



MONSIGNOR KELLY  
CATHOLIC HIGH SCHOOL

# Student/Parent Handbook

2021-2022



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## **LEADERSHIP TEAM**

### **Diocesan Leadership**

Most Rev. David L. Toups, Bishop, Catholic Diocese of Beaumont  
Dr. Felicia Nichols, Superintendent of Schools

### **Campus Administrative Team**

Laurence Williams, Interim Principal/Dean of Discipline/Athletic Director  
Kelli Mahan, Dean of Academics  
TBD, Director of Admissions and Recruiting  
Tracie Craig, Executive Director of Development & Student Activities  
Taryn Bienvenu, Director of Advancement  
Ashlyn Elliott, Development Administrative Assistant  
Catie Miller, Business Manager  
Jean Peyton, Executive Administrative Assistant  
Grant Hare, Technology Director  
John Bellon, Director of Maintenance

Fr. Dan Malain, Chaplain  
Fr. Anthony McFarland, Campus Minister

### **Campus Counseling Team**

Mrs. Brandi Wulf, Director of Counseling  
Mrs. Amelia Clayton, Counselor  
Mrs. Kathy Valdez, Registrar

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# *School Information*

## **MISSION STATEMENT**

Established by Dominican Sisters in 1895, Monsignor Kelly Catholic High School is a diocesan, coeducational high school serving the Southeast Texas community. Kelly High School offers cultural diversity, spiritual and personal development, and a strong college preparation in a loving and nurturing environment. Professional, caring, and dedicated faculty and staff prepare students spiritually, academically, and morally for lives of leadership, faith and service.

## **PHILOSOPHY**

Monsignor Kelly Catholic High School is dedicated to being a community of Christ's love, inspired and directed by the gifts of the Holy Spirit, as embodied in scripture and guided by the teachings of the Roman Catholic Church. All are united in purpose, using words and actions to teach His message so that students can manifest discipleship while developing spiritually, academically, and socially for a Christ-filled life.

## **VISION STATEMENT**

Monsignor Kelly Catholic High School will be a model of secondary education in Texas by providing a rigorous college-preparatory curriculum, enriched by diverse co-curricular and extra-curricular programming and delivered in a nurturing environment, reinforcing spiritual formation and character development that leads young people to achieve success in life.

## **THE PROFILE OF A GRADUATE**

- ❖ Upon graduation, Monsignor Kelly Catholic High School graduates should be:
  - Spiritually and morally mature individuals
  - Productive adults prepared to be success at college
  - Effective members of the community at large
- ❖ Upon graduation, Monsignor Kelly Catholic High School graduates should be able to:
  - Academic Goals
    - Use effective learning to acquire and apply knowledge and skills
    - Independently seek knowledge and understanding
    - Utilize current technologies as a learning tool
    - Listen and communicate effectively, expressing ideas clearly through oral and written expression
    - Demonstrate a strong work ethic through organizational skills, study habits, and effective time management
    - Apply knowledge and understanding to new situations
    - Recognize quality work and choose to pursue excellence by relying on self-discipline, initiative, creativity, and integrity
    - Think critically and solve problems

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- Spiritual Goals
    - Understand and appreciate the uniqueness and value of every person
    - Understand and appreciate the relevance of Scripture in their personal lives
    - Form opinions on moral issues with clarity using a Christian conscience and strong sense of social justice
    - Act with compassion toward those less fortunate
    - Exhibit faith leadership and principles of Christianity as taught by the Catholic Church
  - Social Goals
    - Interact successfully with others
    - Show respect and appreciation for cultural, religious, and economic diversity
    - Demonstrate initiative and perseverance
    - Accept responsibility for their actions
    - Productively contribute to a national and global community
    - Treat others with respect
    - Exhibit social responsibility, community service, and promote the common good

### ***STATEMENTS OF BELIEF***

- ★ We offer a loving, caring atmosphere where every person is recognized as an individual example of God's loving presence on Earth.
  - We treat each student, parent and guardian with dignity, fairness and respect.
  - We interact with students, parents, and guardians in a positive, encouraging, esteem building manner and encourage and expect our students to do the same.
  - We encourage and expect our students to treat each other, parents and guardians and school personnel with dignity, fairness and respect.
- ★ We provide opportunities for the spiritual and moral development of students and encourage such development.
  - We expect and model ethical and moral treatment of all persons.
  - We foster and model care and concern for all members of our school community and the community at large.
  - We offer well planned liturgies on a regular, appropriate basis.
  - We encourage community service for members of our community.
  - We provide spiritual counseling.
- ★ We strive to provide a strong, challenging academic program for every student.
  - We employ a strong, challenging curriculum, which is current and relevant for students of all levels.
  - We employ qualified, competent instructional, support and administrative staff.
  - We provide academic assistance which is available and effective for

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- students of all levels.
  - We provide access to up-to-date technology.
  - ★ We encourage strong disciplinary and behavioral expectations.
    - We clearly state all behavioral expectations.
    - We fairly and consistently apply behavioral expectations.
    - We handle disciplinary situations fairly, consistently, and appropriately.
  - ★ We provide an environment which is rich in cultural diversity and we strive to foster an acceptance and understanding of all persons as individual examples of God's presence among us.
    - Our students, faculty and staff are representative of the wide diversity of God's people.
    - We support and provide a variety of cultural activities to foster better understanding and appreciation of the many different cultural groups of our community and of the world.
  - ★ We offer a wide variety of extracurricular experiences to foster the social, physical and experimental development of all students.
    - We provide a variety of sports opportunities for all students.
    - We provide a variety of arts opportunities for all students.
    - We provide a variety of academic interest opportunities for all students.
    - We provide a variety of other interesting opportunities for all students.
  - ★ We provide a safe, healthy, well-supervised environment which is conducive to learning and positive experiences.
    - Our classrooms are neat, clean, orderly and well-maintained.
    - Our cafeteria is clean and well-maintained.
    - Co-curricular and extra-curricular activities are well-supervised and safe.
    - Classes and study halls are well-supervised and conducive to learning.

***MONSIGNOR KELLY CATHOLIC HIGH SCHOOL HONOR CODE***

God  
Honor  
Character  
Truth  
Fairness  
Respect  
First, Foremost & Forever

***MONSIGNOR KELLY CATHOLIC HIGH SCHOOL SCHOOL SONG***

Kelly High School, Kelly High School, Glory to her name.  
Loyalty and virtue ever shall maintain her name.  
Rah! Rah! Rah!  
Kelly High School, Kelly High School, Fight on in her name!  
Fight, fellows, fight  
and we will win this game!

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# *Admission Policy*

## **POLICY OF ADMISSION**

Monsignor Kelly Catholic High School admits students of any race, color, national or ethnic origin, or religious preference.

The Admissions Committee is composed of: the Principal, Dean of Academics, Counselors, Special Needs Representative, and the Admissions Director.

Admissions decisions are based on:

- Compatibility with the Kelly High School community and a sincere desire to be a Kelly Bulldog
- High School Placement Exam Results (incoming 9th graders)
- Educational Development Series Test Results (incoming transfer students)
- Overall record (academic, behavioral, and attendance)
- Quality of application (essay, involvement in school activities)

## **FRESHMAN STUDENT ADMISSION**

Applications open in January of a student's eighth-grade year to enter the freshman class the following fall. Late applicants may be accepted on a space-available basis.

Acceptance is contingent upon successful completion of eighth grade at an accredited education program and test scores from the High School Placement Test (HSPT)

## **TRANSFER STUDENT ADMISSION**

Monsignor Kelly Catholic High School welcomes:

- Students who have sufficient credits and courses to meet the school's standards for the grade they seek entrance.
- Students in good standing with their former school, especially regarding financial obligations, conduct, and attendance.
- Students who earn an acceptable score on the Educational Development Series Test.
- MKCHS admits students without regard to gender, race, creed, religion, or national/ethnic origin



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# *Catholic Identity*

*The Catholic Church identifies Five Essential Marks of a Catholic School:*

- *Should be inspired by a supernatural vision*
- *Founded on Christian anthropology*
- *Animated by communication and community*
- *Imbued with a Catholic worldview throughout its curriculum*
- *Sustained by gospel witness*

## **Theology Class**

Religion instruction in the Christian Catholic faith, as lived out in the Catholic tradition, forms the total development of the student. Every student, regardless of their personal religion or faith conviction, is required to take Theology each year, for all four years of high school, and is obligated to meet all requirements set forth by the teacher.

## **Catholic Formation**

The Theology Department and Campus Ministry collaborate to provide an array of opportunities for spiritual development. In addition to offering a variety of courses in Theology, MKCHS provides many opportunities for spiritual development which are available to the entire student body:

- Daily Prayer, Flex Friday Mass, and Holy Day Mass
- Class Retreats (annually)
- Sacrament of Reconciliation
- Rosary
- Charitable Community Service

## **Service Hours**

*As each has received a gift, use it to serve one another, as good stewards of God's varied grace." 1 Peter 4:10*

Service to others is one of the important ways in which we live out the values we profess. Service gives us a wonderful means to express our gratitude for the many gifts with which God has blessed us. To instill within the importance of service, MKCHS students are required to do a number of "service hours" each school year to receive full Theology course credit.

Our goal in establishing the service requirement is to give the students a taste of the fulfillment that can be known through sharing our time and talent with others. We hope

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this becomes a lifetime habit. We are pleased that many of our students do far more than the minimum number of hours required because they have discovered the joy of giving to others. Please contact your Theology teacher with any questions.

### **Requirements**

- The service year runs from **May 1, 2021** to **April 22, 2022**
- First Semester – students will complete 10 hours of service **by Dec. 3, 2021**
- Second Semester – students will complete an additional 10 hours of service for a total of 20 service hours **by April 22, 2022**

### **Eligible Service**

Directions on how to track your service hours with X2vol via Naviance Student will be provided during the first few weeks of school. In addition, a list of acceptable service opportunity suggestions will be developed with the students within the first few weeks of school.

### **Ineligible Activities**

- Chores or activities undertaken for family are not generally considered service - they are seen as normal responsibilities.
- Our spring into action service day does not count toward the student's individual service requirement as this is a school-wide community service event.
- Work done for a profit making organization or business (even if unpaid) will not be eligible except as listed above.

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# *Parents as Partners*

## **Parent Partnership**

Parents are the primary educators of their children. Your selection of Monsignor Kelly High School is evidence of your commitment to our mission to educate and develop the whole person: mind, body, and spirit within the Catholic traditions and values.

Partnerships are successful with effective communication. To that end, MKCHS strives to communicate with parents through a variety of media. The MKCHS website provides basic information, including the school calendar. Each student receives a school email which serves as the primary source of electronic communication. MKCHS will communicate with parents/guardians through the Rediker PlusPortal. This service also allows MKCHS to send emails and cellular text communications to parents and students.

## **Custody**

The school presumes that biological parents have access to their children unless a parent provides legal evidence of sole custody rights. It is the custodial parent's responsibility to provide the school with a court certified copy of a court order. Copies of legal documents (custody of child, court appointed guardianship, or court approved visitation rights) must be in the student's file. Custody matters between parents or guardians are to be settled off campus.

## **Parent Concerns**

Jesus tells us in the Gospel, "If you are bringing your gift to the altar and you remember that your brother or sister has something against you, go and settle the matter and then return and offer your gift." Christians are called to settle disputes by meeting together first, before escalating the matter.

The best way for a parent to deal with concerns is to first approach the person with whom there is a problem. If the concern is regarding a teacher, first approach the teacher. Any staff member may be contacted through e-mail by addressing the correspondence to the person's first initial and last name @mkchs.com ([jdoe@mkchs.com](mailto:jdoe@mkchs.com)).

If the difficulty is with the Principal, the parent should contact the principal and try to achieve a solution that is acceptable to all concerned. If a good faith resolution cannot be reached, the next contact may be made with the Office of Catholic Schools, Diocese of Beaumont.

Acting as Jesus would want us to act should be our goal within our Catholic school community. We should all try to deal with differences of opinion in a manner that indicates to all that we are Christians.

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## **Parent Cooperation**

Parents are expected to comply with our school rules and policies, and to accept and support the authority of school officials, whether at a school event, on or off campus, or on social media, or other public forums.

Parents/guardians are held to the same standards of respect and behavior as students on campus and school functions. We expect that your interactions with administrators, teachers, staff, coaches, other students, other teams, and the like, will reflect a Christian spirit. This pertains to social media sites as well when discussing matters pertaining to Monsignor Kelly High School.

## **PARENT RESPONSIBILITIES:**

### **Financial Obligations**

All MKCHS tuition payments will be processed through FACTS Management Company. Parents have the option of electing a monthly, semi-annual, or annual payment plan. Each family must establish an individual account to process tuition payments.

### **Change of Address, email, phone**

AS partners in education, on-going communication with parents/guardians is imperative. It is the parent's responsibility to keep the main office current with current contact information including mailing dress, phone numbers, email address, etc. The Front Office will notify other school offices.

### **Emergency Information**

It is very important to keep the Front Office informed of any changes regarding emergency contact information and instructions. This is vital information needed so we can adequately care for your child in the case of an unexpected emergency, accident, or illness.

### **Visiting the School**

When a parent/guardian visits the school, report directly to the Front Office immediately upon arrival. A visitor pass will be issued and must be visible at all times while in the school. Formal identification is required for verification purposes. Parents and visitors are asked to return to the Front Office to sign-out when leaving the school. This system allows the school to track our visitors and to know who is on campus in case of a school emergency.

### **Parent Communication With Child During the School Day**

Only messages of vital importance will be relayed to students during the school day. Urgent messages must go through the Front Office. Reminders about doctor appointments, and the like, will not be relayed to students during class time.

### **Home and School Association**

Parents of Monsignor Kelly High School are automatic members of the Home and

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School Club, an organization dedicated to supporting and developing the school mission. Our two main objectives are: 1) fundraise for student scholarships 2) provide hospitality services at school functions.

### **Annual Fund**

The Annual Fund is the most important program of our fundraising efforts. These unrestricted gifts to the Annual Fund go directly to the operating budget to benefit Kelly students, faculty, and staff. These flexible funds support the MKCHS educational mission, enabling the school to: stay at the forefront of secondary education; attract high caliber teachers and ensure high standards for instruction; and maintain affordability of a Kelly education for all admitted students.

Please prayerfully consider in what way you will contribute this year in support of your child's educational experience and this wonderful educational mission.

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# *Financial Information*

Monsignor Kelly Catholic High school depends upon timely and full payment of tuition and the generous support that comes through the fundraising efforts of our Advancement Office for our financial security. Tuition payments are an investment in the student's education and religious formation. The school board and Diocesan personnel are involved in the setting of tuition and fees each year.

## **Business Office/Tuition Collection Policy**

All families are expected to make tuition payments in one of three manners;

- Full Payment – the entire tuition amount is paid on or before August 1 for the upcoming school year.
- Monthly payments – the entire tuition amount is paid in ten (10) monthly installments (July – April). This method requires the family to enroll with the tuition collection service chosen by the school and that the payments will be collected through automatic bank drafts. Payment dates of the 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, or 20<sup>th</sup> of the month may be selected by the family.
- Semester Payments – one-half (1/2) of the tuition balance is due by August 1 for the upcoming school year. The remaining one-half (1/2) of the tuition balance is due by December 1. Payments should be made directly to the school.

If monthly payments are missed, a \$30 service charge will be issued. If an account is delinquent, the student's records/transcripts will not be released until such time as the delinquency is resolved. In addition, all tuition and fees from the prior year must be paid in full by August 1 for the student to be readmitted for the next school year.

Families who register after July 1 will be expected to fulfill their tuition obligation according to the policy above. The tuition for students enrolled after the first class day will be prorated according to the number of school days they expect to be enrolled. Payment may be made in full upon enrollment or using the monthly payment plan however the number of monthly payments may be less than ten (10) depending upon date of enrollment.

## **Tuition Assistance**

Primary Assistance = A Sliding Scale based on family income. The prior year's tax records must be provided in FACTS for verification of income category placement. If tuition assistance funds are available, families may request additional assistance by completing the FACTS application for tuition assistance. Requests for further tuition assistance are not guaranteed.

## Fees and Other Applicable Costs

<b>Fees:</b> additional costs, not associated with Tuition or Financial Aid, associated with the Kelly experience:	<b>Other Applicable Costs:</b>	<b>Other Applicable Fees:</b>
<ul style="list-style-type: none"> <li>• <b>Registration Fee</b> - Due with registration documents by March 31 of spring prior to registration year. Registration fees increase April 1.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Textbooks</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Application Fee</b> - Applies to freshman and transfer students. Due with application.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Annual Fee</b> - Due by June 15 prior to school year.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Uniforms</b> = MKCHS uses Mills Uniforms.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Parking Fee</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>FACTS Tuition Fee</b> - Assessed by FACTS; one-time annual fee for monthly or semi-annual payment plans.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Club &amp; Organizations</b> - May include fees or dues.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Athletic Fee</b> - Assessed per sport up to two sports. Due one week prior to the first athletic practice. Athletic fee will be refunded to students who try out and do not make a team. Student may not participate in any athletic activity, practice, scrimmage, tournament, game, etc. until athletic fee is paid.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Technology Fee</b> - Due August 1 of school year.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Dual Credit Tuition</b> - Assessed by Lamar University per course.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Kelly Dance Force &amp; Cheerleading</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Fundraising Fee</b> - Billed on March 1 of school year if commitment not met.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>AP Exams</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Class Fees (art, cooking, etc.)</b> - Varies per course; will be assessed after the first week of the semester.</li> </ul>

**\*\*\*No fees will be refunded due to student withdrawal.\*\*\***

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## **Late Payments**

Late payments – It is the responsibility of the family to inform the school principal or business manager of situations which arise which may affect their ability to meet tuition payments or the payment schedule.

- If full tuition payment is not made by the first day of classes the family will be required to enroll in the monthly payment plan as outlined above.
- Monthly payments which are missed will incur a \$25.00 missed payment fee, collected by the tuition collection company and may also incur a fee from the family's banking institution. The student(s) from a family who miss two monthly payments and has not made acceptable arrangements with the principal or business manager within fourteen (14) calendar days of the second missed payment will be suspended from school attendance.
- Additional suspension of attendance due to tuition delinquency will be:
  - If tuition/fees is delinquent two days before school begins the student will not be admitted until payment is made.
  - If tuition/fees is delinquent on December 1 the student will not be allowed to take semester exams, will be given a grade of "Incomplete" on the report card, and will not be admitted beginning the first school day in January.
  - If semester payment due on December 1 is delinquent, the student will not be admitted beginning the first school day in January.
  - If tuition/fees is delinquent as spring break begins the student will not be admitted beginning the first school day after spring break.
  - If tuition/fees is delinquent on May 1 the student will not be allowed to take final exams and will be given a grade of "Incomplete" on the report card.
  - All tuition/fees from previous years must be paid in full by August 1 for the student to be readmitted for the next school year.

## **Returned Payments**

A \$25.00 returned check fee will be assessed for all returned checks of payments made to MKCHS. After two (2) returned checks, checks for future payments may not be accepted.

## **Withdrawal Refunds**

Families withdrawing students prior to the first day of school shall be refunded the entire amount of tuition paid for that school year (minus any monies owed if applicable). After the first day of school, tuition refunds shall be prorated based upon the number of school days the student was enrolled.



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# *Student Services*

## **School Counseling**

The School Counseling Department at Monsignor Kelly Catholic High School provides counseling regarding each student's high school academics, college and career exploration, preparation and selection of classes, as well as emotional and interpersonal development. The MKCHS Counselors take a proactive approach and meet with each student several times a year.

Counseling regarding high school academics includes course selection, study habits, time management, and extracurricular involvement. College counseling is focused on helping each student find a college or university that is the right fit for them. The Counselor's guide students through components of Naviance, a college and career readiness platform to help MKCHS students connect academic achievement with post-secondary goals. In addition the Counselors assist students in defining educational goals which reflect the student's interests, abilities, and aptitudes. Annual individual conferences are held each spring to review progress towards four year academic goals and to select courses for the next school year. Counselors also use confidential surveys as needs assessments when working with students and families.

Personal counseling is also available for simple social and emotional concerns. Our counselors provide a confidential setting in which students are guided in understanding attitudes, behaviors, and emotional issues regarding classmates, schoolmates, and light family matters. Counselors keep parents informed and are trained to identify scenarios that require help from a mental health professional.

Students are assigned to a counselor based upon last name:

- Last Names A-L: Mrs. Wulf
- Last Names M-Z: Mrs. Clayton

## **Conferences**

Contact and dialogue between parents and teachers is strongly encouraged at MKCHS. Adhering to the Diocesan Re-Opening Plan, visitors on campus must have an appointment. Conference options include face-to-face, Google Meet (Video), or phone. Conferences may be scheduled by contacting the teacher or counseling office.

## **Transcripts**

The Registrar, Mrs. Valdez is located in the Counseling Office.

- Official transcripts may be requested for a fee of \$3.00 for current students with a 24 hour processing time.

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- Unofficial transcripts may be downloaded from the student portal or be printed or emailed at no charge by the Registrar.
  - Seniors must use Naviance to request transcripts for college applications.
  - Following graduation, additional transcripts or records will not be released until all financial obligations are settled.
  - Alumni must order transcripts using the alumni website order form for a fee of \$5.00 for an electronic send or \$10 for a mailed copy with a 5 day processing time.

## **Academic Testing**

### Standardized Testing

- PSAT(Preliminary Scholastic Aptitude Test): All Freshman, Sophomores, and Juniors are automatically registered to take the PSAT which is administered during a school day in October.

### AP Testing

Taking an AP course and exam is a collaboration between the student, the parents, and the school. Expectations are outlined below:

- PreAP & AP Level Courses challenge exceptionally strong students who desire more rigorous academic training at a faster pace.
- Prerequisites for PreAP and AP Courses can be found in the Course Description guide located on the MKCHS website.
- Moving from Pre-AP/AP courses to regular level courses will only occur at the semester.
- Students enrolled in an AP course will be expected to take the AP exam in early May.

## **Information Center (IC)**

The Monsignor Kelly Catholic High School Information Center provides a relaxing environment for independent work, small group work, research, independent reading, printing services, and full-class visits.

- Research Block
- Before/After School

## **Learning Enrichment Center (LEC)**

New as of 2021-2022, The LEC is a designated space within the IC for students to work with our Academic Coaches. The Academic Coaches help academically struggling students with Executive Functioning skills, which include:

- Planning
- Prioritizing
- Organization
- Time Management

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Working with Coaches, students learn strategies to increase their focus, effectively prepare for tests, and reduce test anxiety.

Monsignor Kelly High School provides students with documented learning disabilities and/or difficulties with the following accommodations:

- Assisted Note-Taking
- Extended Time on Tests
- Preferential Seating
- Technology Use
- Small Group Testing

### **SPECIAL NEEDS, DIOCESAN VISION STATEMENT**

Unlike the public school system, Catholic schools do not receive state and federal monies to fund special education programs. Therefore, we do not write or accept Individualized Education Plans (IEPs) as public schools are mandated to do. A plan may be written at each school for those students who are experiencing learning or behavioral difficulties/differences. Each school will designate the proper personnel to collaborate on this plan with the parents. The plan's content is dependent on each school's ability to make **reasonable** accommodations to assist a student or to provide personnel who may participate in the plan.

Parents are expected to provide copies of all assessment information to schools in order that an appropriate student intervention plan can be written. If an assessment has not taken place, the school will require an assessment to determine the student's strengths and weaknesses. This assessment can be done by a local ISD at no charge to the parents. Contact your administrator for information.

In some cases it may become evident that the severity of the learning or behavioral disability/difference exceeds the level of accommodations the school may be able to offer the student. The question of what will best benefit the student's success may indicate that a different educational placement is necessary. This decision will be based on knowledge of the resources of the school and the severity of the problem. In all cases, the decision will be based on Christian compassion.

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# Program of Studies

Monsignor Kelly High School offers a college preparatory program of study designed to cultivate knowledge, understanding, intellectual curiosity and courage, complex thinking, and wisdom. Our Catholic faith inspires us to elevate the learning experience for a higher purpose. Through our academic program we promote character, virtue, and leadership.

Our caring and talented faculty are instrumental in engaging students through active learning, engaging them to achieve their highest academic level. Our teachers strive to challenge each student while meeting their individual needs. Because of their care and concern, our teachers provide extra support before and after school. They stretch themselves to ensure that their students are learning, growing, and developing in the classroom, are well prepared for the next level of studies and as life-long learners.

## GRADING SYSTEM, REPORT CARDS, GPA

The school year is divided into four (4) marking periods and two (2) semesters. The dates for the four (4) academic quarters are posted on the Diocesan Calendar.

### Semester One

Quarter 1 = 40%

Quarter 2 = 40%

Midterm = 20%

100%

### Semester Two

Quarter 3 = 40%

Quarter 4 = 40%

Final = 20%

100%

MKCHS employs the following grading system:

A	90-100	4.0	Outstanding
B	80-89	3.0	Above Average
C	75-79	2.0	Average
D	70-74	1.0	Below Average
F	0-69	0.0	Unacceptable

## COURSE LEVELS

- **Advanced Placement/Advanced:** Designated as PreAP/AP - Challenges the exceptionally strong student who desires more rigorous academic training at a faster pace; expected to take the College Board AP exams.

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- **Dual Credit:** Designated as DC - Offered through Lamar University; students must apply and be accepted into Lamar University to enroll.
  - **College Prep:** Designated as CP - for the average or above average college preparatory student, stresses skills for college bound students who can assume the responsibility of working independently to some degree.

A one (1) point GPA boost is given for PreAP, AP, and Lamar courses except in the case of a failing grade.

## **COURSE SELECTION**

Course placement is based on entrance test scores, previous grades, department recommendations, and other relevant criteria. Students and parents meet with their counselor early in the Spring Semester to choose courses for the next school year.

Students should challenge themselves by taking a rigorous course load based on their ability. Taking a variety of courses helps to keep options open for the future. Students should consider all variables that go into providing the appropriate academic challenge while maintaining balance and well-being. Unless a student spends the required time in study each day, he/she cannot expect to achieve the appropriate level of academic success.

The first part of the course selection process is course recommendations. It is during this time that teachers recommend students for classes for the following school year. Students who wish to move from a college preparatory course to a PreAP or AP course should notify their teacher so the teacher can coach the student and monitor their progress with the intent to change levels at the end of the year.

Students may request an override if their request for a course is denied. Students must follow the procedure

## **PREAP/AP COURSE CHANGES**

Students will remain in a PreAP/AP class for an entire semester. Students may request to move from a PreAP/AP to an on-level course at the semester change if the student has a grade below 70 and if there is room in the on-level course.

## **GRADUATION CREDIT REQUIREMENTS**

MKCHS has two different Graduation Plans which list the specific course credits necessary to graduate. The plans are Distinguished or Recommended and are specifically detailed in the Course Description Guide. The Distinguished Plan requires a student to accomplish at least four Advanced Measures in addition to completing the required courses. Examples of those Advanced Measures are also listed in the Course Description Guide.

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## **COURSE CREDITS**

The only course credits that will be accepted and posted on the high school transcript will include:

- High school credits earned in middle school, contingent upon MKCHS testing and departmental approval.
- High school coursework taken at MKCHS during the school year or in Kelly summer school (including approved Dual Credit courses).
- Summer school courses **required** by MKCHS to **regain** credits lost due to failure during the school year at MKCHS.
- Official transcripts from other high schools will **not** be transcribed onto the MKCHS transcript.

*Summer school, correspondence courses, or CBE (credit by examination) may not be taken to replace any course offered at MKCHS, including to “advance” students to a higher level course.*

## **CREDIT RECOVERY**

Credit Recovery Credit recovery is offered during summer school only for students who have failed a Kelly High School high school course during a semester of the previous academic year and are seeking recovery credit.

## **RANK STATEMENT**

In view of MKCHS’s competitive college preparatory curriculum, the small size of the school and the performance of the students, the school regards “rank in class” as an indicator which may be misleading. Consequently, the school does not rank its students for the college admissions process, except as required by the Texas Top Ten Percent Rule. **Ranks will not be released to students or parents or placed on transcripts until after 5 semesters for those students in Top Ten Percent.**

## **GRADUATING HONOR DESIGNATIONS**

Beginning with the freshman class of 2015-2016, to be eligible for one of the top two positions of **valedictorian** and **salutatorian as well as the top 10%**, a student must have attended MKCHS for a minimum of five consecutive semesters prior to graduation.

In the event a graduating student, who has transferred to Kelly HS and has not been enrolled for the required five (5) semesters and is therefore not eligible for the valedictorian distinction, has a higher calculated GPA than the designated valedictorian, each student will receive the Highest Ranking Graduate designation if authorized by the Texas Education Agency.

### **Final class position for seniors is determined after seven (7 ) semesters.**

Summa Cum Laude, with highest honor:	4.4 GPA and above
Magna Cum Laude, with high honor:	4.2 – 4.39 GPA
Cum Laude, with honor:	4.0 – 4.19 GPA

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## EXAMS/EXEMPTIONS

Midterm and final exam grades will count as 20% of the semester grade. Students have the opportunity to exempt one exam for each of the policies below (two exemptions total per semester):

<i>Academic Exemption Policy</i>	<i>Behavior Exemption Policy</i>
Minimum 90 average for the semester (for each quarter for semester only classes)	Minimum 70 average for the semester (for each quarter for semester only classes)
No major behavior infractions	No more than 1 demerit No major behavior infractions
No excessive absences or tardies	No excessive absences or tardies
No unexcused absences, no external/internal suspension	No unexcused absences, no external/internal suspension
Rank One documents required	Rank One documents required

The following rules apply during exam days;

- Any tuition, fees, fines, equipment owed must be paid before students may exempt exams.
- The exam schedule will be announced about 2 weeks before the exams begin. Rules will also be posted and announced.
- Exam 'sessions' are 90 minutes.
- Students may not be in the building during exam sessions unless they are in an exam or in a 'study room'.
- Students may leave campus when not involved with an exam.
- Dress code regulations will apply.

## ACADEMIC ELIGIBILITY

A student's eligibility to participate in extracurricular activities is determined at the end of each quarter and semester. As of 2021-2022, Kelly High School is adopting the "No Pass/No Play Rule". This rule is designed to motivate students to pass every class, or be barred from all school-sponsored extracurricular activities. Understandably, this rule sends a powerful message - Kelly High School places academics first and failure has consequences. The hope is that this rule will motivate more students to pass all their classes, and the percentage of ineligible students will decline.

Any student with a failing grade at the end of the quarter or the semester will be academically ineligible to participate in any extracurricular activities during the next quarter. Reinstatement of eligibility will be determined by the Administration according to this handbook.

Extracurricular activities are defined as athletics, student government, school plays, clubs, and dances. Students already involved in an activity at the time will be suspended from the activity.

### **ACADEMIC PROBATION CRITERIA**

1. Any student who is placed on academic probation will be required to have a conference with their parent/guardian, counselor, Dean of Academics, and Director of the Learning Enrichment Center (LEC).
2. Students on academic probation will be required to work with the Academic Coaches in the Learning Enrichment Center (LEC) and their teachers for additional academic support.
3. Administration reserves the right to remove any student whose academic achievement seems unsatisfactory

### **ACADEMIC SUPPORT**

Teachers provide needed academic support in order for every student to successfully complete his/her course of study. Each teacher may meet with students before or after school to provide tutorial help with the objective to improve student achievement. Peer tutors and Academic Coaches are also available to ensure that every student has the tools to reach their academic goals.

### **2021-2022 New Class Schedule**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>8-Period 45-Minute Classes</b>	<b>BLUE</b>  90-minute classes	<b>GOLD</b>  90-minute classes	<b>BLUE</b>  90-minute classes	<b>GOLD</b>  90-minute classes
<b>8-Period 45-Minute Classes</b>	<b>BLUE</b>  90-minute classes	<b>GOLD</b>  90-minute classes	<b>8-Period 45-Minute Classes</b>	<b>Flex Friday</b>



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## **Explanation of Flex Friday**

- **Thursday Prior** - All students will be given a planning sheet A Block. The students fill in their planner as they progress through the day, checking with each teacher. The last period teacher verifies all students have their planner complete.
- **Flex Friday** – is a day designed for self-directed learning. After Mass and/or homeroom meetings, students begin their self-directed schedule. Students follow their planner and teachers sign-off that they met with the students. The last period/meeting teacher collects all student planners.

## **All Block Day Schedule:**

A Block - 8:30-9:15

B Block - 9:20-10:05

C Block - 10:10-10:55

D Block - 11:00-11:45

1st Lunch - 11:45-12:10, E Block - 12:15-1:00

OR E Block - 11:50-12:35, 2nd Lunch - 12:35-1:00

F Block - 1:05-1:50

G Block - 1:55-2:40

H Block - 2:45-3:30

## **Blue/Gold Day Schedule:**

A/E Block - 8:30-10:00

Break - 10:05-10:15

B/F Block - 10:20-11:50

1st Lunch - 11:55-12:20, C/G Block - 12:25-1:55

OR C/B Block - 11:55-1:25, 2nd Lunch - 1:30-1:55

D/H Block - 2:00-3:30

## **Flex Friday Schedule:** (general schedule; subject to change based on pep rallies, assemblies, etc.)

8:30-8:45 Homeroom

8:50-9:35 Block 1

9:45-10:45 Mass

10:55-11:40 Block 2

11:45-12:45 Lunch

12:50-1:35 Block 3

1:40-2:25 Block 4

2:30-3:15 Block 5

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# *Student Attendance*

## **ATTENDANCE**

Monsignor Kelly Catholic High School recognizes its responsibility to provide a thorough and efficient education to every student. It is paramount that parents and students assume responsibility for school attendance. Administrators and teachers cannot successfully fulfill their responsibility to the student unless the student is present for the school days. We expect students to be in school and attend all classes every day.

## **REPORTING ABSENCES**

If a student misses class(es) for any reason, a parent will send an email to Mrs. Walter at [swalter@mkchs.com](mailto:swalter@mkchs.com) to let her know the date, time, and reason for the absence. The absence will remain an unexcused absence unless documentation is provided within 2 days of the absence.

**TYPES OF ABSENCES:** Excused, Unexcused, School Activity

### **Excused Absence**

Kelly High School recognizes only the following as legitimate reasons for an excused absence:

- Personal illness
- Death in the immediate family
- Court ordered appearance (copy subpoena required)
- School suspension by administration
- Two college visits - documentation from schools visited
- Inpatient treatment by hospital/facility or outpatient intensive treatment by a hospital/facility with administrative approval
- Illness lasting 5 or more days - contact the administration
- An absence for any reason not listed above may be deemed excused by administrative approval only

### **Unexcused Absences**

Kelly High School considers the following examples of unexcused absences:

- Family Vacations/non-school sponsored trips
- Job interviews
- Cutting school/class - truancy

## **TARDIES**

The tardy warning bell will ring at 8:25 and the tardy bell at 8:30. Any student arriving between 8:30 and 8:40 will be recorded tardy. Any student arriving to class after the first 10 minutes of the class period will be recorded absent. If the reason for arriving late is a result of any of the reasons defined as "excused" the absence will be recorded as an excused absence provided the parent provides the appropriate documentation. Students arriving after 8:40 will not be admitted without a note/phone call from a

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parent/guardian. After 2 tardies per semester, the student will be referred to the Discipline Office.

### **COLLEGE VISITS**

Juniors and Seniors are permitted two (2) excused absences per academic year for a college visit. In order for the college visit to be an excused absence, the student must provide a note at least one (1) school day prior to announcing the college visit. It is recommended that college visitations occur on days when Kelly is not in session. There are specific days on the school calendar when Seniors are not in session which may be used for this purpose. A "College Visit" letter from the institution is required upon return and should be submitted to the attendance office.

### **FIELD TRIPS**

Due to COVID-19, all Kelly field trips have been suspended - no field trips will be scheduled.

### **EARLY DISMISSAL**

In the event that a student must be dismissed from school before 3:30PM, the student must present the request *in writing* from the parent/guardian to the attendance office in the morning, before the first block class. Telephone calls to arrange an early dismissal are **highly discouraged** unless it is an emergency. The student will receive an early dismissal slip from the attendance office, and should present that slip to the teacher of the class the student is in when they are to be dismissed. Students must report to the attendance office and sign out before leaving school.

### **MAKE-UP WORK**

Is expected for all work missed due to an absence - excused or unexcused.

- Students are expected to contact teachers and arrange to have any assignments, quizzes, or tests submitted within the same number of days missed or face loss of credit.
- Class work missed for school activities or anticipated absences (those known about beforehand) should be **turned in before the absence** and students are expected to complete any work missed while absent to remain current with the class before they return to school.
- Missing work will have a "0" placeholder in the gradebook until the work is turned in.
- In cases of extenuating circumstances, if makeup work for excused absences is not completed at the time grades are due for a grading period, an Incomplete (I) may be recorded for the nine (9) week report card. All incomplete grades must be approved by both the teacher and the Dean of Academics. It is expected that students use Flex Friday to complete all outstanding work. If the makeup work has not been completed by the final deadline, the Incomplete (I) grade will be recorded as a "0".

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## **EMERGENCY**

If a student becomes ill or is involved in an emergency situation, the student must obtain permission from the Principal or Dean of Academics to leave school. The parents will be notified before the student is dismissed. At the time of departure the student must sign out in the Attendance Office and obtain a "Pass to Leave Campus" slip. At the time the student returns to campus, the student must sign in at the Attendance Office.

## **TRUANCY**

Truancy is missing all or part of a school day without parental knowledge or consent, or failure to properly sign out when leaving school at times other than dismissal. Students may NOT leave the campus or building at any time for any reason during the school day without checking out through the Attendance Office. Being off campus without a proper permit is truancy. When students leave campus without permission, it creates reasonable suspicion which may lead to a student being searched for prohibited contraband.

## **EXCESSIVE ABSENCES/LOSS OF CREDIT**

Absence/tardiness/early dismissal in a particular period may adversely impact a student's attendance record and academic credit. Absences include full-day absences, truancy from school, and absence from an individual course, which could be caused by lateness to school. If a student accumulates ten (10) absences in a one (1) semester course, the student may not receive credit for the course until days are made up in summer school. If a student accumulates twenty (20) unexcused absences from a full year course, the student may not receive credit for these classes until days are made up in summer school. Seniors with excessive absences may not be granted credit for that course; subsequently, their diploma may be held until the above criteria have been met. Parents will receive notification when a student is at risk for loss of credit due to excessive absences.

## **EXTRACURRICULAR PARTICIPATION**

Students must be present for AT LEAST TWO FULL BLOCKS ON BLUE/GOLD DAYS AND FOUR FULL BLOCKS ON ALL BLOCK DAYS in order to attend or participate in an athletic event, practice or extracurricular school activity that day without the specific permission of the administration. This policy is in compliance with TAPPS Regulations.

## **SCHOOL RELATED ABSENCE**

Sponsors will give each student a school related absence form which must be completed, signed by a parent, and returned. Schoolwork missed (homework/assignments/projects submitted, quizzes/tests taken, etc) should be completed BEFORE the absence. Sponsors will check with the student's teachers concerning eligibility. Phoned-in permission will not be accepted.

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# *Student Safety & Security*

The Monsignor Kelly Catholic High School Administration worked together with the Beaumont Police Department to review and update our safety and security procedures.

State Law requires fire and/or tornado drills to be held monthly. Evacuation routes are posted at the door of each classroom. Students should familiarize themselves with these routes. At the first sound of the fire alarm, all doors should open wide. The student nearest to the door will take charge of this. Students leave the room immediately in a single file. The last student to leave will turn off the lights and close the classroom door. Silence is to be maintained during the entire drill and/or real event. Leaving the building quickly, a fast walk is expected, but never any running. Students are to remain with their teacher and class at all times. Teachers will check roll 'outside' to verify all students are accounted for.

In the event of a tornado or tornado drill, the movement of students to inside hallways, away from windows, in an orderly, quick and quiet fashion is expected.

## **Lockdown Regulations**

When an announcement for school lockdown is made, teachers and students should follow these procedures:

1. All are to remain in the classroom and lock all doors
2. All are to move onto the floor and away from windows and hall-door sight lines
3. Turn off lights
4. Attendance is to be taken and a list created of any student(s) not in the classroom; if possible, communicate this list to an Administrator
- 5. No cell phone use is permitted during a lockdown**
6. If the announcement occurs during the change of class or during lunch period, students should be gathered and ushered into classrooms, or any protected area. Safety is the **ONLY** concern - not comfort!
7. All should remain calm and await further announcements

## **Shelter In Place**

1. All should remain in their classrooms
2. Teaching continues
3. Bells will be held - no movement between classes
4. When threat is over, an announcement will be made to resume to the regular schedule

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# *Catholic Virtues - Discipline*

*From the Catechism of the Catholic Church, "A virtue is a habitual and firm disposition to do the good. It allows the person not only to perform good acts, but to give the best of himself. The virtuous person tends toward the good with all his sensory and spiritual powers; he pursues the good and chooses it in concrete actions." Prudence, justice, fortitude, and temperance are called the human or cardinal virtues because they forge the human character. These four basic habits assist us in developing a pure heart that is open to God's will.*

Discipline is a process whose purpose is to strengthen religious and social values; to mold concrete personality traits; to correct not only negative behavior patterns, but also negative actions. This purpose is implemented through a program of teaching, a plan of supervisory control, a system of essential rules, and when necessary, corrective punishment or consequence.

Our Discipline Plan is designed to accomplish the following:

- Set the expectations that ALL students will be held accountable for ALL their behavior ALL the time
- Create a safe, orderly, and positive classroom and school environment
- Show students how to monitor their behavior and evaluate their choices
- Achieve consistency in behavioral standards and expectations throughout the school

Three Guiding Principles:

- Students will be safe
- Students will be respectful
- Students will be responsible

Monsignor Kelly seeks to adhere to a clear, explicit, and consistent discipline system. Expectations for student behaviors and consequences for not meeting those expectations are clearly defined below.

Kelly High School holds students responsible for attending school regularly and on time, and to respect the rights, property, and safety of others. Students who become involved in areas of problem behavior are subject to specific disciplinary actions, based on the seriousness of the behavior.

## STUDENT EXPECTATIONS

<b>School Area</b>	<b>Be Safe</b>	<b>Be Respectful</b>	<b>Be Responsible</b>
<b>Arrival</b>	-Do not enter the building before 7:30am. -Early arrivals wait in the cafeteria until.	-Enter classrooms calmly and quietly. -Follow adult directives. -No Cell Phone usage from 7:30am-3:30pm.	-Be punctual. -Be prepared for class with all books, supplies, materials, and assignments.
<b>Hallways</b>	-Walk calmly and in an orderly manner. -Keep hands, feet, and objects to yourself.	-Follow rules without adult reminders or intervention. -Be aware and mindful of surroundings.	-Properly utilize available time between classes.
<b>Classrooms</b>	-Walk at all times. -Keep hands, feet, and objects to yourself.	-Show respect for your own possessions, the possessions of others, and school property -Share classroom/school materials, resources, and equipment -Display tolerance and acceptance for yourself and others. Accept the consequences of your behavior, decisions, and actions.	-Be punctual. -Complete and submit assignments on time. -Be self-motivated. Be a self-directed problem solver. -Accept responsibility and consequences for your behavior, decisions, and actions.
<b>Restrooms</b>	-Walk at all times. -Keep water in sink/clean spills. -Wash hands before leaving.	-Give others privacy. -Show respect to school property.	-Dispose of trash in trash can(s). -Return to class promptly. -Help keep restrooms clean.
<b>Cafeteria</b>	-Walk at all times.	-Do not touch others' food items or belongings. -Follow adult directives.	-Come prepared with lunch money. -Clean up after yourself. -Do not take food out of the cafeteria/courtyard (old gym if applicable).
<b>Outdoors</b>	-Stay within boundaries. -Keep hands, feet, and objects to yourself.	-Be respectful of others' space. -Follow adult directives.	-Place all trash/litter in trash can(s).
<b>Dismissal</b>	-Walk calmly and in an orderly manner.	-Wait for the teacher to dismiss you from class. -Follow adult directives.	-Leave with all necessary materials, supplies, and resources. -Be alert and ready for your ride/bus/etc.

## INFRACTIONS

<b>Minor Level</b>	<b>Examples:</b>
Warning	ID/Dress Code/Mask/Shaving Violation Tardy
1 Demerit	Repeated Infractions Being in hallways without a pass during instruction time Failure to place trash in its proper container Disruptive behavior in class, cafeteria, gym, or halls Eating or drinking in class or halls Three or more tardies to school per quarter
2-9 Demerits	Repeated Infractions of Any Above Disrespect to staff, students, volunteers Being in the parking lot without a pass from the office during school hours Failure to follow "Computer Use & Internet Policy"/ Chromebook policy Misconduct at a MKCHS athletic or other extra-curricular event Leaving class/school without signing out in the Attendance Office Driving recklessly in the parking lot or on Kelly Drive Profane or vulgar language Disturbance in a Liturgy or assembly Improper Use of Cell phones/iWatches/Etc. Other behavior not in agreement with the MKCHS mission statement. Administration reserves the right to determine demerits upon review
<b>Major Level</b>	<b>Examples:</b>
10+ Demerits	Repeated Infractions of Any Above Aggression and/or hostility Vaping, tobacco use Alcohol, medication abuse, and other drugs Harassment, threats, bullying, and intimidation Academic dishonesty (lying, cheating, forgery, or plagiarism) Disruptions to the academic process, Liturgy, assembly, and/or extra-curricular event Attendance violations Sexual behaviors Theft Vandalism Weapons/dangerous items Forging, falsifying signatures, and/or altering parent notes Driving recklessly in the parking lot or on Kelly Drive Profane or vulgar language Defiance of authority/disrespect to staff, students, volunteers



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## CONSEQUENCES

<b>Minor Level</b>	<b>Examples:</b>
Warning (first time)	Student Contact
1 Demerit	Student Contact Parent/Guardian Contact
2-9 Demerits	Student Contact Guardian/Parent Contact Loss of Exam Exemption Before School Detention After School Detention Saturday Detention
<b>Major Level</b>	<b>Examples:</b>
10+ Demerits	Student Contact Guardian/Parent Contact Loss of Exam Exemption Disciplinary Committee Meeting In School Suspension Out of School Suspension Expulsion

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# Policy Appendices

## Appendix A: ACADEMIC INTEGRITY POLICY

Lack of Academic Integrity undermines the philosophy of Kelly High School which is committed to motivating its students to live morally and responsibly, and expects each of its members to contribute to an environment of mutual respect.

Violations of the Academic Integrity Policy include, but are not limited to:

1. Plagiarism: Presenting the work of another as one's own (i.e., without proper acknowledgement of the source)  
Example: Using another's work from print, web, or other source without acknowledging the source; quoting from a source without citation; using facts, figures, graphs, charts, or information without acknowledging the source.
2. Cheating: An attempt to get something for little or no effort and to gain an academic advantage at the expense of another.  
Example: Copying another student's work or receiving unauthorized assistance during a quiz, test, or exam; using books, notes, or other devices (e.g., calculators, cell phones, smart watches, or computers) when these are not permitted; obtaining without authorization a copy of or information about an exam before the scheduled test date; unauthorized collaboration on exams.
3. Unauthorized Group Work: Unauthorized collaboration with others.  
Example: Working with another person or persons on any activity that is intended to be individual work, where such collaboration has not been specifically authorized by the teacher.
4. Complicity in Academic Dishonesty: Intentionally helping another to commit an act of academic dishonesty  
Example: Knowingly allow another student to copy one's paper during an example or test; discussing test material or substantive information about the material to be tested before a scheduled exam (i.e., telling students in a later period what was on the test; photographing test information and passing on to other students.

**The above list is comprehensive; however, violations not listed here, could also be considered academic dishonesty, as deemed by the teacher and/or Dean of Academics.** As new methods of cheating, plagiarism and other forms of academic dishonesty develop, we expect all students to interpret the requirement of academic integrity broadly and in good faith.

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## **Consequence For Violations of the Academic Integrity Policy**

A. Unintentional Violations: This may occur when a student does not understand how to cite sources correctly or how to paraphrase and then cite the source properly. Actions to be taken include:

- Required correction of citation errors within a period of time to be determined by the teacher. If corrections are not made, there will be deductions in the assignment grade.
- Meeting with the teacher to learn how to avoid this mistake in the future.
- Teacher documentation of the incident in the case that there may be further violations.

NOTE: Repeated unintentional violations will be dealt with as intentional violations

B. Intentional Violations Level 1: This violation occurs when a student knowingly commits one of the above listed violations. Actions to be taken include:

- Required correction of assignment as determined by the teacher, and/or major reduction of grade on the assignment (to be determined by teacher, possibly failing).
- Teacher documents the incident and informs parents and the Dean of Academics.

NOTE: Repeated Level 1 violations will be dealt with as Level 2 violations

C. Intentional Violations Level 2: This violation occurs when a student knowingly commits one of the above violations throughout the majority of the assignment/essay/test. Actions to be taken include:

- Receive a grade of a zero (0) on the assignment. No possibility of revising for a higher grade.
- Teacher documents the incident and informs parents and the Dean of Academics

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## **Appendix B: ACCEPTABLE USE POLICY**

Chromebooks are the property of Monsignor Kelly Catholic High School and are provided to the student for the enhancement of the educational experience. Kelly adopts the following guidelines for acceptable and unacceptable computer/electronic use.

### **Acceptable Uses:**

- Class assignments and/or independent study directed/approved by a teacher
- Work previously approved by a teacher
- Club activities after school hours directed/approved by a teacher/moderator

### **Privacy and Online Behavior:**

- Passwords will not be shared
- Students will not impersonate another's identity
- Privacy of others will be respected

***MKCHS reserves the right to collect and search any student's electronic device to ensure compliance with the Responsible Use Policy and school policy is being followed.***

### **Chromebook Care:**

- Chromebook, case, and charger are issued to each student their first year at MKCHS to use until they graduate.
- If the charger is lost or damaged, the student is responsible for replacing it with an HP brand charger.
- If the Chromebook is lost or stolen, a replacement fee of \$300 will be assessed.
- Chromebooks should be charged each night to ensure a full charge for the following school day.
- Battery should accommodate 11-12 hours of use.
- Keep Chromebook in the case - the screen is glass and prone to crack if dropped or mistreated. A \$200 fee is charged for a cracked screen.

### **Unacceptable Use of Electronic Devices Through Network or Internet:**

- Plagiarizing or violating copyright laws
- Downloading, unauthorized transfer or use of copyrighted information, software, video, music, etc., copying, storing, or changing another student's or staff member's work or property
- Tampering with computers, loading any software, piracy, hacking, harming equipment, creating or installing computer viruses, worms, etc.
- Viewing, reading, storing or transferring violent, obscene, racist, sexually explicit or pornographic material
- For-profit activities, action selling or bidding, buying or selling things, money transactions of any kind
- Inappropriate posting or e-mail communications; hate mail, anonymous messages, chain letters, harassment, racist, sexist or obscene language, bullying, etc. with either school or private accounts

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- Invading the privacy of others by viewing, storing, posting or sending photos or personal information about any other member of the MKCHS community or any person
  - Using/Viewing social networking sites such as Facebook, Twitter, SnapChat, etc.
  - Using online chat, instant messaging or playing any games
  - Encouraging others to misuse these tools
  - Posting derogatory, denigrating comments, information or pictures about/of other teens, staff members or other persons
  - Posting threatening or bullying comments about other teens, staff members or other persons
  - Hacking into school or other computer networks/systems whether or not damage is actually caused. Damage might be altering, removing or contaminating information, contaminating or altering control systems, etc.
  - Posting pictures, videos and/or description of themselves or others depicting nudity, sexual activity, drinking, using and/or possession of alcohol/drugs, fighting, weapons, etc.
  - The use of any internet enabled device to circumvent MKCHS internet filters, such as a hotspot enabled mobile phone, the use of any VPN apps, devices, MIFI, etc.

#### **NETWORK ETIQUETTE:**

- Students of MKCHS are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- Be polite. Do not be abusive in your message to others.
- Use appropriate language. The use of swearing, vulgarities or any other inappropriate language is prohibited.
- Do not send or display offensive messages or pictures.
- Do not reveal personal addresses or phone numbers of yourself or of others.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Do not use computers for non academic activities such as games or casual conversations.
- Do not damage computers, computer systems or computer networks or engage in other acts of vandalism. Vandalism is defined as any malicious attempt to harm or destroy data of another user of any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses.

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## Appendix C: CELL PHONE POLICY

Cell Phones and any other personal communication devices can be brought to school but **must remain off or silent and completely out of view on campus for the entire school day, including class changes, breaks, and lunch.** Any phone in view or used on campus during the school day without instructor permission will be confiscated, logged, and securely held until the end of the school day, at which point it can be collected by the student. Repeat offenders will be assessed a \$20.00 fee to reclaim their phone. Students with extenuating medical reasons for keeping a phone on their person will be individually consulted.

### **Expectations:**

- Cell phones and personal mobile devices shall be turned off when entering the school.
- Cell phones shall be kept in backpacks, not in clothing pockets.
- Cell phones are not allowed to be used in a classroom (unless authorized by the class instructor), common areas or restrooms. Common areas include the cafe, gym, library, and Mass.
- Cell phones are not allowed to be used during lunch, break, or transition times between classes.
- Cell phones can be turned on at the end of the school day and used to communicate directly with parents/friends assisting in transportation.
- If a student needs to make an emergency call during the day, they are expected to make that call from the office.

We ask that families and students use the main office when communicating messages from home or school. Students using phones or personal electronic devices will be asked to surrender his/her phone to the teacher and can pick it up at the end of the day. The second time a phone is confiscated, the phone will need to be picked up in the main office and pay a \$20.00 fee. The third time a phone is confiscated, there will be a meeting with the administration.

**Earbuds** are an accessory to phones, therefore they are also not allowed on campus during the day. If a student is seen with earbuds they will be taken up and held until the end of the day. Repeated confiscation of earbuds will follow the same procedure used for cell phones.

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## Appendix D: HARASSMENT POLICY

MKCHS is committed to maintaining a community which is free of all forms of intimidation and harassment. Harassment can be defined as a single incident or a pattern of behavior in which the purpose or effect is to create a hostile, offensive or intimidating environment. Harassment encompasses a broad range of verbal or physical behavior that can include but is not limited to the following:

- Physical or mental abuse
- Bullying, hazing, shunning
- Direct or indirect threats, intimidation, assault
- Racial or religious insults
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching\*
- Sexual comments or sexual jokes

*\*Note: Unwelcome touching does not include legitimate non-sexual physical contact such as the physical restraint of a student to avoid harm to persons or property as allowed by law, a teacher's consoling hug, or physical contact required in sports, etc.*

In above cases, even a single incident will establish grounds for severe discipline. Adherence is expected of all students of MKCHS at all times, on or off campus. Reporting of any incidences of harassment will be handled confidentially and investigated promptly and thoroughly with referrals made to law enforcement authorities as necessary.

School personnel shall not be expected to be subjected to aggressive, intimidating, or abusive behavior by students, other school personnel, parents, or visitors. Such behavior may result in consequences as deemed necessary by the administration. Physical abuse, threatening behavior and/or aggression are considered more serious matters and will be referred to law enforcement agencies when deemed appropriate by the administration. This does not limit any person's right to report an incident to proper law enforcement agencies.

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## **Appendix E: TOBACCO, VAPE, DRUG, ALCOHOL POLICY**

Possession or use of tobacco, vaping, alcohol, or illegal drugs is not allowed and is totally contrary to the meaning of the school's mission. Students found in possession of, under the influence of, using, distributing or selling, or students with the intent to sell or distribute the above mentioned substances on school property or at a school sponsored event off campus will be disciplined and civil authorities may be notified. Monsignor Kelly Catholic High School takes a zero-tolerance stance regarding possession, use, or intent to distribute any of the above listed items. Use of drug dogs, random searches, breath-a-lyzers, and other methods of detection may be used as deemed necessary.



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## Appendix F: UNIFORM POLICY

As members of Kelly High School, we seek to distinguish members of our family and to show the world we are working towards greatness! Students at Kelly take pride in their personal appearance. The uniform dress code is not designed to restrict one's individualism, but rather promote traditions of Catholic education and provide a standard that fosters an environment of learning and respect for the education being provided.

**In choosing Monsignor Kelly Catholic High School, both parents and students agree to wear the Kelly uniform with pride.** It is the **responsibility of parents** to see that these regulations are carried out and that students leave home in the morning dressed in the uniform.

**All students must be aware of the following regulations:**

- **ID's** - All students are to wear school issued photo ID tags as part of the uniform dress code. The ID must be displayed on the school issued lanyard and worn around the neck at all times. If the student does not have their ID:
  - Day One = Report to the Front Window for a temporary tag and parents/guardians will be notified
  - Day Two = Report to the Front Window, students must pay \$20.00 to purchase a new photo ID
  - Day Two = if student does NOT pay for a new ID, student will be sent home until a new ID can be purchased
- **Shoes** - Students will wear ONLY tennis shoes with socks
- **Earrings/Piercings** - Only young ladies may wear appropriate earrings (1-per ear) at school. Other facial piercings including, but not limited to: nose piercings, tongue piercings, gages, or extreme facial ornamentation is not permitted. If students' piercings are deemed inappropriate by the school administration, the student will be asked to remove it before returning to school, regardless of the healing time.
- **Hairstyle**- Hairstyles are expected to be neat and clean. Extremes in hairstyles , accessories, length, and color are not permitted.

### **ACCEPTABLE DRESS - MEN**

<b>Tops</b>	<b>Blue, White, or Pinstripe button down collared shirt</b>
	<b>Blue or White Oxford-style shirt</b>
	<b>Mills - Moisture-Wicking Polo-style</b>
	<b>Navy pullover sweater</b>
	<b>Sweatshirt/Hoodie with Kelly logo</b>
	<b>Mills - Navy Fleece jacket</b>

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<b>Bottom</b>	<b>Navy or Khaki Slacks or Shorts</b>
	<b>Black or Brown leather belt</b>
<b>Shoes</b>	<b>Tennis shoes with socks</b>
<b>Hair</b>	<b>Above the eyebrow, over the ear, off the collar</b>

### **ACCEPTABLE DRESS - WOMEN**

<b>Tops</b>	<b>Blue, White, or Pinstripe button down collared shirt</b>
	<b>Blue or White Oxford-style shirt</b>
	<b>Mills - Moisture-Wicking Polo-style</b>
	<b>Navy pullover sweater</b>
	<b>Sweatshirt/Hoodie with Kelly logo</b>
	<b>Mills - Navy Fleece jacket</b>
<b>Bottom</b>	<b>Navy, Khaki, or Plaid - Slacks, Shorts, or Skirts (shorts must be worn underneath)</b>
	<b>Skirts: Blue &amp; Green (only 2021-2022, discontinuing); No black and white Hilfiger; lengths should be no HIGHER than 3 inches above the knee</b>
	<b>Black or Brown leather belt</b>
<b>Shoes</b>	<b>Tennis shoes with socks</b>

### **UNACCEPTABLE DRESS**

- Untucked shirts
- Sideburns longer than bottom of ear
- Hats, caps, bandanas, and/or other head coverings
- Unnatural hair color
- Ripped or frayed pants,
- Visible tattoos
- Logos on shirts or pants
- For men, ponytails, hairstyles/cuts that mimic a mohawk, man buns, headbands, etc
- Any other dress or personal grooming deemed inappropriate by the administration.

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## CHANGES FOR 2021-2022

### **YOUNG LADIES**

**\*\* HILFINGER SMALL CHECKED SKIRT HAS BEEN DISCONTINUED - CANNOT BE WORN**

**\*\* 2021-2022 MAY BE THE LAST YEAR FOR THE BLUE/GREEN PLAID SKIRT**

**\*\* SHORTS MUST BE WORN UNDER SKIRTS OR SKORT OPTION FROM MILLS**

**\*\* SKIRT LENGTH WILL BE ENFORCED - STUDENT WILL BE SENT HOME TO CHANGE IF NOT IN COMPLIANCE**

### **YOUNG MEN**

**\*\* MEN'S BOXER STYLE UNDERWEAR CANNOT EXCEED THE LENGTH OF OUTER SHORTS**

**NOTE: ALL UNIFORM CLOTHING MUST BE PURCHASED FROM THE SCHOOL'S UNIFORM SUPPLIER, MILLS UNIFORM COMPANY - HOUSTON, TEXAS**

### **SHAVING POLICY FOR GENTLEMEN**

All male students must be clean shaven. If there is a medical reason for limiting shaving, the student will have a **dermatologist** complete an official form that may be obtained from the Dean of Academics. The form will ask for a diagnosis, treatment, shaving limitations, and date of follow up appointment. This form, signed by the doctor, will be returned to the Dean of Academics. If the condition persists, updated forms may be required.

Students who report to school unshaven without administrative permission allowing shaving limitations, will be provided with shaving materials, asked to shave, and barred from classes until they do so. The school will not be held responsible for minor shaving cuts or allergic reactions to the shaving materials. If a student chooses not to shave, he will be sent home.

### **KELLY T-SHIRT OR SPIRIT SHIRT & JEANS DAY**

Dress down day attire should be neat and modest. Inappropriate dress will result in parents being called to bring appropriate attire. Student ID must be worn at all times regardless of dress.

The following is considered appropriate:

- Long pants (jeans or pants/slacks)
- Young ladies may wear capris
- Depending upon the event:
  - Spirit t-shirts
  - Club t-shirts
  - Sport jersey
  - Class t-shirt

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The following clothing is NOT acceptable

- Clothing with inappropriate slogans and/or wording
- Ripped clothing
- Sweatpants or leggings
- Athletic shorts
- Sleeveless and/or low-cut shirts
- Flip flops, Crocs, slippers, Uggs
- Midriff and spaghetti strap shirts

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# Other

## **MARRIAGE/PREGNANCY POLICIES**

MKCHS abides by the regulations of the HANDBOOK OF SCHOOL POLICIES-DIOCESE OF BEAUMONT in all matters concerning pregnancy. Therefore, the school requires that no student who has married or who gets married, civilly or ecclesiastically, will be enrolled or continued in enrollment at the diocesan high school. The school emphasizes the sanctity and exclusiveness of the exercise of rights of procreation to the married alone. With great compassion to the student who becomes pregnant, the school cannot, even while assisting in every way, permit the student to attend the diocesan high school. The principal, with the cooperative efforts of the pregnant student's parents, may endeavor to assist in providing a plan, with the support of teachers and counselors, whereby the student may complete her classes in private. Should the father be a student at MKCHS, the same policies regarding attendance and enrollment shall apply.

## **SEARCH POLICY**

If, in the opinion of the administration, a search for a missing or illegal item or items is necessary, the student will be informed. Lockers are the property of the school and may be searched at any time without notification of the student. If a vehicle, backpack, purse, other containers, or the student's person are to be searched, the administration will explain the reason for the search and request permission. If the student refuses, then the parents will be contacted, informing them of the situation and requesting a search. If the student continues to refuse or the parent(s)/guardian(s) refuse to allow a search, it will be considered an admission of the suspected offense and appropriate action will be taken. Civil authorities may be called if deemed necessary by the administration.

## **BEHAVIOR AT EXTRACURRICULAR EVENTS**

In accordance with the MKCHS mission statement and basic tenets of the Catholic Church, common courtesy and good sportsmanship are expected at all athletic and other extracurricular events by participants, students, parents, and spectators. The administration reserves the right to remove from the game and/or ban from future events anyone who does not abide by these principles. Student misbehavior may result in further disciplinary action, including but not limited to restriction from future attendance/participation.

## **OTHER DISCIPLINARY ACTIONS**

Students and parents should note that in addition to the disciplinary actions taken by the school, students may also be subject to further discipline by the school clubs or organizations to which they belong. Disciplinary actions stated in club or organization constitutions and bylaws or organization information or those normally applied in similar circumstances may be applied in addition to those implemented by the school. Misconduct may also adversely affect the bestowal of honors and awards, and in some cases, may cause the removal of bestowed awards and/or honors.

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## **OFF-CAMPUS MISCONDUCT**

The student disciplinary code and all penalties shall apply to conduct off school grounds that may endanger the health or safety of students within the school or adversely affect the education process, the school environment, or the school's reputation.

Examples of such misconduct include, but are not limited to: illegal activity, threats of violence, alcohol use, fighting, hazing, drug possession or sales, firearm possession, violent offences, robbery, burglary, and sexual assaults.

Students may be subject to the full range of disciplinary penalties for off-campus misconduct, including, but not limited to: suspensions, expulsions, as well as removal from participation in extracurricular activities, such as interscholastic sports teams, students' government positions, clubs and organizations, class proms, and graduation ceremonies.

If the school becomes aware of illegal activity, proper authorities may be notified. Parents are also encouraged to call authorities if they have knowledge of such offenses

## **FAILING AND CREDIT OR NON-CREDIT**

If the fall semester's grade is 60 or above, the student may earn a full credit in a course for the year's work, if the spring semester's grade is sufficient to bring the course average to 70. If a student desires credit in a course for which the spring semester results in failure, then the spring semester must be repeated regardless of the course average in the first and second semesters. The course must be repeated in summer school or during a future school term with a passing grade.

### **FAILED OR DISCIPLINED STUDENTS:**

In any school year, if a student fails a course, the student must attend summer school and pass the course to be readmitted to MKCHS. If the student fails any two courses of work in any school year, the student should have an approved plan to make up the courses. Ordinarily, correspondence courses, CBE (credit by examination) and individual tutoring will not be accepted. Students must enroll in Kelly's summer school if the required courses are available.

- If a student fails any three (3) courses in a given year, the student may no longer be permitted to attend MKCHS. (Note: Credit must be earned for both semesters in full year courses such as English.)
- For continued misconduct and/or lack of cooperation, students will be placed on probation and/or denied re-enrollment.

A summer school course(s) which is successfully completed will be entered on the transcript as a 'P' and indicate the credit has been earned.

## **STUDENT RECORDS**

A student's official school record is made up of the following information;

- Academic Transcript Academic Testing Results
- Health Records
- Emergency Contacts Information

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The academic information is filed in the counselor's office while the health and emergency contact information is in the Business Office. This information is open to parental inspection on an appointment basis.

The school voluntarily complies with the provisions of the "Buckley Amendment." Unless a court order is provided to the school which forbids such action, non-custodial parents will be given access to unofficial copies of student records and correspondence concerning the student at their request. Staff will be available, through appointment, to discuss the student's records and progress in school.

### **IMMUNIZATIONS**

Students in all schools in the Diocese of Beaumont are on probation until all school and immunization records have been received.

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# *General Information*

## **ANNOUNCEMENTS**

Announcements are usually made during the 2nd block. All announcement requests are to be submitted to [announcements@mkchs.net](mailto:announcements@mkchs.net). All announcements must be approved by the Administration.

## **CAFETERIA**

The cafeteria offers breakfast and lunch services while school is in session. Students may buy their food or bring food from home. Outside food (fast food, restaurants, delivery services, etc) is not permitted. Students will not be permitted to access the parking lot or vehicles during the day, so students must bring their lunch with them in the morning.

The cafeteria posts the menus monthly on the school website. Students are expected to eat within the cafeteria or the two outdoor courtyards. Students are **NOT** to eat lunch in the IC, LEC, or classrooms (unless for special circumstances).

## **CHILD ABUSE LAWS**

MKCHS abides by the "Child Abuse Prevention, Adoption and Family Services Act." This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

## **GOOD SPORTSMANSHIP**

MKCHS expects its athletes, coaches, students, parents, and other supporters to serve as positive examples of good sportsmanship toward other teams, coaches, officiating crews, and fans at any and all sporting events. The administration reserves the right to remove from the game and/or ban from future sporting events anyone who does not represent MKCHS in a positive manner according to our mission statement.

**Per TAPPS rule, any student ejected from, or not allowed to continue participation in, a contest:**

- **Shall be suspended from the next scheduled contest.**
- **Shall be required to pay a \$50 fine (\$150 if player is ejected from a playoff contest).**

## **LOCKERS**

At the student's request a locker will be assigned to the student. The locker is property of MKCHS and is subject to inspection by authorized school personnel. The school is not responsible for stolen items. Students are expected to keep secret their locker combinations and are responsible for all items stored in their locker. Please see Ms. Walter to obtain a locker.



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## **LOST AND FOUND**

The school does not assume responsibility for articles that a student may lose. If money or valuables are lost, the loss should be reported to the school office immediately. Students who find lost articles are to take them to the office.

## **MEDICATION**

In accordance with the regulations from the Diocese; only medication which is necessary for a child to remain in school will be given during school hours. Only medication prescribed by a licensed physician or dentist and dispensed by a registered pharmacist will be administered during school hours by authorized school personnel. 'Over-the-counter' medication will not be given unless prescribed by a licensed physician and labeled by a licensed pharmacist with proper directions.

Each student's medication must be in a properly labeled container with the following information: student's name, physician's/dentist's name, date, name of medication, dosage, directions for administration and duration medication is to be given. Only properly labeled medication will be administered when it is accompanied by a signed permission form from the parent or legal guardian.

*NO MEDICATION IS TO BE KEPT IN THE POSSESSION OF THE STUDENT. ALL MEDICATION IS TO BE STORED IN THE ATTENDANCE OFFICE.*

## **PARKING**

A student driving an automobile to MKCHS must possess a valid Texas driver's license. Any automobile parked at MKCHS must be registered with the school office and must display a school-parking permit. The registration fee is \$40.00 per permit before January 3, and \$20.00 after January 3. A student may register more than one automobile but only one permit will be issued and that permit must be displayed in the car parked at school. Registration forms and parking rules are available in the school office and must be completed, signed by both student and parent and returned to the school office along with the parking fee. Failure to register a vehicle or follow the rules listed on the registration form will result in disciplinary action.

Please note that students are NOT to park in a space or area not assigned to them. Please note that students not abiding by parking rules will be issued a warning for their 1st offense and a \$5 fine thereafter. If a problem continues, a student may lose their parking privileges.

## **POLITICAL ACTIVITIES**

Kelly High School does not allow posters, materials or other types of support to be shown for individual political candidates or parties. Political issues which are contrary to the teachings of the Catholic Church also will not be condoned.

## **RIGHT TO AMEND**

The administration of MKCHS reserves the right to amend this handbook at any time. If changes are made, students and parents will be notified.

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## **SCHOOL CLOSING INFORMATION**

The Diocesan school superintendent or the bishop, normally in conference with the principal, may choose to close school, release school early or begin school late for severe weather alerts or other dangerous situations. KLVJ radio (560 AM) and television stations KBMT (channel 12), KBTW (channel 4), and KFDM (channel 6) will be notified and asked to make public announcements.

## **SCHOOL TRIPS**

MKCHS students have consistently brought praise and honor to MKCHS at different activities they have attended. We are proud that our students have been welcomed back to every place they have visited. Students on trips are governed by the same regulations applicable to all school activities.

The following information should apply to all school trips;

- The student must be cleared through Rank One.
- The coach/sponsor will give each student involved a 'field trip' form. The student will be responsible for completing the form, obtaining a parent/guardian signature and then returning the form to the coach/sponsor. Students may not attend the event without submitting the completed 'field trip' form to the coach/sponsor.

### **PHONED-IN PERMISSION WILL NOT BE ACCEPTED.**

- The sponsor may provide rules/expectations that will be required of students during the activity.
- A student will normally be denied the privilege of participating if the trip will cause the student to miss a class that he/she is failing or near failing. Exceptions may be made by the principal or assistant principal after conferring with the teacher(s) involved.
- A student may be denied the privilege of participating if the student's conduct has been unsatisfactory. Determination will be made by the principal or assistant principal if necessary.
- Students are responsible for make-up work in the class(es) missed and should turn in work before the activity if requested by the teacher.

## **MEDIA RELEASE**

MKCHS student names and photographs are posted occasionally on the school website, on school social media pages, in the school newsletters, and on local media electronic and print publications, to celebrate their achievements and highlight their activities, as well as for recruitment and admissions purposes.



MONSIGNOR KELLY  
CATHOLIC HIGH SCHOOL

**MKCHS 2021-2022  
POLICY ACKNOWLEDGEMENT**

The signature of both parent and student represents that they have read, understand, and agree to Monsignor Kelly High School's Handbook, including the Policies listed below. Failure to abide by these policies will be addressed in the Discipline Office.

- Academic Integrity
- Acceptable Electronic/Computer Use - Chromebook
- Cell Phone
- Harassment
- Uniform
- Tobacco, Vape, Drug, and Alcohol

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Sign

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Sign

**Media Release:**

I hereby give MKCHS and its employees, representatives, and authorized media organizations permission to print, photograph, and record my child for use in audio, video, film, or any other electronic, digital and printed media.

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Sign