140 South 140th Street
Burien, Washington 98168
206-246-0500
www.kennedyhs.org

MISSION STATEMENT

It is the mission of Kennedy Catholic High School to cultivate a diverse community of learners who encounter Christ, pursue excellence and lead with love.

In the spirit of our patron - **SAINT PIER GIORGIO FRASSATI**

A Kennedy Catholic graduate will embody throughout their time at Kennedy Catholic the following attributes of Saint Pier Giorgio Frassati:

- *Emulate the Beatitudes: someone who is humble, virtuous, and authentic, who is a seeker of justice, shows mercy, is pure at heart, and a peacemaker.*
- *Show in their interactions, presence, and outlook, a steadfast gaze toward God.*
- *Model the type of friendship Saint Pier Giorgio Frassati fostered in bringing all different kinds of people together in service of others.*
- *Demonstrate a commitment to prayer, service, and active engagement with their faith community.*

STUDENT HANDBOOK AND CALENDAR

This handbook is an official statement of Kennedy Catholic High School's rules and policies, although not all policies of the school are found in this handbook. This handbook constitutes a civil contract and is subject to change. The full explanations and descriptions are available on the Kennedy Catholic website: www.kennedyhs.org. Students and their families are expected to read this handbook and be cognizant of its contents.

NOTICES

Kennedy Catholic High School admits students of any race, sex, sexual orientation, faith traditions, color, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. Kennedy Catholic does not discriminate on the basis of race, sex, sexual orientation, faith traditions, color, or national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other administered programs.

Faculty, Staff, and Students at Kennedy Catholic should treat all persons equally and respectfully and refrain from the willful or negligent use of slurs against any person on the basis of race, color, creed, national origin, ancestry, sex, sexual orientation, gender identity, or ability. Kennedy Catholic will not tolerate the use of discriminatory racial slurs or statements that make others uncomfortable in any setting or context. This includes the expression of such slurs, epithets, statements, representations, and gestures whether written, verbal, or electronic.

Kennedy Catholic accepts any student for whom an appropriate program can be designed and implemented following its prescribed enrollment procedures. Each student is to be considered for admission based upon their emotional, academic, and physical needs and the resources available to the school in meeting those needs.

In order to participate in year-end activities (up to and including Graduation, Field Day, yearbook distribution, prom, etc.) all financial obligations and grade requirements must be fulfilled.

Students who reach the age of 18 will continue to be subject to all school rules and regulations. Reports on academic

performance, absences, and misbehavior will be sent to parents/guardians.

Prior to entry, attendance or transfer to Kennedy Catholic in the Archdiocese of Seattle, students must present proof of having had all immunizations as required by Washington State law RCW 28A.210.060 through 28A.210.170. Every student enrolled at Kennedy Catholic in the Archdiocese of Seattle shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Washington State Department of Health Services. The only exception to the foregoing requirements for students is a medical exemption signed by a licensed professional (M.D., N.D., D.O., ARNP, or PA.) authorized to practice in the State of Washington, including the physician's license number.

In compliance with Washington State Law, immunization reports must be on file in the Campus Life Office before the start of school. No student may attend school without the form on file.

QUICK REFERENCE

School business office hours are 7:30am to 3:30pm. *Exceptions will be announced through the school eNews or online.*

Faculty/staff Email: lastnamefirstinitial@kennedyhs.org

Website: www.kennedyhs.org

Phone: 206.246.0500

Campus Life Office Direct Phone Line: 206.246.3787

To report an absence, call the Campus Life Office at 206.246.3787 or email attend@kennedyhs.org

Weekly Schedules and Activities: www.kennedyhs.org

Faculty Listing: www.kennedyhs.org

School Closures: Unplanned school closures will be broadcast to families via email, on AM radio stations KIRO, KING, KOMO, the school website at www.kennedyhs.org, or the main office line at 206.246.0500. In addition, ParentSquare will be used for school emergency notifications.

Kennedy Catholic's school closure status will be reported separately from Highline Public Schools.

PHILOSOPHY STATEMENTS

We believe:

Community: *The Lancer Family including staff, teachers, parents/guardians, alumni, community groups, and agencies form collaborative, networking relationships that are student-centered and focused on providing the necessary support for all students to succeed in school.*

Educators: *Educators are caring and qualified professionals committed to working collaboratively to maximize student potential by upholding rigorous standards and incorporating best practices.*

Education: *Education is the gradual process of acquiring knowledge, faith, skills, and character while implanting a will and curiosity for learning. This is accomplished by addressing the unique abilities of all students in a college preparatory environment, so they continue to learn and live in a global society.*

Parents/Guardians: *Parents/Guardians reflect family and model Catholic Christian values. They are involved, supportive, and committed to creating a school that is accessible to all.*

Students: *Students form a diverse, respectful, and active school community. They demonstrate leadership through their work ethic, service, pursuit of knowledge, school spirit, and commitment to spiritual growth.*

Faith: *An authentic Catholic High School, we anchor ourselves to the Seven Themes of Catholic Social Teaching and the Beatitudes, fulfilling the mission of the Church with its accessibility and inspiring a call to live as Jesus lived.*

GENERAL INFORMATION REGARDING SCHOOL OPERATION

The Associated Student Body (ASB) card is the official form of school identification. Pictures for these cards will be taken during orientation days. ASB cards will qualify students for free admission to home games in football, basketball, wrestling,

soccer, and volleyball.

Parents/Guardians are asked to report student absences to the school between 7:30-9am through the Campus Life Office phone (Attendance Line): 206.246.3787 or email attend@kennedyhs.org.

Teachers are required to be in the building from 7:30am to 3pm during regular schedules. If a faculty member is in class when you call, please leave your name and phone number, so your call may be returned. The preferred contact is through email. Contact lists can be found on the Kennedy Catholic website www.kennedyhs.org or lastnamefirstinitial@kennedyhs.org.

All visitors, including but not limited to, parents/guardians, must check into the main office when entering the building and check into the kiosk to obtain a visitor's badge. Visitors must present an ID card prior to obtaining a badge. Visitors must be accompanied by a staff member while in the building.

The building opens at 7:30am and closes at 3:30pm. No students are allowed into the building prior to 7:30am or after 3:30pm without supervision. Students may go to the cafeteria prior to 7:30am. All students in the building after 3:30pm must be with a teacher, coach, or in the library. After 3:30pm, there is no re-entry to the building, and all students must be in the library, unless they are with a coach or a teacher (depending upon early release schedule – exceptions will be announced through school eNews or online). Library hours: 7:30am to 5pm, except for late start or early release days when hours may vary. Students not with a class must sign in and out at the circulation desk.

Students needing to use the elevator after an injury may borrow an elevator key from the Main Office for a $20 refundable deposit.

STUDENT SERVICES

Lost and Found: *Located in the Campus Life Office. Items not claimed by the last day of the quarter will be donated to St. Vincent de Paul.*

Clinic: *Located in the Campus Life Office, the clinic is for temporary use by injured or ill students. The following guidelines shall be followed:*

- *Student shall contact their parent or guardian to notify them that they are feeling ill.*
- *Student must have a note from their teacher.*
- *Students must stay in the clinic and rest for a maximum of 20 minutes, after which they must return to class or go home.*
- *Students with a fever will be sent home.*

Administration of Medications: *Allowed at school upon written request of the parent and a physician and with the approval of the President/Principal in accordance with RCW 28A.210.260 and 28A.210.270 and 28A.210.290.*

Student Store: *Known as the Knight Stand and located in the cafeteria. It is operated by the Parent Club and sells school supplies, memorabilia, sweatshirts, and T-shirts.*

LIBRARY

Library Mission: *The mission of the Lancer Library is to provide a welcoming environment that fosters learning and collaboration to ensure students become critical thinkers, readers, and responsible users of social media and technology.*

Library Hours: *7:30am to 5pm, except for late start or early release days when hours may vary. Exceptions will be announced through the school eNews or online. Students not with a class must sign in and out at the circulation desk.*

Loan Periods: *Most materials are loaned for four weeks, reference materials for one week, and laptops for one day, in-school use only. Students may renew items due unless someone is waiting for them.*

Fines: *Paperback $15, Hardback $25, Reference book cost of item. If the book is found and returned, money will be refunded. Books not returned 45 days after due date will be considered lost.*

Summer Loan for Returning Students: *During the last week of school, students with accounts in good standing may check*

out up to 10 items for the duration of the summer. Items will be due the first week of school.

Library Website: *Information on our databases, research skills, and free online resources are available on the library website.*

Library Usage: *Students are expected to follow all the school rules in the library and to be respectful of other students. Students are welcome to charge their devices in the library but are not to leave items unattended.*

CAMPUS MINISTRY

Vision Statement: Rooted in the Catholic tradition, the example of Saint Pier Giorgio Frassati, and empowered by the Holy Spirit, Kennedy Catholic High School's Campus Ministry invites every person in the Kennedy Catholic Community (students, parents/guardians, staff, administration, and alumni) into an ever-growing, continually maturing relationship with Jesus Christ. We commit to this relationship through prayer, community, formation, and service. We seek to be a family who is continually formed and transformed through God's love. This transformation becomes the basis for all decisions we make and leads us to be men and women for others. This work of faith is coordinated by the Office of Campus Ministry but is truly the responsibility of all who participate in the life of Kennedy Catholic.

Saint Pier Giorgio Frassati was named the Patron of Kennedy Catholic High School on February 28, 2018 and was canonized by Pope Leo XIV on September 7, 2025.

Campus programs/activities include: retreats, liturgies, service immersions, the ISLE Program, prayer opportunities, student ministries, parish connections, and Adorations.

GOALS AND OBJECTIVES

Prayer

To grow in our relationship with the Trinitarian God and deepen our love for God the Father, through Jesus Christ, in the Holy Spirit.

Grow in our personal prayer life through various prayer forms: through the Sacraments, Sacred Scriptures, Adoration, and personal and communal experiences.

Prayer develops our relationship with God as the foundation for all other aspects of our lives (activities, education, relationships, etc.).

Community

To live in a community with others through all the blessings and challenges.

Grow in appreciation for the Body of Christ as the communion of faith.

Celebrate one another's gifts by growing in love and friendship.

Sharing our faith with the greater community through outreach and service.

Formation

Understanding and appreciating the rich intellectual tradition of the Catholic faith rooted in Sacred Scripture through Church teaching and lived tradition. Asking, seeking, challenging, and engaging in intellectual dialogue to seek truth.

In using their intellectual gifts, they will grow to understand their God-given gifts and understand all good things are in reflection of God.

Faith formation will serve as a compass for decision-making in all areas of one's life.

Service

Grow in their understanding and capacity of their God-given gifts for the service of others, the Church, and the world.

Students will understand and continually discern their primary vocation and the career/jobs they are called to in response to the faith.

Stewardship of the gifts given to us to promote life and the common good through justice and peace in the world.

To become committed lifelong learners of virtue and hope.

To be men and women for others.

PROGRAM DESCRIPTIONS

Retreats*: Our four-year, student led, comprehensive retreat program provides an opportunity for every grade level to grow in*

community, in their relationship with God, and in a deeper understanding of themselves. Retreats include Frosh Retreat, Sophomore Solidarity, Junior Pilgrimage, SEARCH, and Senior Retreat.

Retreat Leadership: *Leader applications for each retreat happen in September and January. Students must meet all academic and campus life criteria for participation in these extracurricular activities, including ISLE requirements.*

Liturgical Ministry: *Students can serve at school liturgies as lectors, altar servers, and Eucharistic Ministers (training provided). Confirmed Catholics are encouraged to be Eucharistic Ministers.*

Daily Mass: *Masses hosted by sports teams, clubs, or classes, as well as masses held at lunch and before and after school.*

Rosary: *The Rosary is prayed every Thursday at the Grotto.*

Praise Band: *Join the Praise Band a small group of dedicated musicians and singers who provide contemporary Christian praise and worship music for various liturgies and prayer services throughout the year. Any student may audition to play or sing with this group. Practices are once a week on a day determined by members and the advisor.*

Daily Prayer Opportunities: *Participate in student led daily prayer experiences over the intercom. Additionally, prayer opportunities occur during Advent and Lent which are led by theology teachers.*

Adoration: *Offered one Friday of each month from 8am-2:30pm in the Chapel. All are welcome.*

Advent, Lenten, and Lancer Days of Service: *An opportunity to gather and serve our local community. All are welcome.*

Service Immersion Travel: *Annual Easter Break Habitat for Humanity (Yakima or New Orleans) and Summer Agape Service trip for one week (18 students per trip).*

Lancers Against Cancer: *a 15-hour long walk-a-thon fundraiser for the American Cancer Society in the fight against cancer, in addition to celebrating the lives of those who have battled cancer and remembering loved ones lost to the disease.*

Students for Life Club: *Through education, fundraising, political action, and a commitment to social justice, the Students for Life Club encourages members of the world community to respect and preserve human life. This ministry is open to all students who are interested in promoting awareness and advocacy around issues that affect human life such as abortion, the death penalty, euthanasia, violence, and war.*

St. Vincent de Paul Society: *The first recognized high school chapter in Washington State. This ministry sponsors fundraisers and food drives to directly benefit parishes in South Seattle and provides scholarships for students in Cuernavaca, Mexico. At Christmas, we organize The Giving Tree, a school-wide support of teens in the juvenile detention center and local families. This ministry works closely with other groups to coordinate efforts on behalf of human rights issues.*

COUNSELING DEPARTMENT

Information about Privacy: *The Kennedy Catholic counselors follow the counseling guidelines contained in the American School Counselor Association Code of Ethics. Information shared in a counseling setting will be kept confidential unless the student gives permission for the information to be shared, or the counselor is required by state law or school policy to share the information. School policy, state law, and/or code of ethics requires counselors to release information:*

- *If a student's health or safety is at risk.*
- *If someone else's health or safety is at risk.*
- *If abuse is suspected.*
- *For court or other legal proceedings.*

In addition, some situations may require the counselor to consult with other professionals.

ACADEMICS

OBJECTIVES

The program of study at Kennedy Catholic High School is designed to provide every student a sound education background in English, mathematics, science, social studies, and theology. At the same time, the curriculum contains several elective options which allow for individual differences in talent, interest, and future goals.

Behind the curriculum at Kennedy Catholic is the philosophical assumption that cognitive and affective goals are of equal importance. That is, we strive not only to develop the intellectual abilities of the student but also their attitudes and values.

To this end, Kennedy Catholic attempts to produce students who, as individuals and as cooperative members of a group, have confidence in their ability to learn, enjoy solving problems, develop the mental flexibility to view complex problems from multiple points of view, and have the ability to distinguish between statements of fact and other types of statements (e.g., opinion, theory).

DISCIPLINE OF ACADEMICS

Students are expected to work at their studies. Students are expected to study at least two hours at home each night. Students who miss class for illness or any other reason are required to make up missed work. It is solely the responsibility of the student to contact the teacher via email. Students who are absent for an extended period should contact the Campus Life Office.

Students are required to come to class prepared with their device and charger, paper, writing implements, text, and other required materials so that they may contribute to the classroom learning environment.

Students should be in the classroom by the time the bell rings, signifying the beginning of class, and should remain in class until dismissed by the teacher.

Students are required to give their full attention to their class presentations and to refrain from doing outside work in the classroom.

POLICIES AND PROCEDURES

Academic Progress:

Grades that are recorded on the student's official transcript and the cumulative grade point average (GPA) is calculated at the end of the first and second semesters.

Official grades are available on PowerSchool. PowerSchool is the gradebook of record. Teachers are expected to update grades weekly with progress checks available at the midway point of both the quarter and the semester interim reports.

All Kennedy Catholic students and their parents/guardians are responsible for keeping themselves informed and up to date on academic progress in each class. Student attendance, report cards, and schedules are also available online. Access codes to set up an account or forgotten passwords may be obtained by contacting the Academic Office.

For concerns or questions about class content or grading, questions should be directed in the following order:

1. Classroom Teacher 2. Department Chair 3. School Counselor 4. Vice Principal of Academics 5. President/Principal

Academic Probation:

Academic probation is a time of trial or warning during which a student must demonstrate that they are able and determined to progress academically. Students will be put on probation if they:

- *Fail one or more courses in any one semester.*
- *Fail to achieve credits required for maintaining class standing.*

Students will be notified through a letter from the President/Principal and Vice Principal of Academics at the conclusion of each quarter/semester or in midterm where the situation warrants it. If on probation, students must attend FOCUS until the probation period ends. Loss of financial assistance may occur.

Students and parents/guardians must make a follow-up appointment with a school counselor to assess the situation and plan a course of action designed to improve academic performance.

At the end of the probation, students who do not show improvement may be asked to leave Kennedy Catholic. Probation ends when students achieve a semester grade point average of 2.0.

All transfer students are admitted on probation.

Academic probation may impact a student's ability to participate in Kennedy Catholic cocurriculars.

Academic Eligibility for Activities and Athletics:

As part of Kennedy Catholic's goal to prioritize academics before committing to co-curricular activities, students who are participating in cocurricular activities/athletics will need to maintain passing grades in ALL classes as well as a GPA of 2.0 or greater. Those falling below standard at grade checks will be deemed ineligible to compete or participate until they bring their

grades up to or above standard.

For Seniors: A failing grade during the 4th quarter of the senior year may impact prom participation or graduation.

Academic Eligibility for Scholarships

To retain eligibility for scholarships, students must:

- *Maintain a minimum 3.75 GPA.*
- *Demonstrate a commitment to community service.*
- *Participate in cocurricular activities, through school or community.*
- *Show a propensity towards leadership.*
- *Have no discipline record.*
- *Not be failing any classes.*

Academic Credits:

While enrolled at Kennedy Catholic, academic and elective courses required for graduation from our school must be taken at Kennedy Catholic for both the grade and credit to appear on the official school transcript. Please see next section for exceptions.

Non-Kennedy Catholic Courses*: If a student wishes to enroll in a course from another institution for credit retrieval or advancement they must:*

- *Meet with the Vice Principal of Academics.*
- *Use an approved credit provider.*
- *Provide an official transcript from the outside institution to the Academic Office by the annual August deadline.*

NCAA Clearance for College Athletes*: The NCAA Initial-Eligibility Clearinghouse requires that all courses, grades, and credits appear on the Kennedy Catholic High School Transcript.*

Retrieval Credit for Deficiencies and/or Meeting Minimum College Entrance Requirements:

Retrieval credits must be approved by the Vice Principal of Academics before enrolling in the class if the student wishes to have the credits applied to the Kennedy Catholic diploma. Retrieval credits refer to courses previously failed with a grade of "F" or "NC," or courses necessary to meet minimum college entrance requirements (as outlined in the current course catalog).

Repeated Classes:

No high school credit will be granted by Kennedy Catholic for the course, nor will it be listed on the student's official transcript, if this process is not followed. Requests to retake for a higher grade will not be approved or transcripted.

High School Credits:

High school credits in mathematics and world languages earned prior to entry into 9th grade at Kennedy Catholic will be entered with a "CR" on the Kennedy Catholic transcript under the following conditions:

- *Students must provide an official transcript of record from their previous school district.*

Student Records, Transcripts, and Cumulative Records*: All records are maintained in a confidential manner that will assure the rights and privacy of students and parents/guardians. These records are available only to teachers, administrators, and educational staff involved with student progress. Transcripts will be maintained permanently. Cumulative records will be maintained for two years after graduation, or withdrawal from Kennedy Catholic.*

Academic Accommodations:

Kennedy Catholic may provide reasonable accommodations to assist a student with a learning disability or health impairment if the disability substantially limits a student's learning.

It is the family's responsibility to initiate a request for Accommodations. Current documentation (within three years) of the medical or learning issue by a certified professional must be provided. Families requesting academic accommodations should contact the student's counselor who will work with the student, family, and faculty to discuss appropriate and realistic

accommodations to assist the student in the classroom. While some accommodations may be available, Kennedy Catholic does not have the resources to provide all the support that would be available to students through a public school. Throughout this process, students are encouraged to advocate for themselves. Students are encouraged to develop appropriate skills to promote self-advocacy.

Students desiring accommodations on the PSAT, SAT, or AP Exams need to be pre-approved by the College Board in the year prior to testing. A formal request for Accommodations on standardized tests such as the PSAT, SAT, and ACT needs to be made directly through the testing agency. A request for Accommodations requires additional forms to be completed. The process for requesting accommodations on the PSAT, SAT, or ACT is lengthy and should be initiated at least eight weeks in advance of the anticipated test date. Recent documentation as well as evidence of a significant learning impairment are necessary. Receiving accommodations at Kennedy Catholic does not guarantee accommodations on standardized tests. Contact the student's school counselor to initiate this request for Accommodations.

ATTENDANCE POLICY

See pg.

REGISTRATION, CLASS LOAD CHANGES

Load: *All students are required to take a minimum of seven classes. The maximum load is eight classes.*

Course Selection Process: *Course selection forms are distributed with registration materials in late January and should be returned by mid-February.*

Student-Initiated Course Changes: *It is Kennedy Catholic's policy that the student-initiated course changes may be made for the following year up until the last day leading into summer vacation. After this time, only teacher and/or administrative changes will be made. Students must also have parent/guardian approval.*

Add/Drop Period: *The add/drop period for each semester is the end of the second week of the semester and will only be made for extraordinary circumstances.*

Schedules: *Schedules will be mailed to students at the conclusion of the school year. While every effort is made to accommodate student requests, the master schedule may necessitate alternate choices.*

Equity: *The above-stated policy shall be the ordinary practice. The Vice Principal of Academics or President/Principal may make exceptions for the personal good of an individual or for the common good of the school.*

Grade Standing/Graduation Requirements: *If at the end of 1st Semester, a senior is credit deficient or has outstanding financial obligations, their participation in prom, field day and graduation ceremonies may be affected. Parents/guardians will be notified by the student's counselor or designated administrator.*

Kennedy Catholic High School is fully accredited by the Western Catholic Education Association and Cognia.

It is the final responsibility of each student to make sure they have met all the requirements for graduation. Counselors will give assistance and make periodic transcript checks, but final responsibility rests with the student and family.

Graduation Requirements: *The minimum graduation requirements are as follows (please note that .5 credits are given for each semester of class).*

Theology: 4 credits
English: 4 credits
Mathematics: 3 credits
Social Studies: 3 credits
Science: 3 credits
Health: 0.5 credits
**Fitness: 1.5 credits*
Career and Technical Education: 1 credit

Fine Arts: 2 credits

World Language: 2 credits

Electives: 6 credits (varies depending on Grad. Year)

Total Credits: 28 (Class of 2027)

Beginning with the 2026-2027 school year, students in the class of 2028, 2029 and 2030 will earn 0.5 credit per year for their engagement in community period. Credit will be awarded for satisfying the annual ISLE requirements and capstone presentation and completing the required curricular content of community period.

INTEGRATED SERVICE-LEARNING EXPERIENCE (ISLE):

The mission and culture of the Kennedy Catholic Community strive to graduate leaders who follow in the footsteps of Jesus Christ. Jesus' life calls and challenges every member of the Kennedy Catholic Community to respond to the needs of others, especially the poor and marginalized, through works of service. Kennedy Catholic's Integrated Service-Learning Experience (ISLE) facilitates student academic learning through meaningful service experiences, assisting students in responding to the Gospel call. ISLE encourages students to deepen their personal sense of responsibility for the needs of others while using Catholic Social Teaching and the Beatitudes as a framework for reflection. By graduation, each Kennedy Catholic student will have completed a minimum of 70 hours of service with a culminating presentation to a panel of faculty/staff.

ISLE Requirements follow these general guidelines:

- *9th grade: 10-hour minimum of service to your family*
- *10th grade: 20-hour minimum of service to church/school/community*
- *11th grade: 30-hour minimum of service with one approved agency*
- *12th grade: 10-hour minimum of service & presentation to a panel of faculty/staff*

GRADE POINTS ARE CALCULATED AS FOLLOWS:

A	*= 4.0*	*B+*	*= 3.3*	*C+*	*= 2.3*	*D+*	*= 1.3*	*F = 0*	
A -	*= 3.7*	*B*	*= 3.0*	*C*	*= 2.0*	*D*	*= 1.0*		
		B-	*= 2.7*	*C-*	*= 1.7*	*D-*	*= 0.7*		

GRADING SCALE

A	*93 – 100%*	*B+*	*87-89.99%*	*C+*	*77-79.99%*	*D+*	*67-69.99%*	*F 50*
A –	*90 – 92.99%*	*B*	*83-86.99%*	*C*	*73-76.99%*	*D*	*63-66.99%*	
		B-	*80 – 82.99%*	*C-*	*70 – 72.99%*	*D-*	*60 – 62.99%*	

Honor Roll: *Each semester, academic recognition is accorded in the following manner:*

Highest Honors = *3.90 - 4.0* **High Honors** = *3.70 – 3.89* **Honor Roll** = *3.50 – 3.69*

National Honor Society:

Kennedy Catholic is proud to offer students the opportunity to participate in the school's chapter of the National Honor Society. (NHS): Excalibur applications and invitations are available January of each school year.

It is our policy at Kennedy Catholic to not assign class rank.

VALEDICTORIAN/SALUTATORIAN:

The Valedictorian(s) is/are the student(s) with the highest scholastic standing in the graduating class. The Salutatorian(s) is/are the student(s) with the second highest standing. Consideration will be given to course rigor, cumulative grade point average based on seven semesters as listed on Kennedy Catholic transcript, distribution of courses, highest level of courses, and SAT and PSAT scores.

To be eligible for these designations, a student must complete both junior and senior year at Kennedy Catholic and have been in American high schools for grades 9 and 10.

Students who qualify for the selection as Valedictorian(s) and Salutatorian(s) must not be, nor have been, on any type of probation.

The Valedictorian(s) will be invited to prepare a graduation speech.

THOMAS AQUINAS SCHOLARS & THOMAS AQUINAS SCHOLARS WITH DISTINCTION:

The Aquinas Honors Program is available to students seeking rigorous academic challenges, including coursework in designated honors, Advanced Placement, and dual credit classes.

Each year, students engage in the course selection process where they discern which classes they would like to take the following school year. Over four years of study, students can take advanced coursework in various academic subjects, including the arts, English, math, science, social studies, theology, and world languages.

Highly motivated students who complete at least 12 of their 28 required credits in courses designated as honors, Advanced Placement, or dual credit classes will be recognized as **Aquinas Scholars**. *Students who take 16+ credits designated as honors, Advanced Placement, or dual credit classes will be recognized as* **Aquinas Scholars with Distinction**. *These designations will be noted after the first semester of a student's senior year. Additional recognition will occur at graduation, where students will receive and wear items that indicate they have earned this designation.*

FRASSATI SCHOLARS PROGRAM:

Kennedy Catholic's spiritual patron, Saint Pier Giorgi Frassati, is known for the motto: "To the heights!" Our Frassati Scholars Program asks students to stretch themselves "to the heights" of their educational experience here at Kennedy Catholic.

The Frassati Scholars Program will require students to pursue the coursework necessary to qualify as a Thomas Aquinas Scholar at Graduation, along with two distinct classes taken as a cohort:

AP Seminar (Grade 10, English course)

AP Research (Grade 12, Independent Study course/elective)

AP Research will require the students to integrate their academic learnings (skills gained in their AP Seminar course) with their lived experience (ISLE service hours) to address issues through their AP Research project.

Participation in the Frassati Program is determined by student application after the first semester of ninth grade or by faculty nomination. Applications are reviewed by a panel of teachers and administrators, after which a cohort of 15-22 students are selected to participate in the program. Graduating seniors who complete all of the requirements will be awarded a special medal at graduation ceremonies.

ACADEMIC INTEGRITY POLICY

Personal integrity is important not only to the individual, but also to the building of a just, fair, and trustworthy community. The goal of Kennedy Catholic's Academic Integrity Policy is to prevent academic dishonesty, to educate students about the importance of personal integrity, and to help students learn from their mistakes to avoid future occurrences of academic integrity violations.

Examples of common academic integrity violations include:

- *Plagiarism (copying/paraphrasing words/ideas) without proper citation*
- *Copying another student's homework*
- *Turning in someone else's work as one's own/buying a paper online*
- *Cheating on a test, quiz, or other assessment*
- *Non-compliance with testing procedures*
- *Excessive help from a parent/guardian, tutor, or another student*
- *Consulting secondary sources when explicitly instructed not to do so*
- *Giving or receiving unauthorized assistance on any school assignment*
- *Mis-attributing quotes to the wrong source*
- *Assuming information is common knowledge and doesn't need to be cited*

- *Using AI resources without prior teacher direction or consent*

First Instance: *The first violation of academic integrity will result in a meeting with the Dean of Students, to discuss the violation and to review the Academic Integrity Student Agreement. A signed copy of the agreement will be provided to the student, family, counselor, and Dean of Students. The student will be allowed an opportunity to complete an alternate assignment for credit. The student will receive a Lancer Service that must be served on the day assigned.*
Second Instance: *A second violation of academic integrity while at Kennedy Catholic will result in a meeting between the student and the Dean of Students to discuss ongoing concerns about academic dishonesty. A signed copy of a new/edited student agreement will be drafted and shared with the student, family, counselor, and Dean of Students. The student will be given an opportunity to complete an alternate assignment for some form of credit or partial credit. The student will receive a Lancer Service that must be served on the day assigned.*
Third Instance: *A third violation of academic integrity during a student's tenure at Kennedy Catholic will result in a meeting with the President/Principal, Vice Principal of Academics, the student, and the family to discuss the student's enrollment status and any further potential consequences. The student will receive a Lancer Service that must be served on the day assigned.*
Please Note: *Additional consequences may include loss of cocurricular eligibility and/or acceptance into honors or AP classes, denied membership in honor societies, and/or participation in student government.*

There are many resources available to students to avoid violating the Academic Integrity Policy. Please speak with your teacher if you have any questions.

ATTENDANCE

SEE WEBSITE FOR THE MOST UP TO DATE POLICY FOR THE 2026-2027 SCHOOL YEAR.

DEFINITIONS

Absence: *A student is considered absent if they miss more than 20 minutes of a given class.*

Excused Absences: *Including, but not limited to, illness or injury to the student or family member that requires the student to remain at home, attending a funeral, Kennedy Catholic activities, medical/dental appointments, or other parent/guardian excused absences.*

Pre-Arranged Absences: *Students are required to complete a pre-arranged absence form and obtain applicable signatures for any absence planned/arranged at least ONE WEEK in advance. If the form is not completed ONE WEEK in advance, no work will be provided in advance. The student is responsible to make up the work upon their return within the timeline provided by the teacher.*

Skipping/Truancy: *Skipping/Truancy is missing one or more classes without an excuse and results in detention and/or Disciplinary Lancer Service. Any unexcused absence that is not cleared within 48 hours will become a truancy.*

Tardiness: *A student is considered tardy if they are up to 20 minutes late for class. After the first 20 minutes, the student is considered absent. Tardiness is disruptive to the learning environment and demonstrates negligence. As such, students may be assigned detention for any tardy. Students receive a detention for every tardy after the fifth one, and a Disciplinary Lancer Service once the student has reached 11 tardies. When a student reaches 3 tardies in addition to disciplinary action the tardies will become and absence.*

All absences/tardies from school are unexcused unless the parent/guardian calls in on the day of the absence/tardy and/or supplies a note upon the student's return. A student who is absent due to illness for three (3) or more consecutive days needs a doctor's note.

School activities (drama, athletics, retreats, etc.) and field trips are not counted as an absence, but missing class may influence a student's grade. All work missed may be made up, as per the teacher's timeline. Students will not be penalized for work missed while participating in school activities.

Family vacations should coincide with school holidays. Please consult the school calendar before making any/all medical appointments.

POLICY

Regular attendance is essential to student success and academic progress. Students are expected to attend all classes consistently and arrive on time. While absences due to illness are sometimes unavoidable, students who are experiencing a fever or other contagious illness should remain at home to support the health and safety of the school community.

Students who accumulate excessive absences in any class period during a semester may be subject to attendance intervention and review. A student who reaches five (5) absences in a single class period during a semester will be required to meet with an administrator and counselor to discuss the circumstances surrounding the absences and develop a plan for improved attendance.

The Campus Life Office will implement the following attendance procedures for excessive absences:

- **3 Absences:** An email will be sent home, notifying the family of the absences.
- **5 Absences:** The student will meet with a counselor and administrator to discuss attendance concerns. A follow-up phone call and letter will be sent to the student's family.
- **7 Absences:** The student's support team will arrange a mandatory meeting with the parent(s)/guardian(s) to discuss attendance and next steps. All school privileges will be pulled (leadership opportunities, athletic participation, or co-curriculars)
- **10 Absences:** The student's support team will arrange a mandatory meeting with the parent(s)/guardian(s) to discuss attendance and next steps. All school privileges will be pulled (leadership opportunities, athletic participation, or co-curriculars)

REGULATIONS

Attendance at school assemblies and Masses is mandatory. Absences from assemblies and Masses will be treated as absence from class.

Students who participate in any cocurricular activities are required to be in full attendance during the day of any activity/contest. Any absences from class (even if an excused absence) will prevent participation unless previously cleared by the Athletic Director or activity supervisor. Documentation is needed for appointments.

Students who participate in any cocurricular activities on school nights are expected to be in school all day and for first period the following day. Chronic violation may result in loss of eligibility.

Kennedy Catholic maintains accurate attendance records to comply with Washington State Law.

PROCEDURES

Excuse an Absence or Tardy: *Parent/guardian must contact the Campus Life Office at 206.246.3787 or attend@kennedyhs.org before 9am, the day of the absence or tardy. When contacting the Campus Life Office, please provide your student's name, year in school, and reason for absence or tardy. Students who are absent without a phone call or email will be considered truant after 48 hours.*

Early Dismissal: *Granted when authorized by a phone call or email from a parent/guardian on or before the day of the early*

dismissal. The student will pick up a special early dismissal pass before class, to show the Teacher when they leave.

Injuries: *All injuries affecting attendance or participation in class must be reported immediately to the Campus Life Office. If an injury happens during the school day or in a school-sponsored sport or activity, the supervising staff member is responsible for communicating directly to the parent as well as the Campus Life Office. If an injury is responsible for missed class time or prevents full participation in class (i.e., a concussion), the student and/or parents/guardians must provide the school with a note from a physician or the school's Athletic Trainer if special accommodations are required. The Campus Life Office will then notify student's counselors who will then communicate with Teachers in order to monitor student safety and provide necessary accommodations.*

Pre-Planned Absences: *For all pre-planned (full day) absences, a Pre-Planned Absence Form must be completed, signed, and submitted to the Campus Life Office ONE WEEK prior to the absence. These documents serve as a way to plan for missed work. Failure to complete this documentation impacts a student's ability to stay on track with their schoolwork.*

Parent Contact: *Should a student need to leave school early, parents/guardians must be contacted. Students leaving without prior permission will be considered skipping or truant depending on the number of periods missed.*

COMMUNICATION AND TECHNOLOGY POLICIES

As an organization with a commitment to excellence in education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at Kennedy Catholic High School are high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of private social media options available, faculty, staff, and students are expected to follow the same behavioral standards online as mandated by current school and Archdiocesan policies.

Guidelines for Communicating with Students via Technology: *Kennedy Catholic faculty, staff, coaches, and volunteers follow the Archdiocesan policies on communicating with minors. In addition, the following rules apply:*

Email: *When emailing a student or group of students, staff must copy this email address: copy@kennedyhs.org, which is periodically reviewed by school administration.*

Student Email Code of Conduct: *See website for the Use of Microsoft 365 Code of Conduct in its entirety: https://www.kennedyhs.org/academics/technology/support.*

Texting: *When texting a student or group of students, staff must copy a generic account: copy@kennedyhs.org which is periodically reviewed by school administration.*

Social Media: *Kennedy Catholic supports the use of social media in communicating, engaging, connecting, and sharing information with the Lancer Community. Social media is designed to communicate online through social interaction using highly accessible public publishing forums such as, but not limited to: Facebook, Instagram, X, YouTube, Snapchat, LinkedIn, blogs, message boards, and other social platforms. Any social media account considered a public account representing the interests of Kennedy Catholic is the property of Kennedy Catholic. Permission to start such a site must be obtained from the Marketing & Communications Office. Staff are prohibited from "friending" a student, accepting a "friend request" from a student, or "following" a student on a personal social media page. See website for the social media Policy in its entirety: www.kennedyhs.org/parents/guardians.*

Microsoft Office365 is for educational purposes only. This agreement states users will not use Microsoft Office365 for personal emails and personal social networking. In turn, they will not use personal email for school related communication. This agreement states that users will be polite and respectful of other students. Users will also respect students' privacy and security when using Microsoft Office 365.

Kennedy Catholic High requires computer use and provides computer network services to its on-campus community (administration, faculty, staff, students, and volunteers) to support the school's mission. Computer network services are individual network accounts, which provide email, local area network, and internet access. Kennedy Catholic, in accordance with the goals and criteria of the Seattle Archdiocese Catholic Schools Department, believes that these tools and services, when used in "an atmosphere of wise freedom," significantly enrich and transform teaching and learning experiences at Kennedy Catholic, and further "deepen respect for intellectual values."

Websites: *Websites run by faculty/staff for school purposes are reviewed frequently by the President/Principal and*

Administration.

Code of Conduct: *All posts and comments should be marked by Christian charity and respect for the truth. They should be on topic and presume the goodwill of other posters. Discussion should take place primarily from a faith perspective. (From Social Media – Principles, Policies and Guidelines for Parishes, Schools and Programs of the Archdiocese of Seattle)*

Computers: *See the website for the Acceptable Use of Computer and Network Services Policy, Code of Conduct and User Agreement in its entirety: kennedyhs.org/academics/technology/support.*

Kennedy Catholic's Acceptable Use Policy is in accordance with the Archdiocese of Seattle Office of Catholic Schools and FCC CIPA (Children's Internet Protection Act enacted by Congress in 2008).

Kennedy Catholic recognizes that access to these diverse electronic tools and resources comes with occasional risks that are inconsistent with the values and educational goals of the Seattle Archdiocese Catholic Schools Department. In order to promote and protect these values and goals, Kennedy Catholic actively limits access to network services, resources, and uses that are inappropriate for the school's educational purposes. These limits will be applied and monitored across the Kennedy Catholic on-campus community as the school deems appropriate and necessary. These include, but are not restricted to, network level software/hardware filtering, network, monitoring, and classroom observation.

Integral to the Kennedy Catholic curriculum is the responsible use of these electronic resources by all members of the community. Since computer use is required and network services are provided by the school for its educational mission, Kennedy Catholic will take swift and appropriate disciplinary actions for any violations of the school's Code of Conduct.

DISCIPLINE

School Policy: Students must be knowledgeable of school rules and emergency procedures if they are to benefit from a sound and safe educational environment. In all cases, the stability, safety, and security of the learning environment are of primary importance. Students will be required to serve detentions, and Lancer Services on the day assigned regardless of after school commitments. If the student does not serve the consequence on the day assigned, the punishment will be increased.

Academic Dishonesty: *See Academics Pg. 11*

Birthday Celebrations: Birthday celebrations for students are limited to lunch time in the cafeteria. Singing telegrams and balloon bouquets are to be held outside of school time. Birthday celebrations involving the hitting of a student by other students are strictly prohibited. Such displays are disruptive and risk injury to participants.

Cell Phones/Electronic Devices/Internet: While technology is a great gift to Kennedy Catholic students, it does present potential discipline issues that need to be understood and addressed. Please see the Communication and Technology Policy for the school's full Responsible Use Policy. To foster the educational experience for all students, Kennedy Catholic has adopted a strict policy regarding the use of cell phones:

• Cell phones, earbuds/headphones, air Pods, Smartwatches, META glasses and other new technology are not allowed in the main building or gym between the hours of 8am – 2:30pm.

• Exceptions may be granted by a teacher, coach, or immediate supervisor.

Cell phones and additional electronic devices confiscated will result in detention for the first offense, the second offense will be a Lancer Service, and the third offense will result in the student checking their phone into the Campus Life Office for the remainder of the school year. A student whose cell phone or additional electronic devices are confiscated will not have them returned until the end of the day they have served the detention or Lancer Service.

Faculty and staff reserve the right to confiscate any electronic equipment they see as disruptive to the educational process.

Inappropriate use of social media may result in consequences at school. Conduct, including a student's

use of social media which brings discredit upon the school or conflicts with the values for which Kennedy Catholic stands or is in violation of civil law or the reasonable rights of others is grounds for disciplinary action including: probation, suspension, and/or dismissal.

Closed Campus Policy: Students must remain in the school building or courtyard from the time they arrive until they are officially excused. This means from the time parents/guardians, carpools, or buses drop students off at the start of the day. No one other than students in community service class are to be in the parking lot or in a car during school hours. Other than community service students, at no time during the school day are students to leave campus without permission from the Campus Life Office. Parents cannot excuse students to leave campus to go to lunch. Note: special circumstances may apply.

Off Limits: *Off limits areas include the parking lot, gym/loft area and locker rooms, the faculty areas, the shop, kitchen, maintenance areas, stage, balconies, weight room, Little Theatre, and boiler room. Permission must be granted by Campus Life to be in these areas without supervision.*

Right To Search: *The school reserves the right to search lockers, students, and cars (on or off campus) for contraband at any time, including school-sponsored events.*

Cumulative Violations: *Cumulative violations of the various school policies are a serious matter. Multiple minor violations can disrupt the educational process as much as a major transgression. Therefore, the seriousness of a violation is not the sole criterion for disciplinary action. The frequency of disruption must also be considered an important factor. Progressive discipline applies.*

Discrimination*: Kennedy Catholic embraces diversity and values the integrity of every individual student. Individual differences of culture, race, color, national origin, socioeconomic status, ethnicity, gender expression, sexual orientation, physical appearance, and disabilities are acknowledged and respected. Every member of the community strives to behave in a sensitive, open, and respectful manner.*

**Discrimination falls under Intimidation or Harassment.* *See pg. 14 of the Student Handbook*.

Disruption of the Educational Process: *Any disruption of the educational process is prohibited and may result in disciplinary action, including suspension and/or expulsion, in keeping with the offense.*

Electronic Devices: *The school administration reserves the right to search all electronic devices with reasonable suspicion of a violation.* *See Acceptable Use Policy (Pg. ?)*

Extraordinary Electronic Devices*: Any student in possession of, or found to be using, HID controllers of any variety will be subject to automatic suspension up to expulsion. Devices will be confiscated and not returned.*

Extraordinary Parent/Guardian Conduct: *Parent support of policies and procedures and cooperation with the school is essential for successful student formation. If, in the opinion of the Administration, parent behavior seriously interferes with the teaching and learning processes or the school's ability to promote values consistent with the school's mission, the school may require parents/guardians to withdraw their student and sever the relationship with the school. Similarly, the school may require parents/guardians to withdraw a student whose words or deeds evidence a failure to embrace and support the school's mission.*

Extraordinary Student Conduct: *Usually, the school does not involve itself in student conduct apart from the school or school events; however, there may be an occasion when student conduct, even if separate from, or outside of, school, is of such a nature as to reflect negatively on the school and/or disrupt the school environment. This may result in disciplinary action and/or call into question the student's continuance as a member of the Kennedy Catholic Community. This applies especially to participation in internet social media networks (to include but are not limited to: Instagram. Facebook, Snapchat, Twitter) when the language and behavior used leads to, or risks, conflict or disrespect in the school, or otherwise threatens school safety and security.*

Food Delivery: *Food delivery of any kind, including but not limited to, Uber Eats, Door Dash, Grub Hub, Post Mates, Pizza Delivery, etc., is not allowed on campus during the school day without prior approval.*

Fighting/Assault: *No form of fighting or assault is tolerated. This major infraction will result in disciplinary action up to expulsion, depending on the severity of the offense. Other disciplinary actions/requirements may include, but are not limited*

to, suspension, probation, counseling, Disciplinary Lancer Service, and/or restorative justice. Not making peace when a problem is evident is part of the problem and allows things to escalate. If a student has not exercised every option to make peace by asking for adult help from a teacher, counselor, parent, or administrator, and a fight occurs, the student will be in full violation of this section and receive the same consequence as the person who threw the first punch. Finally, students who invite visitors on campus for protection are subject to expulsion.

Food and Drink in the Building: *Kennedy Catholic students, faculty, staff, and parents/guardians take great pride in the appearance of our school. Therefore, the following rules apply regarding food and drink in our school:*

- *All liquids must have a sealed top.*
- *Students may eat outdoors in the courtyards provided they do not disrupt classes in session and place all litter in appropriate garbage and recycling cans when finished.*
- *Students may only eat in a supervised classroom.*
- *Students are expected to pick up their own trash following lunch and to leave their lunch table/area clean. Be proud of our school and place trash in the proper receptacles.*

Freedom of Expression: *Freedom of student expression is vital to the educational process at Kennedy Catholic and the establishment of an inclusive climate/culture; however, the right of free speech may not be used to disrupt the educational process or interfere with the rights of others. *See also Intimidation or Harassment, Including Sexual Harassment, and Bullying section.*

Student meetings on school property are allowed only under the sponsorship of approved student body organizations as listed in the Clubs and Activities Handbook or otherwise authorized by the President/Principal or President/Principal's designee.

Only material written by students attending Kennedy Catholic and authorized by the President/Principal or President/Principal's designee may be distributed on school property including displays and student-distributed material.

Approval of written materials will be based on the following criteria:

- *The material is responsible and in good taste.*
- *The material is free from character assassination and obscenity.*
- *The material shows the signature of the author.*
- *No unauthorized commercial solicitation will be allowed on school property. Any unauthorized materials will be confiscated. Approval will be through the Senior Director of Marketing and Communications.*
- *Profane or obscene language and/or actions will not be tolerated. Neither will misuse of the Lord's name or any abuse of free speech that degrades Kennedy Catholic and its principles.*

Harassment: *Any harassment, threat, or damage to school personnel, their property, or family will result in expulsion and referral to the proper authorities.*

Faculty, Staff, and Students at Kennedy Catholic should treat all persons equally and respectfully and refrain from the willful or negligent use of slurs against any person on the basis of race, color, creed, national origin, ancestry, sex, sexual orientation, gender identity, or ability. Kennedy Catholic will not tolerate the use of discriminatory racial slurs or statements that makes others uncomfortable in any setting or context. This includes the expression of such slurs, epithets, statements, representations, and gestures whether written, verbal, or electronic.

Usage of slurs or otherwise offensive content in classrooms and on campus may be limited to appropriate classroom discussion or educational purposes only. It is strongly advised (though not mandatory) that Faculty and Staff seek approval from building administrators or appropriate director or administrator prior to doing so.

Comments, videos, and photos on social media outlets can be used as evidence of conduct violations

Insubordination: *Lack of compliance with adult request/s will be considered insubordination and result in disciplinary action, in keeping with the offense.*

Intimidation or Harassment, Including Sexual Harassment, and Bullying: *Intimidation or harassment, including sexual harassment, and bullying, as per RCW 28A.600.480 and Archdiocese of Seattle policy is prohibited and will result in disciplinary action, up to expulsion. This is a major infraction and may also include probation, counseling, Disciplinary Lancer Service,*

and/or restorative justice, as determined by Administration. Such harassment includes, but is not limited to: threatening comments (either written, in person, or through use of technology), any verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics, and gestures or touching that create a hostile or threatening environment for the victim. Sexual harassment is any unwelcome sexual advance, comment, or touching.

Students are expected to exercise every option to seek relief from such harassment or intimidation by asking for adult help from a teacher, counselor, parent, or administrator at once. Waiting is part of the problem and allows issues to escalate.

Any threat by a student to inflict harm to self or others will be taken seriously and addressed promptly. Threats should be reported immediately to the President/Principal or President/Principal's designee, who will decide if police support or notification is needed and will notify the police when necessary. If a student is threatened, becoming a potential victim to that threat, the President/Principal or President/Principal's designee shall notify the student's parent/guardian promptly.

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of policy to knowingly report false allegations of harassment, intimidation, and bullying. Individuals will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Lockers: *Lockers are provided and are the responsibility of each student. Students should not leave valuables unattended at any time. Students are also prohibited from giving out their locker combinations to others and should realize that doing so invites theft. Students are expected to report defective lockers to the Campus Life Office. Personal padlocks may be placed on lockers for added security but may be removed at the school's discretion by whatever means necessary. In keeping with RCW 28A.600.230, the school reserves the right to search lockers.*

Parking Lot: *Reckless driving will result in detention. All students who drive to school must register for, and display, a parking pass. These passes will be available on back-to-school day, granted students have a valid driver's license and can provide the make, model, year, and color of the vehicle, as well as the license number. Students parking without a pass and/or illegally may be subject to fines, parking wheel-lock boot, and/or towing. Disciplinary action may also be assigned to the student. Student drivers using the parking lot must accept responsibility for keeping the lots clean. For safety purposes, travel is restricted to FIVE mph in the school lot and exiting the north or south gates.*

Possession and Use of Intoxicants and/or Drug Paraphernalia: *Kennedy Catholic has a "zero-tolerance" policy concerning use, attempted use, and/or possession of intoxicants, hallucinogens, and/or controlled substances and any paraphernalia, including, but not limited to: Juuls, vaping oils, tobacco, alcohol, other drugs, and inhalants. This means that the penalty for possessing paraphernalia is the same as that for possessing or using alcohol or other substances. Any student who possesses, uses, or is under the influence of such intoxicants, or possesses such paraphernalia, is subject to disciplinary action that may include, but not be limited to: suspension/expulsion This is a major infraction which may also result in additional disciplinary action/requirements, such as: probation, Disciplinary Lancer Service, community service hours, and/or restorative justice. If suspended, the student will undergo a professional drug/alcohol assessment prior to returning to school, and successfully complete drug/alcohol treatment or counseling indicated by that assessment in order to remain in school. If the student is found non-compliant, said student's suspension or expulsion may be reinstated. A referral for counseling and restriction from participation in athletics/activities for a time to be determined also apply. Any student caught selling, attempting to sell, or distributing alcohol or any other drug will be expelled, and proper authorities notified.*

Athletes and the Legend Drugs and Controlled Substances Rule *– Penalties for the possession, use, or sale of legend drugs (drugs obtained through prescription, RCW 69.41.020-050) and controlled substances (RCW 69.50) shall be as follows:*

- *1st Violation – the student shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season. Ineligibility shall continue until the next sports season in which the*

student wishes to participate unless the student accesses the assistance program outlined in B (below.) An athlete who is found to be in violation of the Legend Drugs and Controlled Substances Rule shall have two options:

A. The athlete will be ineligible for participation in contests for the remainder of that interscholastic sports season and must meet the school's requirements in order to be eligible to compete in the next interscholastic sports season. The President/Principal will have the final authority regarding the student's participation in further interscholastic sports programs.

B. The athlete may choose to seek and receive help for a problem with use of legend drugs or controlled substances. Successful utilization of school and or community assistance programs may allow them to have eligibility re-instated in that athletic season, pending recommendation by the school.

- *2nd Violation - A student who again violates any provision of RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation.*
- *3rd Violation - A student who violates for a third time RCW 69.41.020 - 69.41.050 or RCW 69.50 shall be permanently ineligible for interscholastic competition.*

Matches, cigarette lighters, and laser pointers are not allowed at school or school events.

School Keys, Teachers' Grade Books, and Computer Files: *Unauthorized possession of any school keys or Teachers' possessions will result in automatic expulsion without recourse. This also applies to using a teacher's identity on the internet.*

Stealing or Possession of Stolen Property: *This is a major infraction and subject to disciplinary action, to include, but not be limited to: suspension or expulsion, probation, Disciplinary Lancer Service, community service, and/ or restorative justice. To open or reach into a locker without permission is a violation of this item. (Restitution also applies). Property taken without permission must be replaced at the offending student's expense.*

PDA: *Public displays of affection are inappropriate in an educational setting.*

Vandalism: *Damage to, or destruction of, public or private property will cause violators to be subject to disciplinary action, to include, but not be limited to, suspension or expulsion, probation, Disciplinary Lancer Service, community service, and/or restorative justice, a minimum $75 fine, and making full monetary restitution. Anyone in possession of items which, in the judgment of the school, could be used for vandalism (e.g., spray paint cans, markers) also risks these consequences.*

Visitors: *School-age visitors are not allowed in the building during the school day unless arranged through the Admissions Office. Only prospective students or prospective transfer students may visit. Visitors must sign in at the Main Office. Visiting applicants must supply the name and phone number of their current school to the Campus Life Officer, adhere to Kennedy Catholic's dress code, have permission requested by their parent/guardian, and supply parent/guardian contact phone numbers. After all these requirements are met, applicants should call the Admissions Office to schedule visitors.*

Weapons: *Possession of any weapon, or weapon look-alike, at school or school activities may lead to immediate expulsion and referral to the proper authorities.*

DRESS AND PHYSICAL APPEARANCE

Philosophy: *In accordance with our school mission statement, we expect students to make sound decisions in a healthy academic environment and to promote clean, modest, respectful and professional dress and appearance that respects the dignity of self, other individuals and groups, and promotes effective learning and social environments.*

Guidelines:

- *Clothing and personal grooming must be neat, clean, and modest.*
- *Modesty includes, but is not limited to, the following: loose rather than tight-fitting clothing. Clothing should fully cover the entire torso down to the midpoint between waist and knee. Clothing must have straps.*
- *Clothing should be in good repair; clothing with messages communicating double entendres, while humorous, may be inappropriate, possibly offensive, and should not be worn.*
- *Clothing should be free of references to messages that promote alcohol, alcohol-related establishments, tobacco, drugs, anti-religious messages, sexual innuendo, politically divisive or violent images either violence or drugs.*
- *Pajama pants are not acceptable pants to wear to school.*
- *Students are required to wear appropriate clothing and footwear not only during the academic day but at all Kennedy Catholic sponsored events.*

All-School Mass Dress Code: *The dress code for All School Masses is more formal than the everyday dress code to help students understand and respect the importance of these events to the Kennedy Catholic community. The dress code for all school Mass will be strictly enforced - students out of dress code will receive detention and parents/guardians/guardians will be called and asked to bring their student appropriate clothing so he/she can attend Mass. If a family has any difficulty providing a student with appropriate clothing or has clarifying questions or any concerns regarding the dress code policy for All School Mass, they should contact Campus Life in advance for assistance.*

Students are to wear either long pants (no jeans, shorts, jean shorts, jean skirts or sweats) with a collared shirt or sweater. Skirts/dresses must be covering the entire torso down to the midpoint between waist and knee.

Students who violate the dress code will receive detention for a first-time offense. Second and/or subsequent offenses may result in additional consequences, including Disciplinary Lancer Service.

The Dean of Students, in accordance with this policy, reserves the right to determine if clothing or personal grooming practices are hindering effective learning and social environments at Kennedy Catholic or Kennedy Catholic activities.

KENNEDY CATHOLIC GUIDELINES AND EXPECTATIONS FOR STUDENT BEHAVIOR

Note: Restorative Justice may apply at any level of the disciplinary process.

The Responsible Choice and Restorative Discipline Model *– This model focuses on choice and developing responsibility, with the ultimate goal of restoring relationships and trust, while ensuring ownership and positive integration within the school community. Shared principles, values, and expectations are stressed, rather than rules. A wide range of consequences, many with student or parent input, are considered in the process of addressing inappropriate student choice/behavior. Many factors are taken into consideration throughout the process of determining appropriate consequences/action plans. Some examples include, but are not limited to:*

- *Student and parent response and level of engagement – parents/guardians are engaged/communicated with throughout the process, often multiple times*
- *Student level of ownership*
- *Level of impact/harm to self-and/or others*
- *Number of prior offenses*

- *Level of offense/s*

Process: *Consequences are implemented consistently, equitably, and in the best interest of the student/s, as well as school community. If a violation is brought to the attention of Administration, it has typically gone beyond classroom- level disciplinary practice. These violations of the student code of conduct are typically brought to the attention of Administrators by a third party: one or more students, Teachers, parents/guardians, or other community members. When Administration is alerted to a violation, an investigation takes place, which may include, but not be limited to:*

- *Interviewing and/or taking statements from the referring party*
- *Interviewing and/or taking statements from the student/s who committed the violation*
- *Interviewing and taking statements from witnesses to the violation*
- *Gathering any additional input/evidence, pertinent to the investigation*

Once the investigation has been completed, a final disciplinary determination is made in keeping with the situation, context, and individual needs of students, as well as the needs of the school community. Consequences/action plans, may include, but not be limited to:

- *Educational conversation, student self-reflection (written or verbal)*
- *Mediation*
- *Referral to their school counselor for further conversation and support*
- *Referral to a mentor teacher for further support*
- *Community service*
- *Restorative circle or other restorative practices*

Note: There may also be justification for some level of exclusion from school (in or out of school suspension, emergency, or permanent expulsion), depending on the level of violation. Examples of levels of violations are as follows (Note: behaviors may cross levels, depending on context):

Minor Violations *are those typically handled within the classroom, by the Teacher, or requiring minimal administrative intervention/support:*

- *Classroom disruption – Student distracting others in class (excessive talking) – Teacher responds with verbal warning. If the behavior continues, the Teacher may request the student step into the hallway for a conversation.*
- *Dress Code – A conversation with a teacher, counselor or administrator may be an initial intervention.*

Intermediate Violations *are those typically requiring administrative intervention/support but not rising to the level of safety concern or harm to self/others.*

- *Classroom disruption violations could move beyond the minor infraction level should the student have multiple incidents. At that point, it becomes an issue of cumulative violations and further intervention is required.*
- *Dress code – Should the student not respond to low level intervention, this may become a cumulative violation issue, and further intervention and consequences may be necessary.*
- *Social media violation – A student posts a hurtful comment about another student. This is an issue that the Administration would address to determine if it is an acute or chronic (pattern over time - harassment) issue. Consequences/action plans would depend on the outcome of the investigation. However, this is an example of a violation that could cross into the major violation category, depending on the findings.*

Major Violations *are those requiring immediate intervention on the part of an Administrator, typically involving an impact on individual and/or school safety/security. Any of the below may result in some form of school exclusion, as an investigation is completed and efforts to restore the student to the school community are developed and implemented, as appropriate.*

- *Social media violation, determined to be chronic and harassing/bullying in nature, may be considered extraordinary student conduct / harassment, bullying*
- *Use of drugs/alcohol on campus or a school sponsored event*
- *Physical violence*
- *Theft*

There may also be occasions for permanent exclusion from school. Examples may be:

- *Selling/distributing drugs or alcohol to other students*
- *Bringing a weapon to school*

**NOTE: A Discipline Appeal Process may apply in cases involving student exclusion from school (suspension/expulsion). See Appeals under Discipline Definitions*

SUSPENSION, EXPULSION AND DUE PROCESS

School Policy: *Students who violate school rules or the rights of other students and faculty members are liable to receive suspension or expulsion in accordance with due process.*

Release of Student Disciplinary Information to Colleges: *Upon direct request from the colleges for information pertaining to a student's discipline record, the student must honestly and fully disclose if he or she has been subject to a disciplinary response including, but not limited to, probation, suspension, dismissal, or withdrawal from the school. The student should work closely with the school counselor to ensure that both are responding in a consistent and thoughtful manner. If a student's disciplinary status changes after the filing of college applications, the student has the opportunity and obligation to inform all schools to which an application has previously been submitted or the school at which the student has submitted an enrollment deposit. The student should notify the college or colleges within two weeks from the date of the change in status. Two weeks after the change in status, the student's school counselor will notify the colleges in writing that the student's status has changed and the reason for the change. The college admission officer will be directed to the student and the family for further information. Students are also required, when directly requested, to disclose disciplinary responses for violations of the Honor Code. This policy follows the National Association for College Admission Counseling's Statement of Principles of Good Practice.*

DISCIPLINE DEFINITIONS

Appeals: *Major violations of the student code of conduct, resulting in three or more days of out of school suspension, may be appealed by the student/parents/guardians.*

- *Parents/guardians/students may request an appeal by contacting the Vice Principal within 24 hours of receipt of the discipline determination. An appeal review appointment will then be coordinated with the President/Principal, parent, student, Counselor and/or other school representative, as available. The President/Principal will make a subsequent determination whether to accept or deny the appeal.*

Emergency Expulsion: *This occurs when a student is immediately removed from the school building, grounds, and activities pending completion of an investigation by Administrators and final disciplinary determination. Only the President/Principal or President/Principal's designee may declare an emergency expulsion.*

Expulsion: *This is a permanent removal of a student from the school building, grounds, and activities. Only the President/Principal or President/Principal's designee may expel a student. At the discretion of the Administration an expelled student may be allowed to appeal his/her case as explained under Due Process.*

Suspension from Building: *This is the temporary removal of a student from the school building, grounds, and activities. Only the President/Principal or President/Principal's designee may suspend a student. A student may be removed from an event by any school official in charge of the activity at which the violation occurs. The conduct will be reported to the Administration. Administration will subsequently investigate and determine further disciplinary action.*

The following procedures apply to all suspensions/expulsions:

- *Student will be sent home immediately. The student and his/her parents/guardians must meet with the Vice Principal or the Vice Principal's designee before the student can be reinstated.*

- *Alternative forms of suspension may be applied (community service, in-house suspension, etc.).*

Suspension from Class*: This is the temporary removal of a student from a single class at the request of the Teacher. When this happens, the following procedures must be followed:*

- *The teacher will notify the Campus Life Office immediately.*
- *The student will be sent directly to the Campus Life Office.*
- *By the end of the day, the teacher will give a written incident report to the Vice Principal, as well as the appropriate counselor.*
- *The teacher will inform parent/guardian.*
- *If the teacher, counselor and/or administrator deem the class suspension should be extended beyond one day, a parent conference will be coordinated, to take place prior to the student's re-admittance to class.*
- *If the class suspension becomes permanent, the Administrator or designee, will notify parents/guardians and the student's counselor will assign a place for the student to report for the rest of the term during that class period.*

In-School Suspension: *A student may be "suspended" in school (removed from classes but remain on campus for the school day).*

Probation: *Students readmitted after suspension will be on probation for a period determined by the Administrator or designee and will be required to adhere to an Attendance/Behavioral Contract. Specific requirements for each probation/contract may vary. Students who violate the terms of their probation may be expelled. Students on probation are not eligible for positions of honor at school, including, but not limited to, Homecoming and Prom courts, for the remainder of the school year and/or probation period.*

Due Process: *In certain disciplinary and/or academic cases, expelled students will have the opportunity to explain their conduct before a Board of Appeal.*

- *The Board of Appeal will consist of five voting members. The President/Principal or President/Principal's designee will appoint a chair and three other staff, one of whom will be a member of either the Counseling Department or the Campus Ministry Team. The student will choose the fifth member.*
- *The Campus Life Administrator is not a voting member of the Board but presents a written summary of facts and answers clarifying questions, as needed.*
- *Parents/guardians may attend.*
- *Students may ask two fellow students to appear before the Board on their behalf.*
- *In cases where several students are involved in the same offense, one Board may hear all cases.*
- *Board decisions will be rendered by a simple majority vote.*
- *The recommendation of the Board will be referred to the President/Principal for final decision.*

RESTORATIVE CONSEQUENCES

Detention: *One hour immediately before or after school on designated days.*

Disciplinary Lancer Service: *Two hours immediately before or after school on designated days.*

Suspension: *For any major infraction (alcohol/drugs, fighting, harassment, theft or any other significant disruption) or as a result of cumulative violations.*

NOTE: Kennedy Catholic reserves the right to employ restorative justice practices at the discretion of Administration. This may include, but not be limited to:

- *Appeal board hearings*
- *Student panels*
- *Student mentors*
- *Mediation*
- *Community service*

Additionally, any suspension/expulsion may impact financial aid status, as well as athletic eligibility/participation.

EMERGENCY DRILLS

Emergency drills will be held monthly during the year. Students, faculty, and staff will train for emergency situations that include fire, intruders in the building, and natural disasters. Specific procedures will be outlined and practiced for each situation. In the event of a school emergency, information can be accessed through ParentSquare for school emergency notifications.

STUDENT ACTIVITIES & ATHLETICS

Kennedy Catholic High School, as a member of the North Puget Sound League (NPSL), participates at the 4A level in the Washington Interscholastic Activities Association (WIAA). As a member school of the WIAA, Kennedy Catholic and all its participants are subject to the rules and regulations set forth by the Association.

Additionally, Kennedy Catholic has also developed the following Student Athletic/Activities Code which applies to all athletic/activities participants.

Kennedy Catholic has the Lancer as its mascot and school colors of scarlet red, navy blue, and white.

KENNEDY CATHOLIC HIGH SCHOOL STUDENT ATHLETIC/ACTIVITIES CODE

Athletics/activities are a part of a student's total educational experience. They create a special environment in which students can develop a sense of loyalty and dedication to themselves, their family, and their friends.

As a part of the total educational process, athletics/activities are an integral factor in the overall curriculum. Involvement builds social, mental, moral, and spiritual values. It is in the pursuit of these values that we as Teachers hope to be of assistance to you.

Student Athletes will refrain from using slurs and discriminatory language on and off the field. Offensive language is not to be used in locker rooms, during games, practice, etc. Offensive language and slurs are not to be directed toward others, especially at teammates, officials, or opposing team members. Reports of usage may result in appropriate disciplinary action including but not limited to temporary removal from practice or scheduled sporting events.

Comments, videos, and photos on social media outlets can be used as evidence of conduct violations

Definitions of Participants and Period of Coverage: *This athletic/activities code applies to all students participating in interschool athletics/activities. Provisions of the code shall govern from the first turnout/meeting for the fall sports/activities program. These provisions shall also apply to nonparticipating periods during the school year, as may be applicable to each individual student.*

Dress and appearance will be governed by school policy, as outlined in this student handbook; however, more specific standards may be established by individual coaches/advisors. Students granted exceptions to the dress code will be advised as to the appropriate attire for these occasions by coaches/advisors. School-purchased/approved team apparel worn as a team on game days is approved - no other form of sweats will be allowed.

Conduct: *The following rules and regulations are intended to clarify student obligations as leaders and athletic/activity participants. Students must:*

- *Meet the academic requirements for participants.*
- *Maintain a satisfactory attendance record; attend all regularly scheduled classes unless appropriately excused.*
- *On athletic/activity trips, obey bus riding, training and school rules, and regulations.*
- *Remain with the squad, group, or team always and comply with the reasonable requests and directions of the coaching/advising staff.*
- *Turn out for all regular and special games, practices, and meetings, unless excused by the coach/adviser.*
- *Not possess or use non-prescription drugs, alcohol, or tobacco products.*

ATTENDANCE:

- *Students who participate in any cocurricular activities are required to be in full attendance during the day of any activity/contest. Any absences from class (even if an excused absence) will prevent participation unless previously cleared by the Athletic Director or activity supervisor. Documentation is needed for appointments.*
- *Students, who have been truant during any part of the day, including assemblies and Masses, may not participate or compete until reinstated by the coach and President/Principal or President/Principal's designee.*
- *Students who participate in athletics/activities on school nights are expected to be in school for first period the following day. Chronic violation may result in the loss of participation.*
- *Anyone checking into Campus Life or counseling may not be eligible to participate in any extracurricular activities held that day or evening.*

ACADEMIC/ACTIVITY ELIGIBILITY

As part of Kennedy Catholic's goal to prioritize academics before committing to cocurricular activities, students who are participating in athletics/activities will need to maintain passing grades in ALL classes as well as a GPA of 2.0 or greater. Those falling below standard at grade checks will be deemed ineligible to compete until they bring their grades up to, or above, standard. Coaches, relevant Teachers, and the Athletic Director/Activity Coordinator will review findings and determine the appropriate participation level of an athlete who needs to meet the standard which will not be less than WIAA requirements.

Academic Probation*: Academic and behavioral checks will be conducted by the appropriate office for each activity at predetermined dates (traditionally the beginning of the semester and when quarter grades are due by faculty). If a student falls below standard at any check, that student will be placed on academic/athletic probation. The student may be required to attend FOCUS and will also need to get a progress report signed weekly by the teachers of the classes that the student is failing. The student can become eligible to participate once they produce a grade check that meets academic standards.*

SUSPENSION, EXPULSION AND DUE PROCESS

School Policy: *Participants who violate the Athletic/Activities Code or the rights of other students or faculty members are liable to athletic/activity suspension or expulsion in accord with the due process specified hereafter. Students may also be subject to discipline.*

Definitions

Athletic/Activity Expulsion: *This is the indefinite exclusion from athletic/activity participation which may result immediately from any serious or chronic violation of the Athletic or Student Code of Conduct. Only the President/Principal or President/Principal's designee may expel a participant. Appeal of any athletic/activity expulsion will be at the discretion of the President/Principal or President/Principal's designee.*

Athletic/Activity Suspension: *Exclusion from competition for a specified period. The length of a suspension shall be determined by the President/Principal or President/Principal's designee, after consulting with the involved head coach/advisor. Note: Violations of the Student and/or Athletic Code of Conduct may result in athletic/activity suspensions. Students suspended from school may be subject to an additional athletic suspension of up to one third of the remaining scheduled contests for athletes or a minimum of three weeks for activity participants.*

Procedures: *The following procedures will be followed in all cases:*

- *The participant may be suspended from the team/activity and not be allowed to compete/perform until notified by the President/Principal or President/Principal's designee.*
- *The participant will be told the reason for suspension and be given an opportunity to respond. Parents/guardians will be contacted.*
- *A participant or parent who does not agree with the imposition of a suspension may ask to meet with appropriate school authorities in order to discuss the concerns. Appeals will follow the due process stated below.*
- *Participants allowed to return to the team/activity will be placed on probation.*

Probation: *Students reinstated after being suspended will be on probation for a period determined by the President/Principal or President/Principal's designee after consulting with the involved head coach/adviser. Specific requirements of probation will vary with the individual. Participants who violate the terms of their probation may be expelled.*

Due Process: *In cases involving expulsion, participants may be given the opportunity to appeal to an Athletic/Activity Review Board. The process is designed to afford students the opportunity to, once again. explain their conduct in the matter.*

The Athletic/Activities Review Board will consist of the Chairperson, appointed by the Principal, the Athletic Director/Activities Coordinator, and three coaches/advisers along with the head coach/adviser involved, a coach/adviser from another sport/activity, and one chosen by the student.

- *The involved head coach/adviser presents the facts of the case. The facts must be presented in writing to the Board and the parents/guardians prior to the meeting.*
- *One or both parents/guardians may attend the meeting.*
- *The student may present their own case to the Board.*
- *The student may ask two fellow participants to appear before the Board on their behalf.*
- *In cases where more than one participant is involved in the same offense, one Board may hear all cases.*
- *Board decisions will be rendered by a simple majority vote.*
- *The recommendation of the Board will be referred to the President/Principal for final action.*

ENFORCEMENT OF THESE REGULATIONS

The Athletic/Activities Code is the guide for clarifying the rules and regulations that govern the conduct of student participants. Any problems that occur will be handled according to the procedures stated therein. If questions arise, contact your coach/adviser or school officials for clarification.

STUDENT ACTIVITIES

Purpose:

The Kennedy Catholic Activities Program has two primary goals: 1) to enrich student life by providing students opportunities for interaction outside of the classroom; and 2) to reinforce the goals of the academic curriculum.

Specifically, the activities program attempts to do the following:

- *Give students a sense of personal responsibility for directing their own affairs.*
- *Teach students the art of working harmoniously with others.*
- *Acquaint students with enjoyable and productive ways of using leisure time.*
- *Teach students the ability to lead effectively.*
- *Teach students to recognize when following is an acceptable behavior and when compromise is the best solution to a problem.*
- *Provide students an opportunity to develop worthwhile personality traits such as candor, poise, and self-confidence.*
- *Bring students to recognize the value of service to others.*

More than 60 cocurricular activities (including Athletics) are available to Kennedy Catholic students.

In addition to these organizations, Kennedy Catholic sponsors several annual events which have as a primary goal involving students in the life of the school. This yearly cycle begins in September with "Spirit Week," designed to acquaint incoming freshmen with each other. Other annual activities include Tolo dances, Homecoming, and Senior Prom, to name a few.

STUDENT GOVERNMENT

Kennedy Catholic students are encouraged to assume a high degree of responsibility for self-regulation of student affairs through the agency of the Student Council. The responsibilities of the Student Council are listed in the ASB Constitution. In general, they are:

- *Allocating dates for student activities*
- *Fostering the growth of school spirit*
- *Enacting legislation deemed appropriate for the welfare of the student body*
- *Addressing specific areas of Student Council concern*

ASB cards are the official form of school identification. These cards are provided to each student at the beginning of each

school year and qualify students for several discounts including free admission to all sporting events. Students must arrange to have their ASB card picture taken on the designated registration day in August. Students are required to have an ASB card to participate in any activity or athletic event sponsored by Kennedy Catholic.

Assemblies are sponsored regularly by the ASB to encourage spirit and promote association activities.

THE SCHOOL DANCE POLICY

- *Kennedy Catholic students are expected to dance appropriately and follow rules of chaperones in charge.*
- *Kennedy Catholic offers several dances during the school year including, but not limited to: Homecoming, Senior Prom, Spring Fling and ASB dances.*
- *ASB dances are held regularly in the cafeteria or gym.*
- *All dances are chaperoned by Kennedy Catholic staff members.*
- *ASB dances are open to only Kennedy Catholic students.*
- *For Senior Prom, Homecoming, and the Spring Fling dances, Kennedy Catholic students may ask a guest from another school provided the Kennedy Catholic student fills out a Guest Request Form and submits it to the Activities Coordinator prior to the dance.*
- *Students may come to the dances alone, as a couple, or as a group. Prom is for seniors only unless a senior asks an underclassman.*
- *Tickets for the dances are sold during lunchtime in the cafeteria the week of the dance. Students do not receive an actual ticket – they sign a Guest Log which will be at the door to the dance. The cost of the dance will be posted in the daily bulletin and eNews.*
- *NO alcohol or other drugs are allowed on the premises. Students under the influence of an intoxicant will be suspended or expelled, as determined by the Administration.*
- *Doors close 1.5 hours after the beginning of the dance unless otherwise stated.*
- *No one may leave (except permanently) once the dance has started.*
- *Homecoming, Spring Fling, and Senior Prom are semi-formal. We stress modesty.*

PROGRAM DESCRIPTIONS

The following information is designed to help you choose a cocurricular activity. Contact specific moderators or the Activities Office for more information.

Academic Classes: *The following are both classes that take place during the school day as well as have many out of school experiences:*

- **Band:** *The band performs at concerts, festivals, parades, pep rallies, football, and basketball games.*
- **Choir:** *The Kennedy Catholic Choirs perform regularly for the student body as well as outside groups. This activity takes place as a regularly scheduled class for which students receive academic credit.*
- **Jazz Ensemble:** *A group that specializes in swing and jazz-rock arrangements, Jazz Ensemble performs frequently at Kennedy Catholic functions and in the community. Membership is highly competitive.*
- **Student Publications:** *Imago is the Kennedy Catholic yearbook. All publications are designed with desktop publishing and graphics programs. Newspaper Publications and Journalism are regularly scheduled classes and may be taken for English elective credit. Editorial positions require one year's experience or summer camp experience.*

Academic Societies: *The following are cocurricular activities but require an application process for admission. See www.kennedyhs.org for complete information and advisor contact.*

- **Lancer Launch:** *An orientation program designed to assist new students in making a smooth transition into high school.*
- **National Honor Society:** *Scholarship, leadership, character, and service are the criteria that faculty members observe when electing Honor Society members. Induction is held each spring.*

- **Thespian Society:** *An organization dedicated to students that wish to excel in theatre.*
- **World Language Honor Societies:** *Advanced-level world language students are invited to join the French, Mandarin, or Spanish Honor Society based on stated grade pre-requisites. Senior members receive an honor cord at graduation. A World Language Honor Society Initiation ceremony is held in the spring.*

Social Clubs: *Kennedy Catholic offers a variety of cocurricular clubs and activities that do not limit membership and work together with students that have common interest to support the Kennedy Catholic mission. See www.kennedyhs.org for complete lists of clubs, information, and advisor contacts.*

Promotion of Clubs*: In order to be inclusive of students' artistic expression, the following guidelines have been put in place for art designed to promote club activities such as, but not limited to, posters, social posts, stickers, and clothing items:*

- **Use of Kennedy Catholic High School Name - No Logo**
  - *Artwork will be sent to the Creative Director and Sr. Director of Marketing and Communications.*
  - *The Creative Director and/or Sr. Director of Marketing & Communications will check for any large errors such as, but not limited to, misspellings, copyright infringement, or inappropriate messaging. A few suggestions might be given to the artist, but the art will not be edited unless any of the above are evident.*
  - *The art will be signed with "Student Art by Sean S., Grade 10" (example).*
- **Use of Kennedy Catholic Logo**
  - *Artwork with be sent to the Sr. Director of Marketing and Communications and the Creative Director.*
  - *Anything that includes the Kennedy Catholic logo will be edited by the Creative Director to meet all brand standards. The Creative Director will work with the student to maintain the integrity of the art.*
  - *The art will be signed with "Student Art by Mary P., Grade 11" (example) at the discretion of the artist and the Creative Director.*

ATHLETICS

FACILITIES

The Kennedy Catholic athletic facilities are among the finest in King County. The modern gymnasium contains two basketball courts on the main level. Wrestling facilities and all-purpose space are in either balcony. Outdoor facilities include a football/soccer/lacrosse field, a baseball diamond, and a 400-meter track.

Several athletic programs practice and compete off campus. Nearby facilities include but are not limited to:

- *Tukwila Pool (swim & dive, water polo)*
- *Starfire (soccer)*
- *Steve Cox Memorial Park (tennis, softball)*
- *Evergreen Campus (cross country)*
- *Glen Acres Country Club (golf)*

ATHLETIC REGISTRATION

State law requires all participants in high school interscholastic athletics to have medical release forms on file with their respective school. Students planning to participate on any athletic team during the school year (fall, winter, or spring) need to have an athletic registration form and physical on file in the Athletic Director's office prior to any participation.

SPORTS OFFERED

Fall: *cross country, football, volleyball, girls' soccer, girls' swim & dive, boys' water polo, boys' tennis, golf*

Winter: *basketball, wrestling, gymnastics, boys' swim & dive, bowling*

Spring: *baseball, softball, lacrosse, track & field, girls water polo, girls' tennis, boys' soccer*

ELIGIBILITY

Participating in high school athletics is a privilege. In order to represent Kennedy Catholic High School in athletic competition, participants must meet a variety of requirements set forth by both the school and the Washington Interscholastic Athletic Association (WIAA). The following list highlights several key WIAA rules that may affect athletic participation. For additional questions, please contact the school's Athletic Office.

Transfer Students: *Varsity eligibility for all transfer students is determined according to WIAA policy. Paperwork for eligibility must be completed in partnership with the Athletic Director.*

Season Limitation: *A student will have four consecutive years of athletic/activity eligibility beginning with first enrollment as a ninth grader.*

Age: *A high school competitor shall be under 20 years of age at the beginning of the sport season in which he/she participates.*

Limited Team Membership: *After joining a school squad, a student may participate in non-school athletic activities, provided, in the opinion of school officials, the activities do not adversely affect the performance of the athlete in practice and/or competition.*

Enrollment and Regular Attendance: *A student must be enrolled and in regular attendance within the first 15 school days in a semester in order to participate in interscholastic contests during the current semester.*

Previous Semester Rule: *A student shall have been in regular attendance in an elementary, intermediate, or high school during the semester immediately preceding the semester in which the contest is held.*

Practice Attendance: *Regular attendance and promptness are imperative if students are to succeed as athletes. Occasionally, it may be necessary to be either absent or tardy; however, common courtesy dictates that students notify their coaches in advance or have a valid excuse when they return.*

GENERAL ATHLETIC POLICIES

SUPERVISION:

Athletes should not be in the gym, fields, locker room, or weight room unless under the supervision of a faculty member.

The stage and weight room are out of bounds for all students not involved in a supervised activity.

TRAVEL:

- *Except for extraordinary situations, an athlete must travel to and from athletic contests in vehicles provided by the school.*
- *Permission to travel with a parent may be granted by a coach with the appropriate paperwork completed.*
- *Athletes will remain with the squad and under the supervision of the coach when attending away contests.*
- *Athletes will refrain from misconduct while traveling to and from athletic contests.*
- *Athletes will dress appropriately and in good taste, according to team standards.*

COLLEGE RELATIONS:

If an athlete is contacted personally by a college recruiter, they are encouraged to work through their Kennedy Catholic coach and the Athletic Department so that all possible assistance may be offered. All contacts with the college recruiter during the school day must be preceded by approval from the President/Principal or President/Principal's designee.

Any student recruited or not, who wishes to participate in intercollegiate athletics in NCAA Division I or Division II schools must register with the NCAA Clearinghouse. This can be done at www.ncaa.org and click on Eligibility Center. The NCAA Clearinghouse also has vital information on requirements for core courses, SAT/ACT tests and GPA.

SPORTS TRANSFER:

An athlete who wishes to change from one sport to another during a specific sports season must receive the approval of both coaches involved and then communicate with the AD office to ensure a transfer of information and emergency form to be received by the other coach.

INSURANCE INFORMATION:

Participants in the interscholastic program at Kennedy Catholic High School are covered by a Liability Catastrophe Plan paid for by the school; however, parents/guardians are responsible for the cost of treatment for injuries of a non- catastrophic nature. For this reason, Kennedy Catholic High School requires athletes to be covered by medical and dental insurance while participating in interscholastic athletics.

ATHLETIC LETTER REQUIREMENTS:

The following basic premise is understood in establishing letter requirements for each sport at Kennedy Catholic High School:

- *The head coach of any sport, with the approval of the administration, has the responsibility for setting the requirements and awarding varsity letters for the sport.*
- *The coach has the right to award letters to participants, even though the letter requirements for that sport have not been satisfied. The following are conditions that would warrant this kind of coach's decision:*
    - *If, in the judgment of the coach, the athlete would have lettered but did not compete for a significant portion of the season because of medical problems.*
    - *If the participant is a senior who has turned out for two or more years and has contributed to the total program of that sport.*
- *Athletes of Kennedy Catholic High School are limited to the wearing of the following letters and emblems on approved school athletic sweaters and jackets:*
    - *The first time an athlete letters, the school letter and a bar may be worn on a sweater or jacket.*
    - *Subsequent years in which an athlete letters are to be indicated by the placement of additional bars on the original letter (thus, the maximum number of bars would be four).*
    - *Emblems may be worn to indicate individual, individual event, or team champions for different levels of competition, beginning with league. Also, emblems may be worn to reflect ribbons, medals, or team trophies won at the state level of competition.*
    - *Stars may be worn to indicate individual or team advancement to post-season levels of competition (e.g., league, district, state). Stars may also be worn to reflect selection to the all-league first team.*
    - *Only recognition received while a student at Kennedy Catholic High School may be reflected on a Kennedy Catholic letter jacket or sweater.*
    - *Athletes who fail to observe these guidelines will lose the privilege of wearing a school letter sweater or jacket. Note: items such as the athlete's name and year of graduation may be added at the request of the student.*

CONSTITUTION OF THE ASSOCIATED STUDENT BODY

KENNEDY CATHOLIC HIGH SCHOOL

PREAMBLE

As members of the Associated Students of Kennedy Catholic High School (ASB), having as our goal the formulation of a democratic student government, a well-defined system of traditions and laws, and the promotion of a Christian environment which will enhance our learning experience, we hereby establish this constitution as a means to best regulate school affairs, assure cooperation, and promote an active interest in student government.

All policies and activities will support the goals and mission of Kennedy Catholic High School.

ARTICLE I - MEMBERSHIP

Section 1. All students enrolled at Kennedy Catholic High School shall be considered members of the ASB.

ARTICLE II – STUDENT COUNCIL

Section 1. Membership

The Student Council consists of class executives to represent each of the four classes (freshman, sophomore, junior, and senior) and ASB executive officers to represent the student body as a whole. Each class executive consists of three elected representatives. The ASB executive office consists of seven elected members, including a president of the committee.

Duly elected representatives from recognized clubs or organizations may also be invited to sit on Student Council.

Section 2. Meetings

Student Council shall convene at the discretion of any student body executive or the Activities Coordinator.

The Student Council meetings shall take place outside of regular school time or a time designated by the Student Council and approved by the Activities Coordinator.

Section 3. Powers and Duties

Student Council shall have the power to initiate and approve amendments to this Constitution (see Article IV). ASB council has the right to request a copy of any class, club, or organization constitution.

ASB council has the power to enact any other legislation deemed appropriate and necessary to the general welfare of the ASB.

ASB council has the power each semester to set, in collaboration with the Activities Coordinator, calendar dates for student activities.

ARTICLE III – OFFICERS

Section 1. The duties of an ASB EXECUTIVE:

He/she shall preside at all Student Council meetings and be at all ASB assemblies.

He/she shall appoint all committees and respective chairpersons as deemed necessary.

He/she shall appoint all class officers to interschool functions.

He/she shall be responsible for the execution of all legislation passed by the Student Council.

Section 2. The duties of a CLASS EXECUTIVE:

He/she shall attend all Student Council meetings and be at all ASB assemblies and dances.

He/she shall be responsible for bringing forth the ideas and concerns of his/her corresponding grade.

Section 3. Student Body Executive Elections and Qualifications of Executives:

The elections of ASB Executives shall occur at least three weeks before the conclusion of the regular school year and at a time deemed appropriate by the Student Council and Activities Coordinator.

Candidates for ASB Executive shall hold a minimum cumulative grade point average of 2.5 for at least three semesters. Elected officers whose cumulative GPAs fall below this minimum standard may be required to vacate their office. A

probationary period shall be established by the Activities Coordinator and Vice Principal of Student Services before the officer is forced to step down.

Student Council elections, once petitions are filed, shall last no longer than one school week. The members of the Senior Class do not vote in the election of Student Council.

Candidates must be free of discipline issues and will be subject to an investigation into their discipline report.

Section 4. Class Elections

Class elections shall be held one week after ASB Executive elections or at a time deemed appropriate by Student Council and the Activities Coordinator. All candidates must have a 2.5 cumulative GPA.

Freshman class elections must be held by the first week in October at a time considered appropriate by the Activities Coordinator.

Class officer candidates must obtain an administrator's signature prior to being placed on the ballot.

Section 5. Clubs and Organizations

Clubs and organizations are encouraged to elect their officers in the spring of the year for the following school year.

Section 6. Terms of ASB Executives and Class Executives

All officers shall commence their duties at the last meeting of the Student Council at the end of the school year and shall serve for one calendar year.

An officer of the Student Council may be removed if he/she does not maintain a 2.5 GPA, commits a major infraction of school rules, or willfully violates this Constitution.

Any member of the faculty is welcome to attend any meeting of the Student Council.

ARTICLE IV - AMENDMENTS

Section 1. Proposal

An amendment to this Constitution may be proposed by the Student Council or by a petition bearing the signatures of at least 10 percent of the Association.

A proposed amendment to this constitution shall be enacted by a two-thirds majority vote of the Student Council and a majority vote of the Student Body, subject to the approval of the President/Principal.

PARENT CLUB

The Kennedy Catholic Parent Club is a volunteer parent group which supports and serves students, Teachers, staff, and parents/guardians of our Kennedy Catholic Family. The Parents/guardians' Club mission is to support the spiritual formation of Kennedy Catholic students, to promote the visibility and communication of our school's achievements, to assist in community building and fundraising by sponsoring school events, and to create a resource for Kennedy Catholic parents/guardians to volunteer and share their gifts and talents. Parent Club events include: the Mother-Daughter Mass and Brunch, the Arts & Crafts Fair, the Mother-Son Dinner Dance, and the Knight Stand, the schools' student store. General information, along with current and specific updates about Parent Club activities and officers, can be found at kennedyhs.org/support-us/parent-groups/parent-club.

BOOSTER CLUB

The Kennedy Catholic Booster Club was formed more than 40 years ago by a small group of parents/guardians who wanted to assist Kennedy Catholic with the financial requirements of athletic activities. Since that time, they have grown in numbers and responsibilities. Booster Club activities include: hosting the annual Crab Feed and the bi-annual Hall of Fame Dinner, taking tickets at all varsity home games, volunteering at sporting events, and much more. The Kennedy Catholic Booster Club is open to anyone wishing to be involved in supporting student athletes. More information can be found at kennedyhs.org/support-us/parent-groups/booster-club.

BSHARP

BSHARP (Band Support Helping Artists and Performers) is a parent and alumni organization that supports and serves students, Teachers, and staff of the Performing and Fine Arts programs. BSHARP facilitates and coordinates with volunteers to support numerous events and activities. More information can be found at kennedyhs.org/support-us/parent-groups/bsharp.

CATHOLIC PRAYERS

THE LORD'S PRAYER

Our Father, who art in heaven, Hallowed be Thy name;

Thy kingdom come;

Thy will be done on earth as it is in heaven. Give us this day our daily bread

And forgive us our trespasses

As we forgive those who trespass against us.

And lead us not into temptation but deliver us from evil. Amen.

HAIL MARY

Hail Mary, full of grace! The Lord is with thee;

Saint art thou among women

And Saint is the fruit of thy womb, Jesus. Holy Mary, Mother of God,

Pray for us sinners,

Now and at the hour of our death. Amen.

GLORY BE TO THE FATHER

Glory be to the Father, And to the Son,

And to the Holy Spirit.

As it was in the beginning, Is now,

And ever shall be,

World without end. Amen.

THE ACT OF CONTRITION

My God, I am heartily sorry for having offended you, and I detest all my sins because of your just punishments, but most of all because they offend you, my God,

who are all good and deserving of all my love.

I firmly resolve with the help of your grace to sin no more and to avoid the near occasion of sin. Amen.

THE GREAT COMMANDMENTS

"You shall love the Lord your God with your whole heart, and with your whole soul, and will all your mind.

You shall love your neighbor as yourself." Mt.22:37-39

THE PRAYER OF ST. FRANCIS

Lord, make me an instrument of your peace.

Where there is hatred, let me sow love;

Where there is injury, pardon;

Where there is doubt, faith;

Where there is despair, hope;

Where there is darkness, light;

And where there is sadness, joy.

Master Grant that I may not so much seek to be consoled as to console; to be understood as to understand; to be loved as to love. For it is in giving that we receive; it is in pardoning that we are pardoned; and it is in dying that we are born to eternal life.

THE TEN COMMANDMENTS

1. *I am the Lord your God. You shall not have other gods besides me.*
2. *You shall not take the name of the Lord, your God, in vain.*
3. *Remember to keep holy the Sabbath day.*
4. *Honor your father and your mother.*
5. *You shall not kill.*
6. *You shall not commit adultery.*
7. *You shall not steal.*
8. *You shall not bear false witness against your neighbor.*
9. *You shall not covet your neighbor's wife.*
10. *You shall not covet your neighbor's goods.*

THE BEATITUDES

Saint are the poor in spirit, for theirs is the kingdom of heaven.

Saint are they who mourn, for they will be comforted.

Saint are the meek, for they will inherit the land.

Saint are they who hunger and thirst for righteousness, for they will be satisfied.

Saint are the merciful, for they will be shown mercy.

Saint are the clean of heart, for they will see God.

Saint are the peacemakers, for they will be called children of God.

Saint are they who are persecuted for the sake of righteousness, for theirs is the kingdom of heaven.

MEMORARE

Remember, O most gracious Virgin Mary, that never was it known that anyone who fled to your protection, implored your assistance or sought your intercession, was left unaided.

Inspired with this confidence, we fly to you, O Virgin of virgins, our Mother; to you we come; before you we kneel, sinful and sorrowful. O Mother of the Word Incarnate, despise not our petitions, but in your mercy, hear and answer them.

ACADEMIC FORMATTING HANDBOOK

MLA FORMAT AND GUIDELINES FOR ENGLISH PAPERS

Papers must be typed, double-spaced, 12-point Times New Roman font only. Papers should be printed on standard, white, 8.5 x 11-inch paper.

Margins of paper should be 1 inch all sides.

Indent the first line of paragraphs one-half inch from the left margin, using the "tab" key.

Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin.

Only use italics in your text when writing a foreign word or phrase or when necessary to provide emphasis.

If you have any endnotes, include them on a separate page before your Works Cited page. Entitle the section Notes (centered, unformatted).

A Works Cited page should be the last page(s) of your paper. The page(s) should be separate and labeled as such.

FORMATTING THE FIRST PAGE OF YOUR PAPER

Do not make a title page for your paper unless specifically requested.

In the upper left-hand corner of the first page, list your name, your teacher's name, the course, and the date.

Double space again and center the title (if a title is requested). Do not bold, underline, italicize, or place your title in quotation marks; write the title in Title Case (standard capitalization), not in all capital letters.

Use quotation marks and/or italics when referring to other works in your title, just as you would in your text.

Double space between the title and the first line of the text.

IMPORTANT FACTS TO REMEMBER ABOUT MLA

Always underline or italicize the titles of books, websites, movies, periodicals, plays, or any large work.

Always use quotation marks when writing the titles of articles, short stories, poems, television shows, or songs.

On the Works Cited page, always indent the second line of your citation/documentation, and any lines that follow, five spaces, but DO NOT INDENT the first line.

Microsoft Word 97 and newer editions have a reference section for help in using MLA format.

8 SENTENCE PARAGRAPH FORMAT

The following eight-sentence format is very useful in achieving all the basic necessities of information presentation for the purposes of writing about literature or any other topic in high school. This structure is the basis for many future writing assignments.

Sentence #1 = Topic Sentence: (TS)

- *This introduces the topic or theme, contains a claim, acts as a sub-thesis in a longer paper, and should include the title of the literature being discussed.*

Sentence #2 = Concrete Detail (or quote): (CD)

- *Contains a piece of quoted text and often begins with "For example…" or another demonstrative phrase.*

Sentence #3 = Commentary: (CM)

- *Offers your view of the information you are presenting and may include the phrase "This shows…" or something similar.*

Sentence #4 = Commentary: (CM)

- *Further discusses your critical view of the information you are presenting.*

Sentence #5 = Concrete Detail (or quote): (CD)

- *Presents another piece of concrete information for you to discuss and comment on and may start with the phrase "In addition…" or something similar.*

Sentence #6 = Commentary: (CM)

- *Offers your view of the information presented in your second concrete detail.*

Sentence #7 = Commentary: (CM)

- *Further discusses your critical view of the information presented by CD #2.*

Sentence #8 = Concluding Sentence: (CS)

- *Finish your paragraph by reaching a conclusion and reiterating your claim and then offer a transition to the next paragraph.*

EXAMPLE OF 8 SENTENCE PARAGRAPH:

(TS) The transition from middle school to high school is one of great change. (CD) One major change is the number of students in school. (CM) Many students come from a small middle school with no more than two or three classes per grade, making the transition to a larger school a bit frightening. (CM) It is easy to feel lost in a crowd when you no longer know everyone. (CD) In addition to the larger class size, one change many students face is a greater workload. (CM) Often, students in middle school are not prepared for the amount of homework they are assigned on a regular basis in high school. (CM) Feeling overwhelmed is normal, but keeping track of assignments and forming study groups can be helpful to a student's success. (CS) Though high school is a time of change, it does not have to be a time of stress or fear as students soon discover.

COMMONLY MISSPELLED WORDS:

There/their/they're

- *Look! Over there! It is a person who uses there, their, and they're appropriately.*
- *My goodness, they're having a good time.*
- *They're having a good time because they always know how to apply their grammar skills.*

Know/no

- *You know what, Teacher? No, what, student? We love this assignment.*

Whose/who's

- *Whose phone just rang in my class? Who's going to tell me the truth?*

Your/you're

- *You're the best class a teacher could have. If only you knew your homophones.*

Too/two/to

- *I am too tired to do two homework assignments tonight.*

Are/our

- *Are you going to the dance tonight? I'm not sure because our house is a mess and my parents/guardians said I must clean it first.*

It's/its

- *It's (it is) difficult to remember all these rules.*
- *The dog kept chasing its tail.*

Accept/except

- *Accept is to receive (He accepted the reward.)*
- *Except means to omit or to make an exception of (Everyone is invited except him.)*

Affect/effect

- *Affect is usually a verb meaning to influence or to impress (The story affected him.)*
- *Effect is a verb that means to bring about (The new government effected radical changes.)*

Among/between

- *Among is used with more than two (The faculty discussed the problem among themselves.)*
- *Between is used with two (She stood between the tree and the rock.)*

Farther/further

- *Farther refers to distance (I have traveled farther than you.)*
- *Further means additional or to a greater degree and is used when no notion of distance exists (I need further assistance.)*

Fewer/less

- *Fewer refers to a number (Use the express lane if you have ten items or fewer.)*
- *Less refers to an amount (I prefer less salt in my food.)*

Principle/Principal

- *Principal means primary or a sum of money (The Principal, Ms. Jones, could not pay the principal on the loan.)*
- *Principle is a rule of conduct (He has strong principles.)*

Other Rules

All sentences must have a capital letter at the beginning and some sort of end mark (period, exclamation point, question mark).

Students should not use "I think," "I believe," or "In my opinion" when making an argument. The same statement should be written without any of these terms.

When using the word "like," students must be comparing two things.

Students should not use the universal "you." Example: "When you read To Kill a Mockingbird, you begin to sympathize with Boo Radley."

Students should not use any language that is often found in text messages. This includes, but is not limited to: "u," "w/," "b/c," "gr8," "thanx," "cuz," etc.

PUNCTUATION

Comma

A comma is used

- *after an introductory phrase, prepositional phrase, or dependent clause.*
- *to separate elements in a series.*
- *to separate nonessential information in a sentence.*
- *between adjectives that are equal and reversible.*
- *after a transition.*
- *in quoted work.*

To avoid comma splices (joining two independent clauses with a comma), separate the clauses with a period, with a semicolon, or with a comma followed by a coordinating conjunction.

Semicolon

A semicolon is used

- *to join two independent clauses when the second clause restates the first or when the two clauses are of equal emphasis.*
- *to join two independent clauses when the second clause starts with a conjunctive adverb or a transition.*
- *to join elements in a series when the individual elements already contain commas.*

Colon

A colon is used

- *to join two independent clauses when you want to emphasize the second clause.*
- *after an independent clause when it is followed by a list, a quotation, or another idea directly related to the independent clause.*

Parentheses

Parentheses are used to emphasize the content of the sentence. Use them to set off nonessential information such as dates, sources, or clarifying information.

Quotation Marks

Quotation marks are used

- *to enclose direct quotes.*
- *around the titles of short poems, song titles, short stories, magazine or newspaper articles, essays, speeches, chapter titles, short films, and TV or radio episodes.*

Do not use quotation marks in indirect or block quotations.

Italics

- *Italics are often used interchangeably with underlining.*
- *Italicize titles of magazines, books, newspapers, academic journals, films, television shows, long poems, plays of three or more acts, operas, and musical albums.*
- *Italics should be used for foreign words, a word or phrase to emphasize meaning, or when using a word to refer to that same word.*

Apostrophe

An apostrophe is used to indicate possession. It is also used in a contraction of two words shortened to become one by omission of letters.

SUGGESTIONS FOR EFFECTIVE PROOFREADING

If it's your own work, allow some time to pass before proofreading so you can observe with a fresh eye.

Read it through once without marking any errors. Use a printout of the document instead of viewing it online. Using a different format can allow you to see errors more easily.

Next, read it through looking for mechanical problems (spelling, punctuation, sentence fragments, run-on sentences, comma splices, subject/verb agreement, parallelism, pronoun reference agreement, etc.).

Finally, read it through looking for stylistic concerns such as faulty logic, sentence variety, sentence flow, and well-developed ideas.

Often, many mistakes can be found by reading the piece aloud. A comma splice, for example, becomes glaringly evident when spoken.

If you are reading someone else's work, do so with a critical eye and don't be afraid of hurting the author's feelings with your respectful criticisms. It will be more damaging to the author to submit a paper with unnecessary errors and receive a poor grade.

One last thing…if you are impressed with anything you read, make sure to let the author know.

WRITING ASSESSMENT TRAITS

All your writing in high school should exhibit each of these six traits.

Ideas: *The student writes using details, examples, and anecdotes to develop and enrich ideas.*

Organization: *The student organizes writing to enhance the reader's understanding and lead to an intended conclusion or insight.*

Voice: *The student writes to involve the reader and to show ownership and commitment.*

Word Choice: *The student writes using words that convey the desired message accurately and that hold the reader's interest.*

Sentence Fluency: *The student writes material that reads easily and exhibits a smooth transition between ideas.*

Conventions: *The student writes using standard conventions for sentence structure, subject-verb agreement, spelling, and punctuation.*