP KELLY HIGH SCHOOL



bk.org



208-375-6010



Bishop Kelly High School

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BISHOP KELLY FIGHT SONG

*CHEER, CHEER FOR OLD KELLY HIGH,
HER FAME'S FOREVER, NEVER TO DIE.
SEND A VOLLEY CHEER ON HIGH,
SHAKE DOWN THE THUNDER FROM THE SKY.
WHAT THOUGH THE ODDS BE GREAT OR BE SMALL,
OLD KELLY HIGH WILL WIN OVER ALL.
WHILE HER LOYAL SONS AND DAUGHTERS
MARCH ON TO VICTORY!*

ALMA MATER

(To the tune of Ode to Joy)
We are Knights to bear God's wisdom
to a world in search of light.
Bound together, always loyal
champion we His awesome might.

Lord, we join in deep thanksgiving,
for these years of truth and grace.

Proud of Kelly we are singing
heads held high and voices raised.

About this Handbook

The purpose of this handbook is to set expectations as well as to provide a guide that will help students not only reach these expectations, but exceed them. This book has been reduced to a simple, easy to read set of expectations that students should strive for every day. Simply stated, we ask that students strive to be the best they can be every day in spirit, mind, and body.

This handbook is NOT meant to be a replacement for school policies. All student related school policies can be found on the Bishop Kelly website at <https://www.bk.org>. The Principal has the right to amend this handbook, if necessary; parents will be notified if an amendment is made.

We realize students are not perfect, and we don't expect them to be. Students are going to make mistakes along the way, and they are not always going to be the best version of themselves. We are committed to always doing our best to be fair, to treat students and parents with respect, and to hold each other accountable for our expectations.

Chapter 1: Vision, Philosophy, & Values for BK Students

Bishop of the Diocese of Boise

Bishop Peter Christensen

Chaplain

Father Gregory Vance, S.J.

Administration

President: Mr. Bill Avey

Principal: Dr. Sarah Quilici

Vice Principal Academic Affairs: Ms. Missy Nichols

Vice Principal Student Affairs: Mrs. Krystal Ellis

Vice Principal of Activities and Operations: Mrs. Cheryl Hutchinson

Activities Director: Mr. Tom Shanahan

Counselors

Mrs. Lindsay Godar

Dr. Gina Gridley

Mrs. Julie Klover

Mrs. Amanda Ammann

School Nurse

Mrs. Christina Klaas

Athletic Trainers

Mr. David Redinger

Dr. Ansley Redinger



The BK Way

What we believe and how we act.

FAITH

Jesus Christ is our Lord, our ultimate teacher and role model and we are actively dedicated to our spiritual formation.

SAFE AND CARING PLACE

BK is a safe, caring and compassionate place where all students, staff, and parents feel welcomed and valued.

ACADEMIC EXCELLENCE

All students in every classroom are supported and challenged to do their very best and achieve personal excellence.

ACTIVITIES

Participation in activities provides a valuable experience in students' growth and development as we support and challenge them to achieve personal and team excellence.

HONOR

Each member of the BK community is accountable to high standards of moral and ethical behavior in the classroom, hallways, at BK events, on the playing field, and in the stands.

GENEROSITY

Students, staff, and parents give back to the world generously of their time, talent, and treasure in ways that are productive to their fellow man.

COMMUNITY

Students, staff, and parents have a sense of ownership of their school as evidenced by their active participation in BK and having a voice in decisions that positively affect Bishop Kelly.

PARTNERSHIP

We need and value our students, staff, and parents as customers and thus we work together in partnership to meet and exceed their expectations.

Policy 3201: Code of Christian Conduct

Bishop Kelly Community Rights

- Students have the right to learn in a positive environment.
- Teachers have the right to teach in a positive environment.
- All members of the Bishop Kelly Community, including teachers, substitute teachers, staff, aides, custodians, food service personnel, administration, secretaries, counselors, parents, visitors, and students have the right to be treated with respect. This includes all communication to or about these people, through speaking, gesturing, writing, or electronic means.

Code of Conduct for Students

We expect you to maintain strong standards of conduct both on and off campus. Any behavior that is detrimental to the reputation of Bishop Kelly and not in alignment with our values is subject to disciplinary action.

Students are expected to obey school officials, respect property, and maintain order and decorum.

Students shall refrain from any conduct that is unbecoming of a member of our school community. Conduct unbecoming includes any behavior that is inconsistent with the Christian values of honesty, respect, and responsibility. Conduct unbecoming may include behavior that disrupts the learning environment, that damages the reputation of the school, or any action that undermines the trust and integrity upon which this community is built.

School administrators are directed to establish rules and regulations regarding appropriate student behavior in school and at school activities. Disciplinary action for violation of this policy may involve up to, and including, suspension and/or dismissal or expulsion.

Code of Conduct for Parents

Bishop Kelly High School seeks to foster open communication between students, parents, faculty, and administration. Bishop Kelly's administration believes that the best way to resolve issues is through open, clear, and honest communication. Parents/guardians are expected to work respectfully, courteously, and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.

Maintaining an alcohol-free and drug-free environment for students requires a partnership between parents, family members, and the school to ensure that student health and safety are not jeopardized by adult actions or behavior. If we become aware of any person who trades, sells, gives away, or offers to trade, sell, or give away alcohol, controlled substances, performance-enhancing drugs, or other hazardous substances to students, the school will notify the authorities.

Code of Conduct for Faculty/Staff/Administration

Staff, administration, and faculty at Bishop Kelly agree to perform all teaching assignments in accordance with the highest professional and moral standards and have and maintain the legal qualifications required in the State of Idaho to teach in the assigned grades or subjects during all times that performance is required by the employee. They will also conduct themselves in a manner in keeping with the teachings and practices of the Catholic Church and the personnel policies of the Diocese of Boise.

Code of Conduct for Spectators

As supporters of Bishop Kelly's activities and athletics, spectators are expected to be positive role models for competitors and all those in attendance. Spectators are reminded that the reason students participate is to have fun and that the game is not for the adults rather it is for the competitors. Adults are encouraged to cheer on the entire team and support the program, players, coaches, and officials. Parents and guardians who have concerns should address the coach at an appropriate time and venue – never right before, during, or immediately after a contest.

Core Philosophy & Values

VISION

A Catholic community achieving excellence in Learning, Service, and Life.

MISSION

We educate and develop the whole student in the Catholic tradition - Spirit, Mind, and Body.

BISHOP KELLY PRAYER

Help me to see Jesus in others and help others to see Jesus in me.

Our Vision for the Bishop Kelly Graduate

The outcome of our vision is the Bishop Kelly graduate who possesses strength of...

Spirit

A deep relationship with Jesus Christ and an ability to form strong, respectful and meaningful relationships with others based on Catholic values.

Mind

An exceptional academic foundation with a capacity for creativity, critical thinking, questioning, and reflective problem solving.

Body

The discipline, perseverance, and courage to maintain a lifetime commitment to healthy nutrition, physical balance, and harmony with God's purpose.

Chapter 2: Catholic Identity and Spiritual Formation

Campus Ministry

Faith is important at Bishop Kelly High School, and we have a fantastic team to guide and support students in their faith. Father Gregory Vance, our School Chaplain, will oversee our Masses at Bishop Kelly and is available for students daily in his office in the 200-hall.

Bishop Kelly has also a Campus Minister who can serve as a resource for students. The Campus Minister is in the Campus Ministry Room 406. In addition to our Chaplain and Campus Minister, there is a dedicated and caring Theology team that is always available to talk to students, answer questions or listen.

Retreats

BK offers a number of retreats each year. As a general rule, the freshmen and sophomore retreats have required attendance and serve to both build community and connections, while also strengthening one's faith journey. Retreats will be offered to each grade level at different times throughout the school year. As a junior and senior, students have an opportunity to attend an overnight retreat outside of Boise. These retreats are an important part of the BK experience. Grades, attendance, and behavior will be reviewed to determine participation in overnight retreats.

Service Learning

Service is an important part of being a Knight. Every semester from freshman through junior year, students will be required to complete at least 10 hours of community service. Many students go above and beyond this requirement. As a senior, students will complete a 40-hour service project with a community organization. It's a great way to help others and live out your Gospel call to love and serve. If students have questions, they can talk to their Theology teacher. Opportunities to serve will also be shared in Schoology and BK Alive.

Throughout the year, House groups will be involved in community service together to help local organizations.

Mass

Mass is offered before school four times each week. Each month, our school community comes together for Mass in the Carley Center. All students are to attend the monthly All School Masses and

are expected to sit with their House Family. Please be mindful to not plan any appointments on Mass Days.

During the week, sports and activities that are in season are required to go to Mass, as a team, in St. Teresa's Chapel.

Chapter 3: Parents as Primary Educators

Parental Interference

Generally, a student is not to be deprived of a Catholic education or otherwise penalized for the actions of parents. However, parents may interfere in a manner, in the sole opinion of the school, that such behavior reduces the school's ability to effectively serve its students. In such circumstances, the school may require that the student be removed from Bishop Kelly High School.

By way of example only, parental interference may include, without limitation:

- Refusal to cooperate with school personnel.
- Instances of disrespect or insubordination to school administration.
- Refusal to adhere to school policies, procedures, and regulations, or the spirit of the policies, procedures, and/or regulations.
- Interference in matters of school administration, discipline, or finance.
- Refusal to accept administrative decisions surrounding academic or disciplinary matters.
- Refusal to accept diocesan policies.
- Advocating positions that are in conflict with Catholic moral and/or doctrinal definitions as related to the operations of the school, both on and off campus, including, without limitation, co-curricular activities.

Chain of Responsibility

This is the expected procedure to address concerns. Student self-advocacy is an important skill that must be learned and practiced; therefore, it is always the first level of addressing a concern.

	Academic Concern	Disciplinary Concern	Athletic Concern
First Level	Student addresses the	Student addresses the	Student addresses the

	concern with teacher	concern with teacher	concern with coach
Second Level	Parent addresses the concern with teacher	Parent addresses the concern with teacher	Parent addresses the concern with coach
Third Level	Parent addresses the concern with Guidance Counselor	Parent addresses the concern with Vice Principal of Student Affairs	Parent addresses the concern with the Activities Director
Fourth Level	Parent addresses the concern with Vice Principal of Academic Affairs	Parent addresses the concern with Principal	Parent addresses the concern with Principal
Fifth Level	Parent addresses the concern with Principal		

Exception to the Chain of Responsibility

It is always appropriate to call any administrator when there is a concern regarding student safety, abuse, neglect, or any imminent threat to student or school safety.

Admissions

All students are accepted into Bishop Kelly High School on a conditional status. Please submit the application, documents, and fees in a timely manner.

Prospective parents and students are expected to be honest and forthright in their admissions application, disclosing all relevant information to the school. This includes information on any special needs, including chronic illnesses or other medical situations, or learning services received or expected. All students are required to have a state issued birth certificate upon application and must be on track to graduate prior to their 19th birthday to qualify for admission. Application requirements also include explaining any difficulties with the law requiring involvement in the court system. Withholding any relevant information may lead to immediate dismissal of the student.

General Entrance Requirements for a Freshmen Students

- Complete application and enrollment with non-refundable enrollment fee.

- 2.00 GPA or better in the previous school year.
- Successful completion and graduation from an accredited 8th grade program with a good disciplinary record and good attendance record; may not have been expelled or in the process of expulsion from their present school.
- Entering freshmen are required to take a math placement test - depending on the results of the test, summer school may be required.

Students who have unacceptable academic performance or new discipline issues that occur after the submission of the application or after acceptance into Bishop Kelly High School may have their admissions denied or revoked.

General Entrance Requirements for Transfer Students

Transfer students to Bishop Kelly High School will be required to provide an official transcript from an accredited school, immunization records, and 3 references from the current school.

Entrance requirements for transfer students are the following:

1. 2.75 GPA in core subjects (English, Foreign Language, Math, Science, Social Studies, and Theology if coming from a Catholic School).
2. Good disciplinary record and good attendance record.
3. May not have been expelled or in the process of expulsion from their previous school.
4. Transfer students from local high schools will not be admitted for the senior year. Students transferring from another Catholic high school outside the state will be considered for admission on a case by case basis.
5. Students must have sufficient credits in place to meet Bishop Kelly High School graduation requirements upon entrance to the school.

Applications will be reviewed by the Admissions Committee once all information is compiled. Applications will be evaluated based upon the review of the student's records and available space. Notification of the status of admission is given shortly after.

Transfer students who have unacceptable academic performance or new discipline issues that occur after the submission of the application or after acceptance into Bishop Kelly High School may have their admissions denied or revoked.

Financial Information

Tuition Policy

Bishop Kelly High School will provide educational services in return for each parent or guardian's financial tuition commitment, fees and other charges declared by Bishop Kelly High School to be applicable during the period of enrollment of the student. The tuition contract is a legally binding agreement between the payer and Bishop Kelly High School. Report cards, transcripts of grades, and other services are the property of Bishop Kelly High School and no such report cards, transcripts or other services will be rendered or released to the student, his/her parent(s) or guardian(s), or to any other party or institution, educational or otherwise, until all tuition commitments, fees, and other accounts have been paid in full.

Financial Aid

All enrolled students are eligible to apply for financial aid. An enrolled student is defined as one who has completed registration and paid the registration fee. Financial aid is awarded based primarily upon financial need. This is a decision made by the Financial Aid Committee after reviewing all applications for each year. Determining factors include, but are not limited to the following: household income, number of children attending Catholic schools, extenuating circumstances, and families registered to a supporting parish.

Late Payment and Return Check Fee

All payments must be received by the 10th of the month to avoid a late payment fee of 1.5%/month. A \$20.00 fee for all returned checks or EFT transactions will be assessed.

Collection Policy

If necessary, we will use a collection agency to collect on delinquent accounts.

Refund Policy

A student withdrawing from Bishop Kelly High School will receive a tuition refund for a prorated amount based on their tuition payment category. All fees are non-refundable. If a student withdraws before the end of the year, there will be a withdrawal fee of \$25.00.

Communication

There are many tools to know what is going on at Bishop Kelly High School. Every Friday afternoon, a BK Alive email is sent that contains important information about upcoming schedules and events. Students and parents can also view news and updates on Schoology, the BK Website, calendar, sports website, library newsletter, and social media. Daily assignments are primarily found on Schoology and grades available online in Infinite Campus.

Bishop Kelly teachers work with students and parents regarding grades, behavior, expectations, and attitude. Email is the preferred form of communication. Teachers will respond to parent emails as soon as possible, usually within 24 hours.

Media Release

Bishop Kelly High School uses its website and various media tools to communicate with school families, prospective students, and the larger community. To enhance this experience we use photos and video to show student involvement in activities. Bishop Kelly High School obtains parental permission to use your child’s photo for these purposes during the enrollment process.

Chapter 4: Academic Program

Graduation Requirements

To qualify for a diploma from Bishop Kelly High School, students must have completed the required 54 credits for graduating classes 2026 - 2029. Please pay attention to appropriate column according to graduation year:

Graduation Requirements

BISHOP KELLY HIGH SCHOOL GRADUATION CHART										
Course Title	Credit Requirements	Credit Requirements	Semesters							
	2026-28	2029 & Beyond	1	2	3	4	5	6	7	8
Theology	7	8	X	X	X	X	←	→	X	X
English	8	8	X	X	X	X	X	X	X	X
Speech	1	0	←							→

Mathematics	6	6	X	X	X	X	X	X		
Science	6	6	X	X	X	X	X	X		
US History I	2	N/A			X	X				
US History II	2	N/A					X	X		
World History	N/A	2			X	X				
US History Survey	N/A	2					X	X		
American Government	1	1							←	→
Global Perspectives/Civics	1	1	←	→						
Economics	1	1							←	→
Health	1	1	←	→						
Kinesiology (PE)	2*	2*	←							→
World Language	4	4	X	X	X	X				
Technology (Digital Literacy)	1	1	←							→
Fine/Performing Arts	1	1	←							→
Electives	9	9	←							→
Community Service	1	1							←	→
Total Required Credits	54	54								

**One credit of P.E. may be met through 65 contact hours in a school sport as approved by the counselor. Credit for Online P.E. will no longer be accepted, except for extenuating circumstances approved by the counselor.*

Academic Advancement / Credit Minimums

Students must have achieved the following minimum number of credits by the end of summer school, or by August 1st, to enroll at the next grade level at Bishop Kelly for the subsequent school year.

To enroll as a Sophomore: 12 credits

To enroll as a Junior: 24 credits

To enroll as a Senior: 36 credits

As stated in Bishop Kelly Policy 3116, Graduation Ceremony:

“Students must complete all academic, financial, and service requirements in order to participate in the graduation ceremony. The Principal in consultation with the President may waive this requirement in extenuating circumstances.”

Each course at Bishop Kelly will be graded with a common grading system. The grades that you earn at the end of each semester accumulate points and the collective points determine your grade point average (GPA). The GPA (Grade Point Average) is computed using grade points. To determine the GPA, add the points earned in each class and divide by the total number of classes.

Bishop Kelly uses a weighted GPA system in which college credit bearing classes, such as AP and Concurrent Enrollment classes will earn more points.

High school students enrolled in an approved Advanced Placement or Concurrent credit course will have their letter grades weighted by the addition of one point to the number normally given. For example, an “A” grade in an Advanced Placement course will receive 5 points. However, a grade of “F” in an Advanced Placement course will receive no points.

Bishop Kelly uses the following table to compute final grades and grade point averages (GPA):

Grading System

Letter	Percent	GPA Equiv./ AP/DC Grade Points	Letter	Percent	GPA Equiv./ AP/DC Grade Points
A+	98-100	4 / 5	C+	78-79	2 / 3
A	92-97	4 / 5	C	72-77	2 / 3
A-	90-91	4 / 5	C-	70-71	2 / 3
B+	88-89	3 / 4	D+	68-69	1 / 2
B	82-87	3 / 4	D	62-67	1 / 2

B-	80-81	3 / 4	D-	60-61	1 / 2
			F	0-59	0 / 0

Bishop Kelly High School does use a “pass/fail” designation in assigning a final class grade in extenuating circumstances, as determined by the Principal or designee, or when accepting transfer credit from accredited institutions. Students assigned as aides (teacher, library, etc.) will receive a pass/fail grade.

When students repeat a course, only the highest grade will be calculated into the GPA; however, both courses will appear on the student’s record.

Academic Honors

At the conclusion of the seventh semester of high school, cumulative grades using the weighted GPA system will be used to determine Valedictorian, Salutatorian, Summa Cum Laude, and Magna Cum Laude graduation honors. The graduate with the highest overall weighted GPA will be deemed Valedictorian, while the second highest overall weighted GPA will be deemed Salutatorian. In the case of a legitimate tie, multiple students may be awarded these honors. All students that graduate with a 4.0 or higher weighted GPA will be recognized as Summa Cum Laude (Highest Honors) and all students with a 3.75-3.99 weighted GPA will be recognized as Magna Cum Laude (High Honors).

If students maintain a GPA of 3.75 or better, and maintain high standards of scholarship, service, leadership, and character, they may be eligible for membership into the National Honor Society (NHS), Bishop Kelly Honor Roll, and/ or be eligible to receive other academic recognition.

Any student who violates the principles of academic integrity and/or demonstrates gross misconduct may be automatically denied those honors.

Credit Maximums (Policy 3102)

Be aware that credit maximums exist in a number of areas at Bishop Kelly High School. The number of credits, which may apply toward graduation in each of the areas below are:

- Two credits in such service areas as: office aide, library aide, teacher aide, and technology aide
- Six online, correspondence or summer school credits (unless used to make up failed courses.) Full Year Bishop Kelly Courses required for graduation cannot be substituted with online courses unless there are extenuating circumstances that will be evaluated

on a case-by case basis. All online courses must be approved by administration or counseling prior to enrollment. Exceptions may be made for students transferring from full time, accredited online school

- Students that wish to take a World Language Course not offered at Bishop Kelly must have prior approval by administration or counseling prior to enrollment
- Online Physical Education will not be accepted for credit
- Online or summer school classes taken prior to 9th grade apply to the six credit maximum course credits that will be accepted toward graduation

Credit Acceptance

If you are joining us from another school, credits will generally be transferred upon receipt of an official transcript at the discretion of administration. Credits for courses completed at non-accredited secondary schools may be transferred upon receipt of an official transcript and successful completion of subject-area tests administered by the Bishop Kelly instructional staff. Home School courses are not accepted for credit.

Credit transferability can get tricky at times, and therefore we reserve the right to determine acceptance of credit for all courses, for all incoming students. Credit will only be accepted for courses taken in grades 9-12.

Grade/Progress Reports

Grades will be posted at least every two weeks. To make this easy, we have a direct link on our website (www.bk.org). Instructions to access grades through Infinite Campus can be found on the website and are emailed to families at the start of the school year. Student Progress Conferences are also offered each fall.

Academic Probation

In order to keep students from slipping through the cracks, we've established an academic probation system to monitor your academic progress and to provide help when needed. Academic Probation is meant to support students and takes place when efforts to intervene earlier in an academic semester have failed to produce the desired levels of improvement and performance. A student will be placed on Academic Probation if she or he:

- Earns less than a 2.0 GPA during a semester grading period; or
- Receives two F's during any semester grading period

Activities Eligibility (Policy 3118)

Attendance

Students must be in class the following times:

2 out of 3 class periods; 3 out of 4 class periods; 4 out of 7 class periods on a Straight 7 day. Students who do not meet this requirement are ineligible to participate that day.

- Absences that are “EXEMPT” will not count toward this requirement
- (IA; AA; DR; BR; SC; and CA)
- Verified, unverified/unexcused, pre-arranged, suspensions, and truancies count toward the attendance
- Missing more than 15 minutes of any class is deemed an absence

Academic Eligibility

All activity participants must maintain eligibility to participate in extracurricular activities such as sports, academic events, club events, etc.

Grades will be checked and assessed every two weeks to determine activity eligibility for the following two weeks.

If a student has 2 or more D’s or 1 or more F’s, that student receives an Academic Warning and has two weeks to improve eligibility status. An academic warning is offered once per semester. If a student’s grades are above eligibility status at the next grade check (two weeks), they are eligible to participate in activities. If not, that student is ineligible to participate in afterschool activities for two weeks.

Students may/may not practice based on the coach’s discretion during times of activity ineligibility.

Students who participate in extracurricular activities at Bishop Kelly High School will also be required to meet state standards required for competition by the Idaho High School Activities Association, including those not sanctioned by the IHSAA. These requirements state that a student must pass at least five of the seven classes to be eligible for the next semester. A failure to meet this standard would negate participating for one full semester.

Students who run for House Leadership must meet a cumulative 2.5 Weighted GPA and maintain this level while in office. All club officers must have and maintain a 2.5 cumulative Weighted GPA.

Books

Depending on the class, you will have a combination of physical textbooks and digital textbooks or related learning materials. Learning resources will typically be distributed at the beginning of each semester or year, depending on the class. All physical textbooks are due back to the teacher at the time of the final exam. Students who do not return the materials on time will be charged for the full replacement cost of the textbook.

Keep in mind that a rental fee for hardbound textbooks is included in the Student Fee charged through TADS. However, the replacement cost of a textbook will be charged under the following conditions:

- The same student does not check back in the book originally checked out by a student
- There is any writing on or in the textbook
- The cover of the book is torn, written on, or bent
- There is any water damage

If you would like to purchase any of the textbooks, we will provide the information needed to purchase them from an outside source.

Academic Integrity

We believe in academic honesty and the principles of the BK Way. We expect you to live by those principles which reinforce Christian and ethical values. Personal honor and integrity are essential. Neither cheating nor plagiarism is honorable or acceptable. We want students to think critically on their own and be able to evaluate content; using many online tools, such as Artificial Intelligence (AI), diminishes the student's ability to do this. Directly copying from an AI tool and claiming that the work is the student's own will be considered plagiarism. If there is a reason to use content from AI, it should be disclosed on the assignment. "Plagiarism" is the presentation of another writer's ideas or words as if they were your own, without acknowledging the source." (Write for College, 297).

Plagiarism includes:

- Copying/Sharing homework
- Using another person's work (including content created by AI), in part or in full
- Using material without documentation, in part or in full
- Paraphrasing original material without documentation

Cheating is an attempt to improve one's score or to help to improve someone else's score through dishonest means.

Cheating includes:

- The use of Artificial Intelligence (AI) to complete the assignment for a student without disclosing it
- The use of another person's test/answers either before or during the exam
- The use or possession of notes, answers, cheat sheets, electronic devices or other sources not approved by the teacher during the exam
- The stealing/receiving of test papers prior to the test
- The giving/receiving of specific test or assignment information; this includes collusion
- Marking answers after the test period is over

Violations of testing procedures are referred to the Vice Principal. The penalty for violating testing procedures will be determined by the Vice Principal in conjunction with the teacher and school policy

Any student who violates the principles of Academic Integrity as defined by Plagiarism, Cheating, or Violating Testing Procedures may be:

- Denied membership from the National Honor Society (NHS)
- Ineligible to receive Bishop Kelly Academic recognition
- Ineligible to be listed on the Bishop Kelly Academic Honor Roll

“...Any student who cheats, colludes, copies homework, plagiarizes, uses AI without proper permission or disclosure, violates testing procedures, or knowingly enables another student to cheat will receive a ZERO for the exam or work in question...” (Academic Integrity Policy: 3205)

Course Change Requests

Students attending Bishop Kelly High School who will be advancing to the next grade level select their classes through a computer generated process based on student course requests. All students will be enrolled in courses required for graduation and in elective courses as available. Each schedule is verified for appropriateness by school personnel. Bishop Kelly does not allow students to pick their teachers. If a situation of conflict arises between a student and a teacher, we make every effort to resolve the conflict. In those few instances where a change is necessary, **it must be completed no later than the fourth day of a semester in order to avoid loss of credit.**

Chapter 5: Student Conduct Regulations

Attendance Policies

Students, parents, and educators recognize the importance of attendance and punctuality at school. Key reasons for regular and punctual attendance are educational benefits, safety of students, success that builds self-esteem and employability.

Educational Benefits - Regular attendance assures that students stay current in academic skills, personal management skills, and teamwork skills.

Safety of Students - Parents and educators are concerned about the safety of their students. The intent of this policy is to have both parents and Bishop Kelly High School officials aware of where students are during school hours.

Success That Builds Self-Esteem - Students must be present in order to experience success and to build self-esteem. Further, each student's presence enhances the success of the entire class.

Employability - Punctuality and attendance are listed among the five most important skills for employment by employers. Developing these skills is critical whether students plan to work during the school year, immediately after graduation, or after college.

At Bishop Kelly, we believe there is so much more to learn by being present and engaged in the classroom beyond what the grade for that class may indicate. While grades are important and provide a measure of success, grades by themselves do not completely capture and summarize the full experience of a class at Bishop Kelly High School.

Attendance Requirements

All students are required to be in attendance at school at least ninety percent (90%) of the time school is in session during each school semester. The Attendance Appeal committee will determine which of the following three actions will be taken (total absences and tardies will be taken into consideration):

- Absences exceeding 10% but less than 15% (7-9 absences) - Community Service and/or Credit Recovery Hours.
- Absences exceeding 15% but less than 25% (10-14 absences) - Bishop Kelly will deduct 10% from the final grade. The reduced grade will be reflected on the student transcript. Students will have the option to retake the course at Bishop Kelly or at an approved alternative education provider.
- Absences exceeding 25% (greater than 14 absences) - Automatic credit denial with option to retake the course at Bishop Kelly or at an approved alternative education provider.

Tardies

Bishop Kelly recommends that all students plan to arrive at least 15 minutes before the first bell rings. Punctuality demonstrates respect and courtesy to your teacher and classmates. A student is tardy if he or she is not in the assigned classroom when the bell rings.

There are three types of tardies at Bishop Kelly:

- Tardy (TD): No verifiable written, electronic, or verbal notification.
- Verified Tardy (VT): Tardy occurs with the knowledge and approval of the student's parent/guardian. Written, oral, or electronic communication from the parent/guardian is expected within two (2) school days of tardy.
- Tardy Waived (TW): Tardy is waived due to confirmed (documented) medical reasons, in-school (with counselor, college recruiter, etc.) or school-sponsored activity.

Consequences for tardies are the following:

- 5-7 Tardies: Parent/Student will be notified and the student will serve detention for the 5th, 6th and 7th tardy received. Detention for each of these occurrences will be a 2 hour detention.
- 8-9 Tardies: Parent/Student will be notified and the student will serve detention for the 8th and 9th tardy received. Detention for each of these occurrences will be a 3 hour detention and may consist of Saturday School Detention.
- 10th Tardy: Parent/Student will meet with the Vice-Principal of Student Affairs and/or designee; the student will be put on a behavior contract.

Tardies are cumulative across all classes. This total will include both verified tardies (VT) and tardies without verification (TD). Any missed quizzes or assignments, due to a tardy, is left to the discretion of the teacher to determine if it can be made up to receive credit.

Additionally, the Vice Principal of Student Affairs may request a conference with the student and/or parent/guardian at any time to discuss student attendance concerns.

Tardies which are caused by the Bishop Kelly bus shall not be counted on the student's record. The principal or designee may also waive student tardiness due to inclement weather or other extenuating circumstances.

Any student that arrives at Bishop Kelly late and checks into the Attendance Office after 15 minutes from when class started, will be marked Absent (AB) for that class period. Students are still required to go to their class; otherwise, they will be considered "out of class without permission" or truant (TR).

Truancy

Students who are off-campus without parent/guardian permission or missing class without teacher, counselor, or administration approval are considered truant. Such unexcused absences include missing all or any part of the school day.

- First Truancy: Parents will be notified; the student will make up truant time through detentions.
- Second Truancy: Parents will be notified; the students will be placed on a probationary contract.
- Third Truancy: Parents will be notified; the student will be forced to withdraw from Bishop Kelly.

A student with unexcused absences or truanancies may lose credit and it may also affect a student's appeal rights for loss of credit regarding extraordinary circumstances under the 90% attendance policy.

*You can see the Attendance Policy, in its entirety, on our [website](#) under attendance.

Attendance Codes

The following absences count toward the 90% attendance rule:

Code	Type	Description
VA	Verified Absence	Absence from school with the knowledge and approval of the parent/guardian. Written, oral, or electronic communication required.
AB	Unexcused Absence	Absence from school without parent/guardian permission within 48 hours.
TR	Truant	Absence without the consent of the student's parent/guardian or school officials. Missed work may not be made up for credit.
SA	Suspension Absence	Includes absences due to in-school or out-of-school suspension.

ISS	In-School Suspension	Students are on campus serving their suspension.
OSS	Out-of-School Suspension	Students are off campus serving their suspension.

The following absences are exempt, they do not count toward the 90% attendance rule.

Code	Type	Description
IA	In-School Absence	Occur during the school day that pulls a student from class to another area within the school.
AA	Activity Absence	An absence for school-sponsored programs in which classes will be missed.
DR	Doctor Excused	An absence due to medical reasons that is confirmed with documentation by medical professional personnel.
BR	Bereavement	Absence taken due to a death in the family.
SC	School Excused	Include absences for college visits, or extenuating circumstances. College visits beyond three (3) need to be approved by the administration prior to the absence. The school-excused absence is only for the day of the college visit.
CA	Court Appearance	Absences used for students having legal obligations.

Activity Absences for sports and activities that are not provided by Bishop Kelly/IHSAA will be examined on a case to case basis.

Non-BK Club Sports are NOT exempt absences. They are coded as parent Verified Absences (VA) and will count towards attendance.

Attendance Office

To report your student's absence, late arrival, or to request a Permit-to-Leave (PTL), please EMAIL the Attendance Office at: attendance@bk.org by 9:30am. You will receive a confirmation email in return. Please do not call in or leave voice mail messages to report student absences, late arrivals, or to request an early release for your student (PTL). Due to the high volume of calls and voicemails, we are unable to process those requests in a timely manner.

Permit-to-Leave (PTL) early requests, including leaving early from the last period of the day, must be made by email, either the night before or by 9:30am on the day of the early release.

We cannot always accommodate last minute requests. As soon as you know about an upcoming absence, medical appt, etc., please report these in advance to the Attendance Office. For Pre-arranged Absences, the student needs to contact the Assistant Principal prior to the absence and complete the **Pre-arranged Absence Form**. This allows students to notify teachers and to receive homework assignments before the absence.

Telehealth Clinics/Appointments are helping limit how much class time students miss for medical issues. We will help your student find a private place in our building to accommodate Telehealth Appointments.

Bishop Kelly is a CLOSED CAMPUS.

This means students may not leave campus without parental permission during the school day. Students who have professional appointments may leave and return back to campus with a professional note excusing the absence. If a parent chooses to check out a student for a non-medical reason, then the student will be checked-out for the rest of the day. The student may not return unless they have a professional note. Our goal is to limit classroom disruptions and maintain the academic integrity of the classroom. This may affect activity eligibility for the day.

Visitors

Bishop Kelly High School never allows or deems it appropriate to have students from other schools come to BK just to hang out. Visitors are required to get proper permission before visiting campus. Alumni and parents are welcome to our campus; however, as with any visitors, they will need to come to the Front Office to obtain a visitor's badge. Students that wish to shadow current BK students are welcome with the proper prior permission and only if they have an interest in attending Bishop Kelly in the future.

Deliveries

Food deliveries are only allowed from parents or grandparents and should be done sparingly; on special occasions only. Students or parents are not allowed to order food to be delivered by a third party to BK unless they have prior permission from administration.

Academic Make-Up (Policy 3117)

Responsibility for Missed Assignments

If a student misses class for any reason, they must promptly communicate with their teachers regarding missed assignments, lessons, and any additional materials covered during their absence. Students are encouraged to utilize our online learning platform to access any missed work whenever possible. This ensures that students stay on track with their studies and minimize disruptions to their learning process. Teachers will give reasonable consideration to reason and duration of absence as it impacts ability to return work in a timely manner.

Timely Submission of Assignments and Tests

Missed assignments or tests that were announced prior to a student's absence are expected to be completed and submitted on the day of their return to school (unless the teacher states otherwise). This policy emphasizes the importance of accountability and punctuality in meeting academic commitments. Students are encouraged to prioritize their studies and manage their time effectively to fulfill these obligations. When extenuating circumstances arise, consideration will be given by the teacher and or administrator to allow extra time on an assignment/test.

Test/Summative Assessment Evasion

Consistent absences on testing or any summative assessment days not only disrupts the learning process but also poses challenges for both students and teachers in maintaining academic progress. Any instances of evading tests/assessments through repeated absence will be addressed accordingly.

Policy 3117 is under construction as of 1/23/26.

Organized Skip Days

Organized skip days, where an exceeding and abnormal number of absences occur at a grade level, create significant challenges and disruptions to the learning environment and therefore are strongly discouraged. As an alternative, Bishop Kelly offers plenty of opportunity for class bonding through

class retreats, extra-curricular activities, etc. If organized skip days occur, missed work and makeup work, including quizzes and tests, are at the complete discretion of the teacher, even if the parent has verified the absence. Exceptions to this may be made at the Administration's discretion.

Final Exams and Final Exam Week

The week of Final Exams is scheduled more than a year in advance and it is expected that final exams will be of the utmost priority and will NOT be rescheduled for convenience, early vacations, etc. Plan on taking your final exam on the day and time it is scheduled unless there are unforeseen, bonafide extenuating circumstances that would warrant an alternate exam schedule. Extenuating circumstances must be presented to the student's Guidance Counselor and will get final approval by Administration.

Fall 2026 Final Exam Dates: Monday, December 14 - Thursday, December 17

Spring 2027 Final Exam Dates: Monday, May 24 - Thursday, May 27

Medically Homebound Education (Policy 2170)

In extenuating circumstances in which a student has health issues that would prohibit them from continuing traditional, on-campus learning for an extended duration of time, a Medically Homebound Education Plan may be used to provide distance based education for a period of time until the student is able to return to traditional on-campus learning. Students that are, or will be, absent from school for a minimum of 15 consecutive school days, or at the discretion of the school administration, for health and medical circumstances that are unforeseen, unexpected and out of the students' control may qualify for Medically Homebound Education. Medically Homebound Education is for temporary health and medical circumstances and may not exceed the duration of a full semester. Verification of medical need must be submitted to administration for consideration to include estimated duration.

Students that qualify for Medically Homebound Education will remain enrolled as a Bishop Kelly student but may be placed on a reduced schedule with a distance learning program. Priorities for Medically Homebound students are to allow time and space for students to get healthy and to keep students on track for graduation. Students that are Medically Homebound will not be eligible for extra-curricular activities until they are able to return to full time, traditional learning status. Tuition and fees for Medically Homebound Students will not be reduced or prorated. The Principal has final authority and approval of Medically Homebound Education Plans.

Dress Code Policies

Annually, Bishop Kelly Administration will establish student dress code guidelines and expectations and will publish them in the student handbook. Bishop Kelly's dress code is intended to encourage modesty, cleanliness, neatness, and pride in one's appearance and school community. The administration and faculty will monitor student compliance with the dress code. The administration reserves the right to determine the appropriateness of a student's general appearance and compliance with the code. The school has the duty of presenting and maintaining a serious educational environment by creating a business casual learning atmosphere; therefore the dress code will be enforced. The administration will determine the consequences of dress code violations.

Parents, students, and staff must work together to ensure that the dress code is enforced and supported. The administration will be the final judge of student appearance questions not explicitly covered in dress code guidelines.

In every circumstance, the Administration reserves the right to take appropriate action for dress code violations. The Bishop Kelly dress code will be enforced during the school year; up to and including graduation day.

Bishop Kelly's Dress Code lists what a student may or may not wear. Clothing is to be in good condition, not ragged, and without holes or patches. Nothing students wear may convey an inappropriate message or suggest violence, alcohol, drugs, tobacco products, sex, racism, or gangs. Clothing should not display partisan political messages to ensure a respectful learning environment for all. Clothing must reflect the virtues of modesty and respect for self and others at all times.

Specifics of the dress code may be found on the [BK website](#).

Student Regulations and Disciplinary Responses

Assault and/or Battery

Any assault and/or battery on any individual, where the assault and/or battery occurs on any school premises, or at any school-sponsored activity, regardless of location, is prohibited.

Discipline for violations of this policy:

- For an employee, may involve actions up to and including dismissal.
- For a visitor, may involve actions up to, and including future prohibition from

entering any school premises, or attending any school-sponsored activity, regardless of location.

- For a student, may involve actions up to, and including suspension, and/or expulsion.

Discipline shall be appropriate to the offense, age, and status of the individual. The Principal or designee shall submit the case to the appropriate law enforcement agency when the charges warrant such actions.

Bullying and Harassment

Bishop Kelly High School is committed to maintaining an educational environment that protects and promotes dignity, individual worth, and mutual respect for each individual, and is free from harassment. There are some forms of gross disrespect so grave that they can be classified as intolerant behavior or harassment, even if they only occur once.

It is a violation of this policy for any Bishop Kelly student, employee, or visitor, to bully, haze, or harass another individual while on school premises or at any school-sponsored activity, regardless of location. Violation of this policy may be subject to school disciplinary action, even if the threat is not substantial, direct, or specific enough to constitute an investigation.

Characteristics of Conflict, Bullying, and Harassment

Peer Conflict	Bullying	Harassment
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One time or isolated event	Occurs repeatedly over time (pattern)	Aggressive behavior focused on an attribute of a student including but not limited to: race, ethnicity, religion, gender, disability, physical
Balance of power or friendship exists between students	Imbalance of power	
Not trying to gain anything	Intentional and planned harm	Behavior is severe and persistent; the actions interfere with the victim's ability to learn, participate, and benefit from the school environment
Situation is one student with one student (not a group of students)	Attempt to gain material things or power	
The accused will show remorse	Two or more students working together to target an individual	
Students are willing to work toward a resolution	Can be unprovoked	
	The accused will show little or no remorse	
	The accused is unwilling to work toward resolution	

(Sacred Heart Schools Chicago & West Ada Schools)

Alcohol, Smoking, Tobacco, and/or Drug Use (Policy 3308)

As a Catholic co-educational high school, BKHS (“BKHS”) respects and promotes the dignity and worth of each human being. As such, we find the illegal use and abuse of alcohol, smoking products, tobacco products, nicotine products, and drugs incompatible with our mission and philosophy. BKHS expects students to avoid any use, involvement or possession of alcohol, smoking products, tobacco, nicotine, or drugs. Additionally, it is against BK policy for any person to use alcohol (unless at an event

where adult consumption is approved by BKHS administration), smoking products, tobacco, nicotine, or drugs on any school property.

BKHS recognizes substance addiction as a treatable illness and any student who initiates help on his or her own will be confidentially referred to our Student Intervention Team, a group of counselors and administrators, for assessment.

This policy covers actions on school property and during all school activities at any site. This includes, but is not limited to: buildings, facilities, and grounds on the BK campus as well as school buses, parking areas, and the location of any school-sponsored activity. However, in order to be consistent with our mission and values, if an incident comes to our attention, either from school officials or law enforcement, we reserve the right to investigate and, if necessary, take action.

Each case of a student under the influence of, in possession, or knowingly present where minors are partaking of alcohol, smoking products, tobacco, nicotine, narcotics and/or other dangerous drugs or associated paraphernalia shall be considered on its own merit. However, any student who is determined to have violated this policy, should the student be on or off campus, and whether a citation is issued or not, is subject to disciplinary action and a loss of privileges at BKHS.

The school reserves the right to conduct searches and or seizures for the purpose of enforcing this policy and upon reasonable suspicion of violations. Such seizures shall include, but are not limited to, searches of any student, student belongings or items in the possession of a student, any locker or any vehicle located on school property or at any school-related activity. The school also reserves the right to perform random drug testing of students and to drug test a student upon reasonable suspicion of drug use, and/or upon parent request. Refusal to participate in a drug test will be interpreted as a positive test result and subject to the same disciplinary action as a positive test result.

You may view the Drug/Alcohol/Tobacco Policy in its entirety on our [website](#) under the student handbook.

Threats

Threats of any kind will be taken seriously with swift action whenever warranted. Students who make threats toward others, the school, or to themselves may be required to undergo a threat assessment. Appropriate action will be determined based on a full evaluation of the threat, circumstances, time, place, and nature of the threat.

Discipline Board (Policy 3202)

The Discipline Board reviews policies and procedures relating to discipline, discusses students who have disciplinary violations and infractions and makes decisions on cases related to student discipline. In addition, the Discipline Board is empowered to dismiss any student who fails to meet the conditions of his/her disciplinary probation or disciplinary conditions set forth in this policy.

The Discipline Board is made up of:

- Vice Principal of Student Affairs (Chair)
- Vice Principal of Academic Affairs
- Faculty member - Activities Representative (Appointed by Principal)
- Faculty member - Activities Representative (Appointed by Principal)
- Faculty member - (elected by students)
- Faculty member - (elected by students)
- Faculty member - (selected by BKEO)

Members of the Discipline Board are selected/appointed during the spring to serve a three-year commitment. Discipline Board faculty members and those members appointed by the Principal may not serve on the Board while they have a child currently enrolled at Bishop Kelly High School. At least five members of the Discipline Board will constitute a quorum to hold an official meeting. The Principal will be responsible for appointing replacement Board members, if vacancies occur.

The Review Board

The Review Board is responsible for reviewing any appeals brought by students, parents, or guardians concerning dismissals by the Discipline Board. The Review Board is composed of the Principal, Counselor designee, and a Faculty designee. This Board will make the final decision on all appeals limiting its review to procedural questions.

Categories of disciplinary offenses

Student offenses at Bishop Kelly High School are divided into three categories according to severity. Offenses will be handled by administrative personnel and may result in a combination of possible consequences. If the student has multiple offenses, the more serious offense will take precedence. The severity of the incident and offenses not listed will be assessed at the discretion of the administration and/or the Discipline Board.

Prohibited Student Behavior

The following list is a guideline regarding potential offenses and which category they would be assigned. **It should not be considered all-inclusive.** Final judgment as to the offense and its severity lies with the administration and the Discipline Board.

Category 1 Offenses

- Littering
- Electronic Device Infraction (Policy 3206)
- Inappropriate Display of Affection (Policy 3228)
- Dress Code Violation (Policy 3204)
- Driving-Parking Infraction
- Class Disturbance
- Inappropriate Behavior at Mass or an Assembly

Consequences for Category 1 offenses may include Lunchtime Detention, After-School Detention or Saturday School.

Category 2 Offenses

- Use/Possession of Tobacco
- Unacceptable Use of Technology (Policy 3207)
- Inappropriate Language
- Academic Integrity (Policy 3205)
- Dance Policy Violation (Policy 3213)
- Fighting
- Graffiti
- Harassment/Bullying (Policy 3305)
- Out of Class without Permission
- Truancy/Off Campus without Permission

Consequences for Category 2 offenses may include After- School Detention, Saturday School, In-school/Out-of-school Suspension, Extracurricular Activities Suspension, or Probation.

Category 3 Offenses

- Alcohol Consumption/Possession (Policy 3308)
- Violation of Substance Abuse Policy (Policy 3308)
- Theft/Possession of Stolen Property (Policy 3211)
- Vandalism (Policy 3211)
- Insubordination

- Unacceptable Use of Technology (Policy 3207)
- Repeat Academic Integrity Violation (Policy 3205)

Consequences for Category 3 offenses may include In-school/Out-of-school Suspension, Extracurricular Activities Suspension, Probation or Dismissal.

Disciplinary Actions

- **Reprimand/Warning:** disciplinary Conference
- Lunchtime Detention: may include eating lunch in isolation, cleanup work in the cafeteria, halls, or other areas of the building.
- **After-School Detention:** will consist of service to the school, a learning activity related to the incident and/or school work.
- **Saturday School:** will consist of three hours of service to the school and/or classroom work.
- **In-School Suspension:** daily credit will not be granted (i.e., in-class work and participation points, etc.) Credit may be allowed for major tests, quizzes, projects, and assignments (i.e., assignments that were assigned prior to the day of suspension).
- **Out-of-school Suspension:** students are under the responsibility of the parents or guardian and are not to appear on campus or at any school-sponsored event during the suspension. Students will not receive credit for anything missed, nor be allowed to make anything up for the day(s) they have missed.
- **Extracurricular Activities Suspension:** the student may be suspended from attendance or participation in extracurricular activities. These activities are seen as a privilege for students.
- **Probation:** the student will be put on a Behavioral Probationary Plan. If a parent and student refuse to sign within 5 school days it will constitute an agreement for dismissal.
- Dismissal

The Principal, designee or Discipline Board has the power and authority to treat each student individually in determining the appropriate disciplinary action in the most effective manner. The Principal or designee has a responsibility to protect the health and welfare of all students, employees, or visitors. The Principal or designee must take into consideration all factors present at a particular situation, including, but not limited to, the intent, degree of actual or potential endangerment or damage, degree of intimidation or fear, and the age of the student.

Whenever possible, the Principal, designee or Discipline Board will:

- Involve the parent/guardian; and

- Choose a discipline option that is aimed at improving behavior and enhancing academic achievement while maintaining a safe and secure learning environment.

Prohibition of Retaliation (Policy 3217)

Bishop Kelly wants students to feel safe and expects students to report violations of school policy or school rules, especially those that are creating danger for themselves or another. Retaliation against any student who reports such violations is strictly prohibited. Engaging in retaliation may result in disciplinary action.

Recommended Transfers

When a student is clearly unable to profit from the school by reason of academic problems, emotional difficulties, or the uncooperative or disruptive behavior of the student or the parent, the student may be required to transfer to another school.

Diplomas/student records may be withheld until a student or the student's parent/guardian completes all financial, academic, and disciplinary obligations to the school.

Student records shall be sent to the new school upon the written request of the student's parent or guardian.

Chapter 6: Technology

Each student is required to have a device to use at Bishop Kelly. Regardless of the device students choose to use, it is expected that they use all technology resources in a considerate, ethical, moral, and legal manner at all times. Teachers can manage technology use in their classrooms as they deem fit. They can also take devices away if they are a distraction. For reference, be sure to review and become familiar with Bishop Kelly's Acceptable Use Policy located on our [website](#). Violations of the Acceptable Use Policy fall under Student Discipline Policy. Students' technology usage at Bishop Kelly is monitored by Gaggle.

Email

All students have a Gmail account when they enroll at Bishop Kelly. Students should check email frequently to be kept up-to-date.

Google Apps for Education

Google Apps for Education is a suite of tools and applications that you will use as a Bishop Kelly Student which include: gmail, calendar, drive, the docs suite, etc. Appropriate use of these tools are expected at all times and use will be monitored accordingly.

Schoology

Schoology is our online learning management system that will streamline communication between students, teachers, coaches, advisors, and parents. Students have been given access to the system which will enable them to log in and see what they are doing in classes, clubs, and teams. Assignments, class resources, calendars, and class updates are available on the web and on the Schoology App. The Schoology App is available from Google Play and iTunes.

Other Tech Tools

Depending on your course of study other applications will be used such as: Photoshop, SolidWorks, Noodletools, Library Databases, Plagiarism Checker, Lockdown Browser, etc. Teachers and/or IT will help you install and configure these tools.

Expectations for Technology Use During Academic Time

Technology is to be used as a tool for learning in the classroom and only used at the discretion and approval of the teacher in that classroom. Teachers will communicate when laptops will be used each day, if at all. It should not be assumed by students that the use of laptops each day for all classes is a given. All mobile and wearable technologies such as cell phones, smart watches, etc are not to be used at all and should not be visible or audible in the classroom environment, halls, restrooms, etc. unless the teachers have specifically designated the use of these devices as part of the lesson for the day.

Students that are caught using their cell phones, or other devices in class will have them taken away immediately by the teacher and will be given to the administration who will determine appropriate consequences.

Electronic Devices (Policy 3206)

Use of laptops and other approved technology shall follow the Technology Acceptable Use Policy and the guidelines as outlined in the student handbook.

Students are prohibited from using or possessing cell phones, smartwatches, earbuds, tablets, gaming devices, or any other device that can send or receive messages, make calls, or connect to the internet (excluding approved laptops) throughout the entire school day, from the first morning bell through closing prayer. This policy applies to all school activities, including free periods, lunch, House time, field trips, and retreats. Students are expected to power off their devices and store them in their cars or lockers, not in their pockets or backpacks.

Any prohibited device visible or accessible during school hours will be confiscated and turned in to the main office.

First violation: Student will pick up the device at the end of the day and serve at least three days of detention. Parent/guardian will be notified.

Second violation: Parent/guardian must pick up the device, and the student serves at least one day of In-School Suspension. Absence will be recorded as an Electronic Device Violation.

Third and subsequent violations: Parent/guardian must pick up the device, and the student will serve at least one day of In-School Suspension. Absence will be recorded as a Suspension. Student may also be required to turn in device to the front office for a duration of time at the administration's discretion.

Violations will reset at semester.

Egregious or repeated violations will be considered a violation of the Code of Christian Conduct and may result in additional consequences.

Medical Exceptions: A student with a medical condition requiring device monitoring may request accommodations through the school nurse and shall be required to provide supporting documentation when making such a request.

Unacceptable Uses of Technology

Students agree the following uses of technology while connected to the BK network, or in conjunction with BK data, are prohibited:

- **Inappropriate Use:** Sending, receiving, displaying, or accessing defamatory, threatening, racially offensive, obscene, harassing, sexually offensive, inappropriate, or illegal materials including chain-letters, solicitations, or broadcast messages;
- **Vandalism/Hacking:** Using Bishop Kelly access or other Internet access to interfere with or disrupt network users, services, BK equipment or data or the equipment or data of another student, either locally or off campus. This includes, but is not limited to, the uploading or creation of computer viruses;
- **Unauthorized Entry:** Accessing or trying to make unauthorized entry to any machine accessible via the BK network or on remote networks. If a student notices a security problem, the student must notify school personnel immediately;
- **Inappropriate Material:** Using their Bishop Kelly access to knowingly visit sites that contain illegal, defamatory, inaccurate, or potentially offensive material nor import, transmit and/or transfer any of this material to other computers;
- **School Personnel:** Taking, transmitting, sharing or posting to websites any images, photos, comments or video of employees of Bishop Kelly High School. This includes the creation of fan pages or groups on social networking sites;
- **Private Use:** Providing Bishop Kelly access or password or sharing another student's password with any other student or non-student. Students may not use another individual's account or log onto the school network as anyone else;
- **Personal Privacy:** Invading the privacy of individuals, or revealing personal information of others or themselves, such as home address, phone number, etc. to any person or company on the Internet or through email;
- **Unauthorized Programs or Computers:** Altering BK computer equipment (including copying, deleting, or installing programs or executables) without the permission of school personnel;
- **Copyright:** Posting to websites or blogs any photos or logos that are property (intellectual property) of Bishop Kelly High School. Redistributing a copyrighted program or copyrighted material without the express written permission of the owner or authorized person or as provided by the fair use exception. This includes uploading and downloading of materials;

- **Commercial Use:** Attempting to sell or offer for sale any goods or services that could be construed as an enterprise, unless approved by the Board or their designee.
- **Bypassing Security:** Using unauthorized technology for the purpose of bypassing security systems, including Internet filtering. This includes the use of ssh, proxy-bypass software, remote desktop sessions, anonymizing websites/software, personal hot-spots or other technologies.

Consequences

Any costs, charges, liabilities or damage by misuse of the computers are the individual student's responsibility. Any consequences of service interruption or privacy violation will lead to disciplinary action. Such action can include suspension and/or dismissal from Bishop Kelly High School, any may face legal prosecution.

Consequences for violation are as follows:

- First violation: Suspension of network access for 48 hours (2 school days).
- Second violation: Suspension of network access for one full week (7 school days).
- Third violation: Appeal before Discipline Board with recommendation for dismissal.

Chapter 7: Student Support Services

Athletic Trainers

Bishop Kelly athletes have access to a full time Athletic Trainer available for drop in or by appointment. A School Athletic trainer plays a crucial role in the well-being and performance of student athletes. Their support services encompass a wide range of responsibilities, including injury prevention, immediate care, rehabilitation, and education on health and fitness. The BK Athletic Trainer is here to help student athletes in the afternoons and with the help of student trainers can be available to help when needed. Students can stop into the Athletic Training Room in the Carley Center after school if they need to be seen.

Consent to Treat Form

Under Idaho law a parent/legal guardian must provide consent to treat a child for any medical condition and/or counseling service. Please note, per [Idaho Code 32-1015](#), if consent to treat is not given, your child will not be treated for any injury or illness unless your child has a life-threatening emergency event. Emergency services may be rendered at school by a healthcare provider (examples:

CPR, Epinephrine for anaphylaxis). Please note, under the new law effective July 1, 2024, counseling services are included. This consent was provided in our annual enrollment program.

Counselors

School counselors provide essential support services that contribute to the academic, social, and emotional development of students. Their role is multifaceted, addressing a wide range of student needs through individualized attention and comprehensive programs. Bishop Kelly's counseling team consists of Academic Counselors and our School Registrar. Students are able to sign up to see their counselor at any time. Students are assigned a counselor based on last night, and their counselor will work with them for all four years.

A-D	Mrs. Gridley
E-K	Mrs. Ammann
L-Q	Mrs. Klover
R-Z	Mrs. Godar

For assistance on **College Planning and Preparation and Financial Aid and Scholarship Information**, talk to your student's counselor, or go to

<https://www.bk.org/counseling-and-college-preparation/resources/>

Library

The Fraser Library is the learning hub of the school where you can find books, information, tech help, printing and a whole lot more. Our Librarian and Assistant Librarian serve as valuable resources for students to get help in finding books, study materials, and/or research materials.

The Library website gives you access to reliable information, tech tools, research aids, and study guides 24/7.

Laptops are available for checkout if you need one for a day. As a member of the Library Group in Schoology you will have a set of links to library resources, passwords, and library news. Our Librarians are here and ready to answer any questions you might have.

School Nurse, Medications, and Immunizations

The school nurse provides critical support services that promote the health, safety, and well-being of the students, enabling them to thrive academically and personally. Thanks to the Saint Alphonsus School Health Program, Bishop Kelly is able to provide a full-time School Nurse for Bishop Kelly High School with services available to all students and staff. If a student gets injured, becomes ill, needs health counseling, or has medication that needs to be taken during the school day, students are welcome to stop in and see our wonderful School Nurse, located in the Front Office.

Medications

The following requirements must be met for a student to receive medication at school:

- Medicine must be in a prescription bottle or original container.
- There must be a written request, signed by the parent or guardian, for school personnel to administer any medication sent to school and providing the following information:
 - Date or dates and time to be administered
 - Instruction of dosage
 - Signature of parent or guardian

The school nurse will keep a log of medicine administered. Where reasonable and feasible, a student's medication is to be self-administered in the presence of the principal or designee.

At the end of each school year, medications are returned to the parent/guardian or disposed of in an appropriate manner.

These requirements apply to over-the-counter drugs as well as prescription drugs. Parents must give permission for over-the-counter medications, including Tylenol, Acetaminophen, anti-itch cream to be administered by the school.

Immunizations

Minimum immunization requirements of the State of Idaho will be enforced in the Catholic schools of the Diocese.

Idaho law allows parents and guardians to claim an exemption for their child from immunization requirements for medical, religious, or other reasons.

School Resource Officer (SRO)

The Boise Police Department has assigned a School Resource Officer (SRO) to Bishop Kelly High School. The SRO is here to provide a safe and secure environment and to protect staff, students, and visitors from potential safety risks, and respond to emergencies. Their presence reinforces the connection between safety and academic success. If students need to visit the SRO, they can go to the Front Office for help.

Security Guard

Bishop Kelly has a full-time security guard, Mr. Eric Aitken. He is here to assist in the safety measures of our school. Mr. Aitken keeps the campus safe by checking doors, monitoring video surveillance, and walking the school grounds.

Student Support/Study Center

Student Support Services at Bishop Kelly High School provides students with the support they need to succeed academically by working closely with teachers, counselors, and families. In addition to academic excellence, we also aim to foster both self-confidence and self-advocacy inside and outside of the classroom with the vision and hope that these soft skills will transfer into post-secondary life. At Bishop Kelly we believe that every student is a unique gift from God with individual strengths and challenges and that each one brings something meaningful to our community.

We are committed to supporting students with documented learning differences while maintaining academic integrity and consistency with national testing agencies. To qualify for school-based accommodations, students must provide a current, comprehensive evaluation (within three years) that aligns with standards from the DSM-V and testing organizations such as ACT and the College Board and demonstrates the need for school-based accommodations.

Technology Help Desk

If students have any challenges with your device, software, or other technical issues they can come see the help desk located in Room 214 or in the Library. Students can access Mr. Wilsey or Mr. McGrew by email at helpdesk@bk.org or <https://bishopkelly.freshdesk.com>

Chapter 8: General Information

Parking Lot Expectations

Please obtain a sticker from the Front Office at the beginning of the school year for all vehicles you may drive to BK. **Freshmen and Sophomore students should be parking in the front parking lot allowing the Juniors and Seniors to park in the back parking lot.**

Bishop Kelly is a closed campus, which includes the parking lot during school hours. In extenuating circumstances, a student may obtain permission to access their car. Whether it's before school, during school or after school students aren't allowed to just hang out inside vehicles while parked in the Bishop Kelly parking lot. Once students arrive at school and park their vehicle, the expectation is that they will come into the school building. Students are expected to keep their parking areas clean and free of garbage.

Lockers

At the beginning of the school year, students will be assigned a locker and given a lock. If students need to make a locker change, they will make those changes through the Attendance Office. Also, like any school property, it is expected that students take good care of their locker and lock. Students are encouraged to place all of their activities equipment in a secured (locked) locker.

Athletic Lockers

If students are involved with one of the BK Athletic Programs, the coach will issue a locker in the Carley Center for all their athletic gear. Just like the school locker, athletic lockers should be kept locked at all times in order to prevent theft. Be sure to report if you see anyone doing graffiti, abuse, or vandalism to school property.

Gender Policy

Bishop Kelly High School follows the Diocese of Boise's gender policy titled "A Catholic Response to Gender Identity Theory." This document is available upon request of the Principal or on the Diocese of Boise website at the following web address:

<https://www.catholicidaho.org/post/a-catholic-response-to-gender-identity-theory>

Child Abuse/Neglect

It is State Law in Idaho that mandatory reporters are required to notify the proper authorities if any case of child abuse and/or neglect is suspected. Bishop Kelly and its staff are considered mandatory reporters.

Crisis Response Plan

Bishop Kelly maintains a Crisis Response Plan to respond to emergencies or disasters that occur when school is in session. The following guidelines are to be followed:

- Do not call the school. Telephone lines may be used by emergency personnel.
- Parents will be notified of a crisis situation via email/text through Infinite campus. Please make sure your information is always updated.
- Students will be released when any imminent danger has passed. You will be notified of a reunification site.

Bishop Kelly conducts emergency drills on a scheduled monthly basis. These drills include evacuation, reverse evacuation, hall check, and lockdown.

If the Administration must cancel school or dismiss school early because of an emergency or inclement weather, an announcement will be made on www.bk.org as well as through our social media accounts, Infinite Campus notifications, and the local media. The school will also send a notification to students via Remind.

Custody Issues

No organization, agency, or person (excluding police officers and social services personnel) may be allowed to assume custody of any student on school premises during school hours or immediately before or after school, unless explicitly authorized in writing by the parent or guardian.

Video Cameras

Bishop Kelly has invested heavily in video cameras throughout campus to assist in school safety and security measures. School personnel will utilize live or recorded video as deemed necessary to support our safety and security. For non-Bishop Kelly personnel, a subpoena is required to obtain access to Bishop Kelly video footage.

Senior Out to Lunch (SOTL)

Seniors will be given an opportunity to have occasional off campus lunches. Typically once per month provided they exhibit the leadership and qualities that are expected of a BK student. Senior Out To Lunch days are not a “right”, but are a privilege and should be respected as such. Inappropriate class behaviors, pranks, senior skip days, etc would revoke future Senior Out To Lunch privileges.

Dances

Dances offer an opportunity for you to have fun with your friends in a special activity, but keep in mind that it's not an "anything goes" type atmosphere. Behavior, dress and style of dance should always be respectful of all students and staff in attendance and should represent the values for which Bishop Kelly stands.

Guests at BK Dances

Bishop Kelly students may bring a guest to school dances. Guest passes are available in the wooden stand next to the Attendance Office or online at the BK website. They need to be filled out completely and returned to the Vice Principal by the Wednesday prior to the dance. (Approved late guest passes will be assessed a \$20 fee.) Choose your guest wisely and know that you are responsible for the behaviors of your guest. Keep in mind that we don't allow students that have been dismissed from BK to attend dances as guests.

Transportation to Extra-Curricular Activities

When students leave directly from school to an off campus extracurricular activity, the coach or advisor is responsible for the transportation and safety of that particular activity. We take that responsibility seriously and expect you to abide by the following guidelines:

- Students will travel together on a Bishop Kelly bus, or in a vehicle approved by the administration
- The coach/advisor will take roll prior to departure of all the participants that travel with the group
- Before returning to Bishop Kelly High School, following an extra-curricular activity, students will be expected to travel back to the school with the team unless they are released to their parent(s)/guardian(s) or the parents have given written permission for alternative transportation
- Students may drive their personal vehicles to an extracurricular activity within the city limits. This must be cleared through the coach/advisor

Volunteers

All volunteers who work with students are required to attend a Safe Environment workshop, through [VIRTUS](#), and have a criminal background check. Those who have not completed the workshop or have not passed the criminal background check will not be allowed to work directly with students.

Volunteers who have completed the Safe Environment workshop must complete the on-line renewal process annually. Anyone who has not received a face to face training must take the live course to maintain compliance.

Fundraising

As a private, non-profit institution, Bishop Kelly relies on revenue from a variety of sources. Fundraising is essential to the continued financial health of the school and must be nurtured and coordinated. Bishop Kelly High School has worked to move away from individual fundraising activities. Teams and clubs may sign up to work concessions to earn money. Additionally, donations to the [Kelly Pride Fund](#) can also be designated for a team or club.

Student Records

The Family Education Rights and Privacy Act (FERPA) establishes the right of parents and legal guardians to have access to their children's records and limits the disclosure of personally identifiable information from school records, without parental consent. Non-custodial parents may also have rights to access their children's records unless court documents state otherwise. It is the responsibility of the parents to share any official custodial information decided through the courts. In the absence of any court document that indicates otherwise, the school will view each parent as having full legal custody of his/her child and each will be given full access to the student and academic/other school related records.

Bishop Kelly personnel will only release student's information to a parent/guardian or those individuals who have written authorization from the parent/guardian or in accordance with any legal duty. Bishop Kelly will take steps to be in compliance with court orders, provided that it has been given a copy of such orders. If restricted access to a student or student information is required, it is the responsibility of the parent/guardian to provide the school principal, or designee, with a copy of the most recent court orders.

Revised 1/23/26